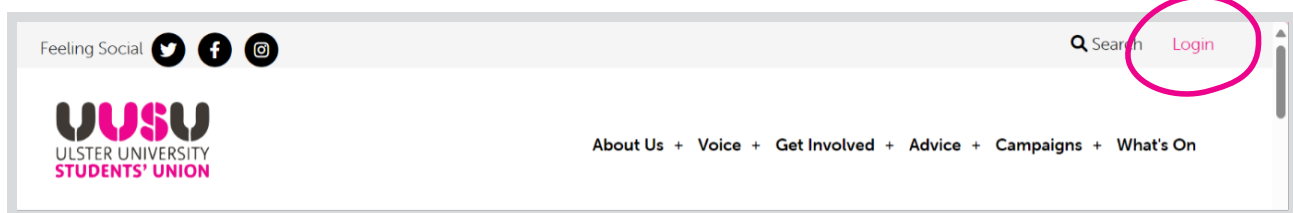# SELL SOCIETY MERCHANDISE

If you want to sell society merch such as hoodies, your society webpage has all the tools you need! You can avoid dealing with cash and pages of orders – everything is managed online and the income goes directly to your society fundraising account.

STEP 1: LOG IN

Log in to the UUSU website at **uusu.org** using your student B code and password.

If you have an issue logging on, please contact your Societies coordinator, Karen at **k.pothin@ulster.ac.uk**

STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Admin"** and Select your society.

This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Products"** and **"Select new product"**
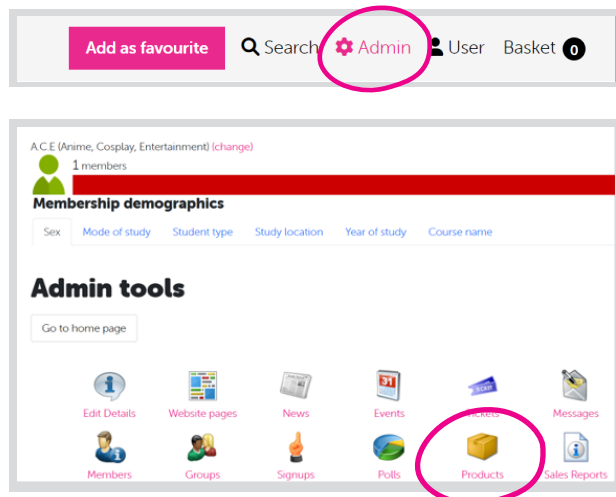
STEP 3: ADD YOUR ITEM DETAILS

Name	Add the item name eg. ACE Hoody
Price	Set the cost of the item
On sale from/until	You will want to order your items from the supplier in one go so set a time period when students can place their order
Sales Limit	If there is a maximum number of items you can supply, set this figure
Per Person Limit	Are you happy for students to buy more than one item?
Description	Describe the item in as much details as possible so students want to get their hands on your merch

STEP 4: CUSTOMISE YOUR PRODUCT

Depending on the type of item, there might be additional information you need from the students buying a ticket eg. size, personalisation etc.

Click the yellow button on your product listing to add customisations and select **"add new customisation"**.

Customisations will be displayed as questions to the purchaser.

In this example, I want to ask students what size of hoody they want I have selected "required" so that students must respond. I have chosen to customise "per item" so if a student buys two hoodies, I can find out the sizes required for both. I have listed the size options available and chosen to limit choices to just these options by selecting "limit to this list".

Edit customisation

Details

Label *	Hoody Size
Help text	Our hoodies are true to size. Please identify which size you would like 73/200
	☑ Required
Customisation type	Per item
Max length *	100

Values

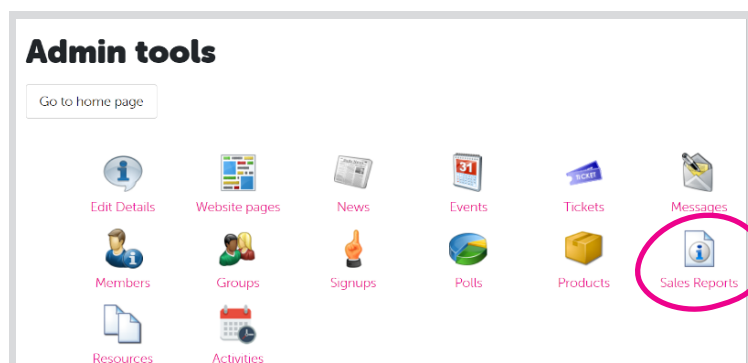|	
Predefined values	Small Medium Large
	☑ Limit to this list

Save

List the different options on separate lines one below the other as in the example. You can continue to add customisations eg. colour etc.

It might be useful to ask the student for their contact email address so you can get in touch with them when the item is available to collect.

STEP 5: REVIEW YOUR SALES

Keep an eye on sales as they come through by looking at your sales report.

Select admin and click on your society name. Select **"Admin tools"** and choose **"Sales Report"**

Admin tools

Go to home page

Edit Details | Website pages | News | Events | Tickets | Messages
Members | Groups | Signups | Polls | Products | Sales Reports
Resources | Activities

Search for the item reports according to when it was listed for sale and selections customisations. You can download the report to view all the customisation info your requested.