

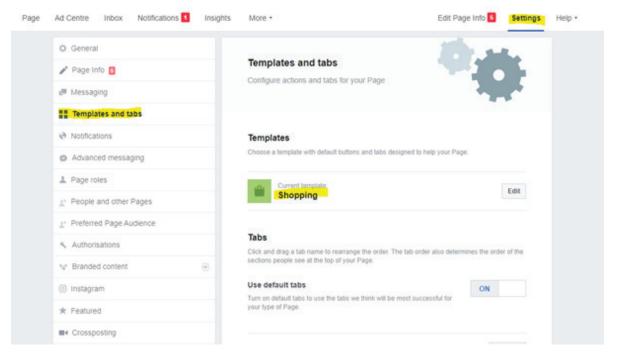


If you have a page set up on Facebook, you already have all the tools to sell online ready to go! Check if you have **'Shop'** in your side toolbar.

G
Greater Shepparton
Test Shop
Create Page @username
Home
Events
Posts
Reviews
Photos
Shop
Offers
Groups
Community
Videos
About
Promote Visit Ad Centre

f

If you don't, click on settings in the top toolbar, Templates and tabs in your left toolbar and set your template to **'Shopping'**. This may change your side bar options on the main page so if you want to keep it all the same, head to the bottom on that page and click **'Add a Tab'** 







Add a Tab	

Head back to the main page and click on **'Shop'** in the left toolbar. If this is your first time using it, you will be prompted to read Facebook's Terms and Policies.

Once that's done, it will ask you to select your checkout method. If you have an account with another online platform such as **'Shopify'**, this is where you would add the link. If you find that using Facebook messages to purchase doesn't work for you, let us know and we can give you a quick lesson in shopping platforms. You will have to pay to use one of these platforms, Facebook messenger is free to use.

You will then select your currency then you are all ready to go! You can add a description of what kind of store you are up the top and start adding products.

+ Describe what Greater Shepparton Test Shop sells	۵
Welcome to your shop!	
Your shop is empty. Add products to make it easy for people to browse and buy. Not sure how to get started? See tips for getting the most out of your shop Add Product	





When you click **'Add Product'** the box below will pop-up. Please note that you need a picture or video to sell a product. The rest of the box is quite self-explanatory!

Road Cone         Price         \$10.00         Sale price         \$5.00         This product is on sale          Description         Direct people where you want them to go with this Road Conel         Inventory         In stock          Visibility         Public          Product condition         This is used to describe the condition of the product.	Add product	×
Road Cone         Price         \$10.00         Sale price         \$5.00         This product is on sale          Description         Direct people where you want them to go with this Road Cone!         Share this product on your Page          In stock          Wisibility         Public          Product condition         This used to describe the condition of the product.         Condition selector         New	Add photos Add Videos	
Price S10.00 Sale price S5.00 This product is on sale  Description Direct people where you want them to go with this Road Conel Share this product on your Page Share this product on your Page New Visibility Public Product condition This is used to describe the condition of the product. Condition selector New	Name	
\$10.00         Sale price         \$5.00         This product is on sale          Description         Direct people where you want them to go with this Road Cone!         Share this product on your Page          Inventory         In stock          Visibility         Public          Product condition         This used to describe the condition of the product.         Condition selector         New	Road Cone	
Sale price \$5.00 This product is on sale Description Direct people where you want them to go with this Road Conel Share this product on your Page Share this product on your Page Inventory In stock Visibility Public • Product condition This is used to describe the condition of the product. Condition selector New •	Price	
\$5.00 This product is on sale  Description Direct people where you want them to go with this Road Cone!  Share this product on your Page  Inventory Inventory In stock  Visibility Public  Product condition This is used to describe the condition of the product. Condition selector New	\$10.00	
This product is on sale  Description Direct people where you want them to go with this Road Cone!  Share this product on your Page  Inventory Instack  Visibility Public  Product condition This is used to describe the condition of the product. Condition selector New	Sale price	
Description Direct people where you want them to go with this Road Conel  Share this product on your Page  Inventory  In stock Visibility Public  Product condition This is used to describe the condition of the product. Condition selector  New	\$5.00	
Share this product on your Page  Inventory  In stock  Visibility  Public  Product condition This is used to describe the condition of the product. Condition selector  New	This product is on sale     Description	
Inventory In stock In stock Inventory Visibility Public Product condition This is used to describe the condition of the product. Condition selector New	Direct people where you want them to go with this Road Conel	
Public  Product condition This is used to describe the condition of the product. Condition selector New	Share this product on your Page  Inventory In stock	<u> </u>
Product condition This is used to describe the condition of the product. Condition selector New	Visibility	
This is used to describe the condition of the product. Condition selector New -	Public +	
New 👻	Product condition This is used to describe the condition of the product.	
	Condition selector	
	New	•

If the stock is on sale, you can click the 'This product is on sale' and then add the new price.

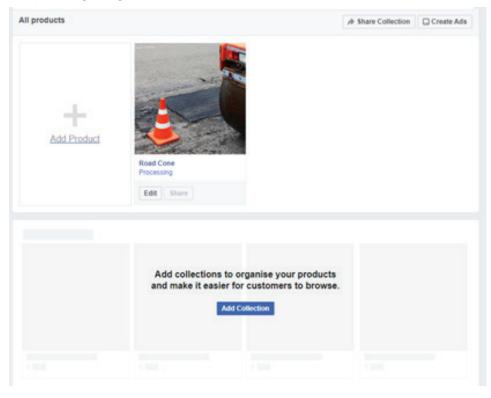
Price	
\$10.00	
Sale price	
\$5.00	
This product is on sale 6	

Description





Your product then has to be processed and approved by Facebook. This shouldn't take long (although I'm not sure how lucky I'll be getting my road cone approved!). You can then add different collections (Women's Clothing for example)









If you click into **'Publishing Tools'** in your top toolbar and scroll down to 'Shop' on the left toolbar, you'll be able to edit your products (edit, delete, mark as in stock, mark as out of stock), create collections, see your pending orders, and see all orders.

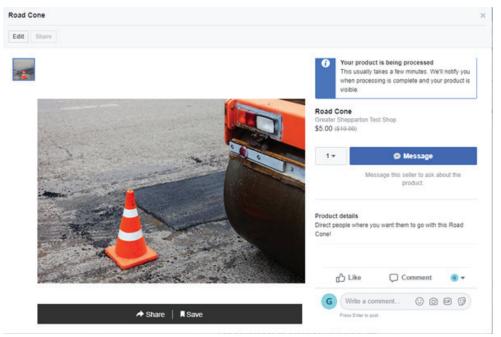
Page	Ad Centre In	nbox	Notifications	Publishin	g To	More -		Edit Pag	e Info
	Stories		Products						
	Story Archive								
	Posts		Actions -			Inventory	Product visib	lity Views	
	Published Posts Scheduled Posts		Road	Cone				0	
	Drafts		\$10.0	0		In stock	Processing	i.	
	Expiring Posts								
	Videos								
	Video library								
	Videos you can crosspost								
	Tools								
	Creator Studio Sound Collection	÷							
	Branded content Posts to review	Ð							
	Your posts	Ð							
	Lead Ads Forms Forms Library								
	Draft forms library								
	Leads setup								
Pro	ducts								+ Add Product
Ac	tions 🔻								
	Product			Inve	entory	Product visibility	y Views		Message sends
	Road Con	e		In st	ack.	Public	0		0
	\$10.00			in as	anun.	1 done			
Orden									
Searc		0						Filters	1–1 of 1 🔹 🕨
		Q							
Date	Buyer					Price	Products		Order status
31 Mar						\$9.00	-	8	Paid
	Orders								
Order	details								×
-									1.
1									
Sei	nd Message								
	<b>*</b> • • •	~			Note				
A	\$9.0	J			Road C	one			
					Sent or	ch 2020 at 03:52 PM			
	Paid				31 Mar	ch 2020 at 03:52 PM			
					Order n	number 1225870839			
					561660	FF-010032			







Once this has processed, when people click on the product, this box will come up:



Once they click on message, it will send you a message with the product they wish to buy.

Karlee Ventre	
	15:53
Hello, I'm interested in Road Cone.	
Road Cone	
\$5.00 (was \$10.00)	

You will then need to get payment details like a CC number or give them bank account details. One their payment is confirmed, you then click on the dollar sign, it will then have the price of the object, a place to put in delivery costs, a discount etc. and once you hit confirm, it was say that that order has been paid.

If you want a cleaner check out option, like an online store does, this is when you will have to look into paying for something like Shopify but this is a quick, easy and free way to get your online shop up and running now.

