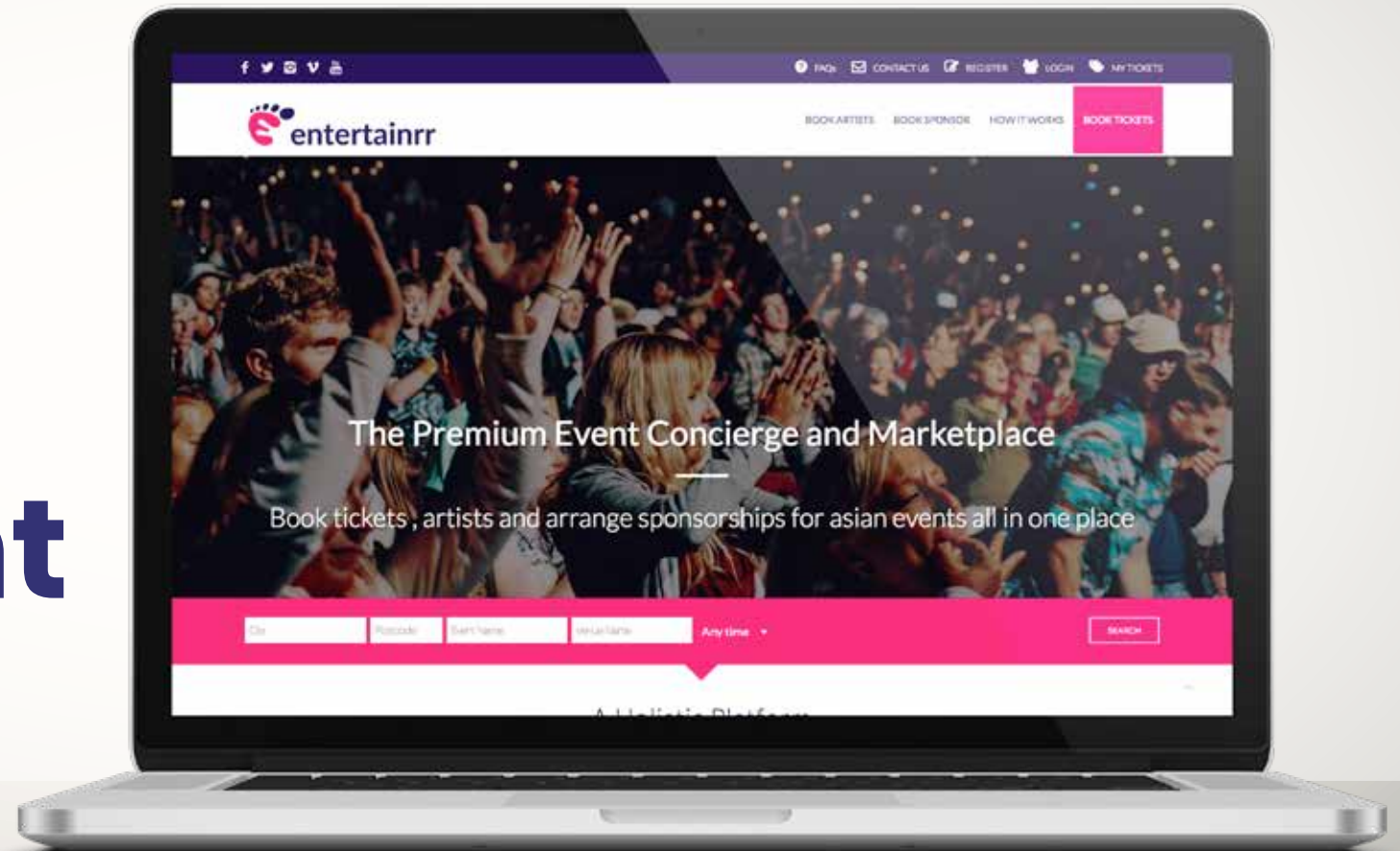




Adding Products To Your Event



You will learn how to...

Add a new product

5 Minutes



Make the product available for your event

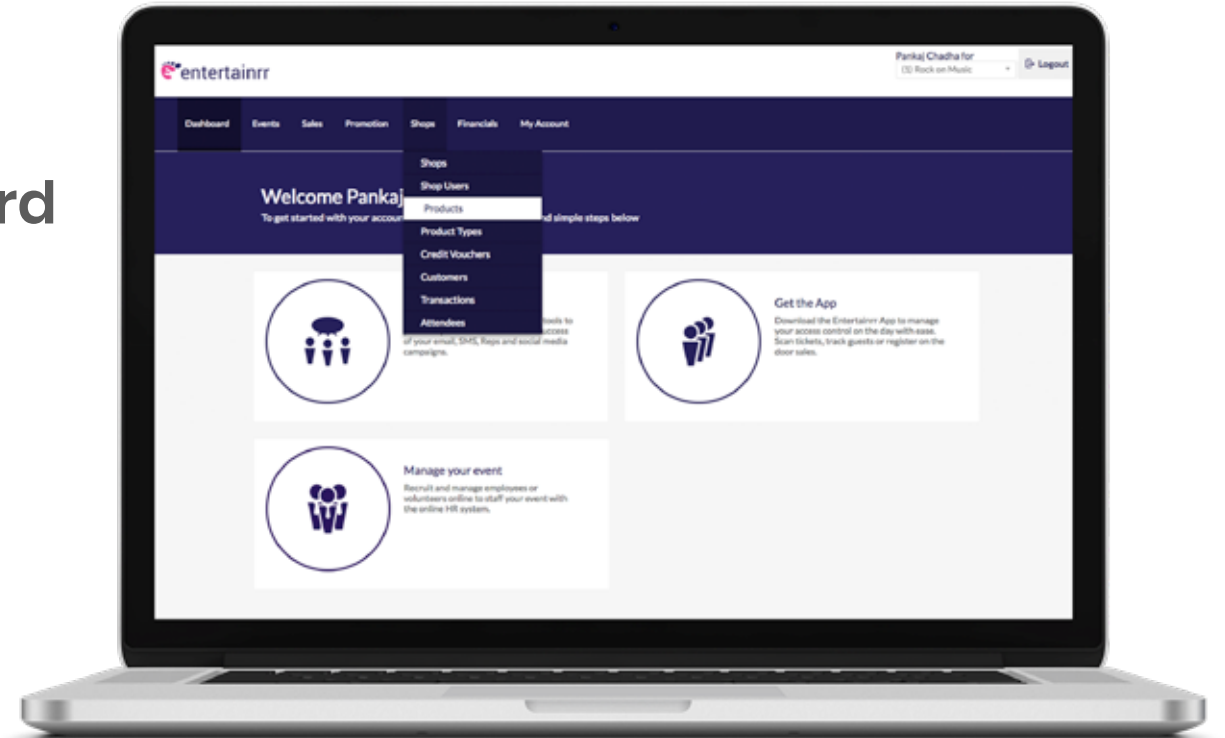
5 Minutes



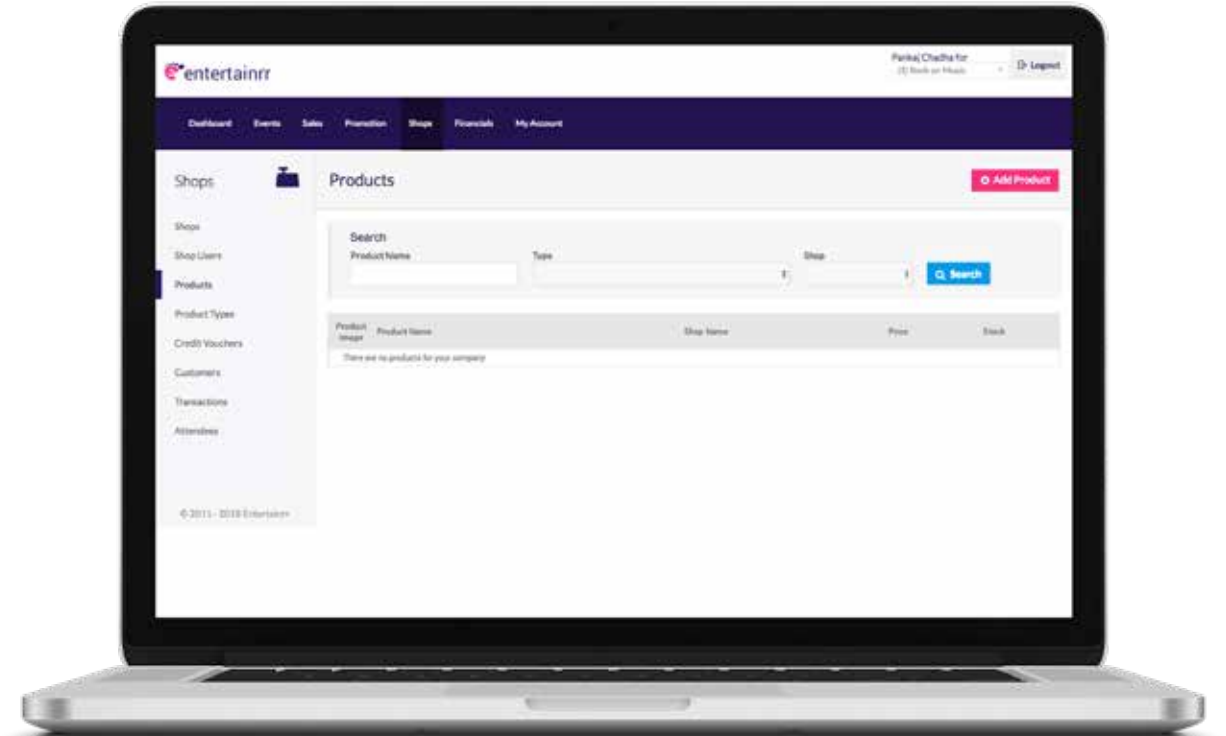
1. Add a new product

- Log in to the entertainrr dashboard via admin.entertainrr.com
- Select **Shops > Products** from the drop down menu

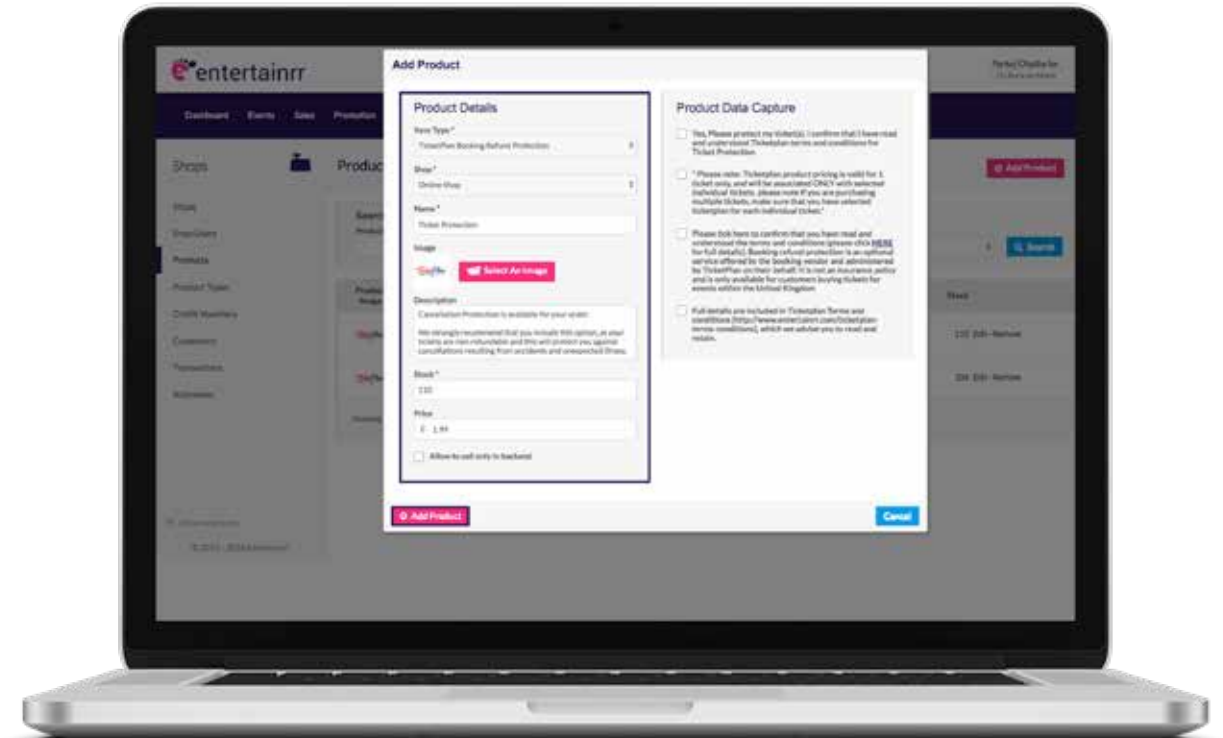
If you have already added product skip to [“make the new product available for your event”](#)



- Select “Add Product”

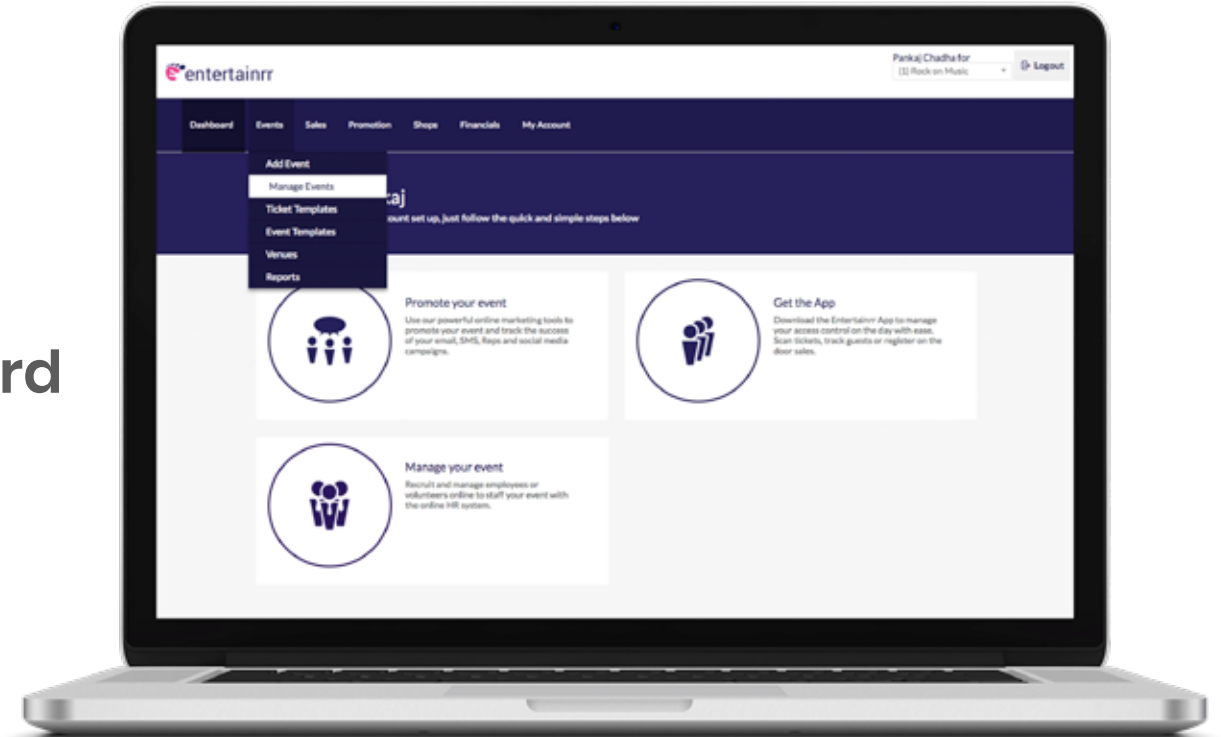


- **Select the Item Type**
- **Set the Shop to “Online Shop”**
- **Enter a Name** for your product
- **Enter how much stock is available** for the product
- **Enter a price**
- **Press “Add Product”**

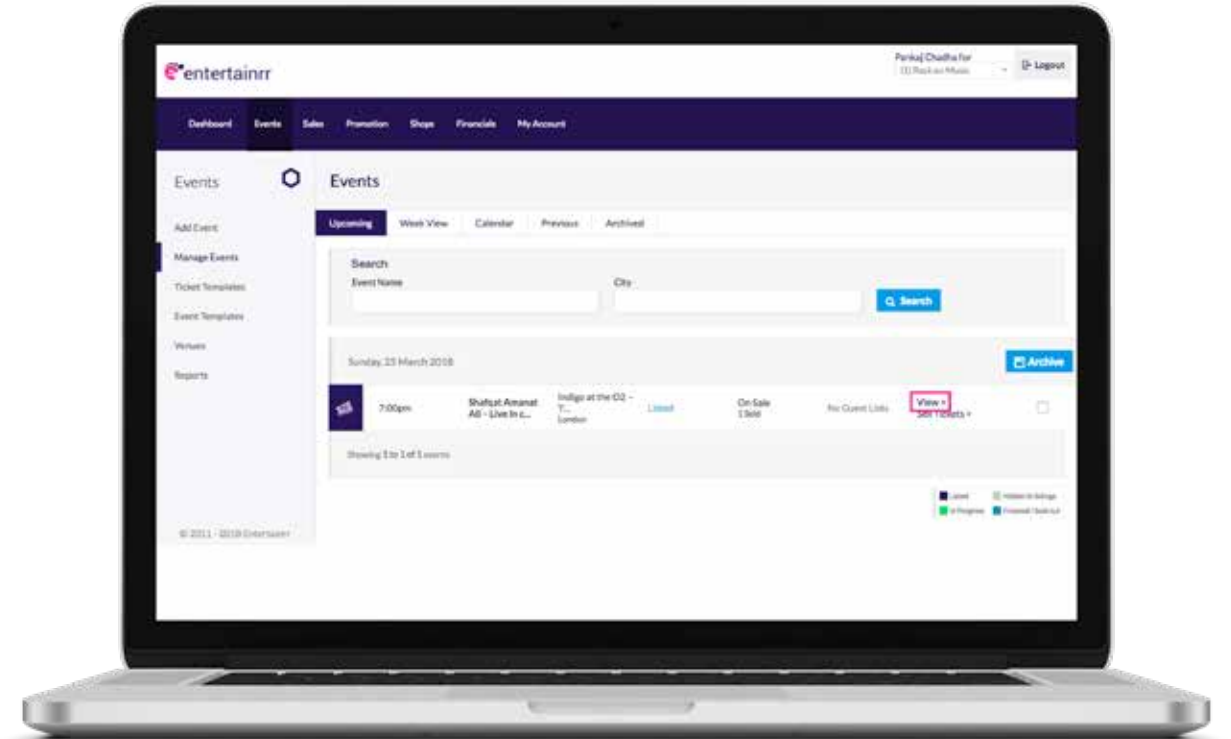


2. Make the product available for your event

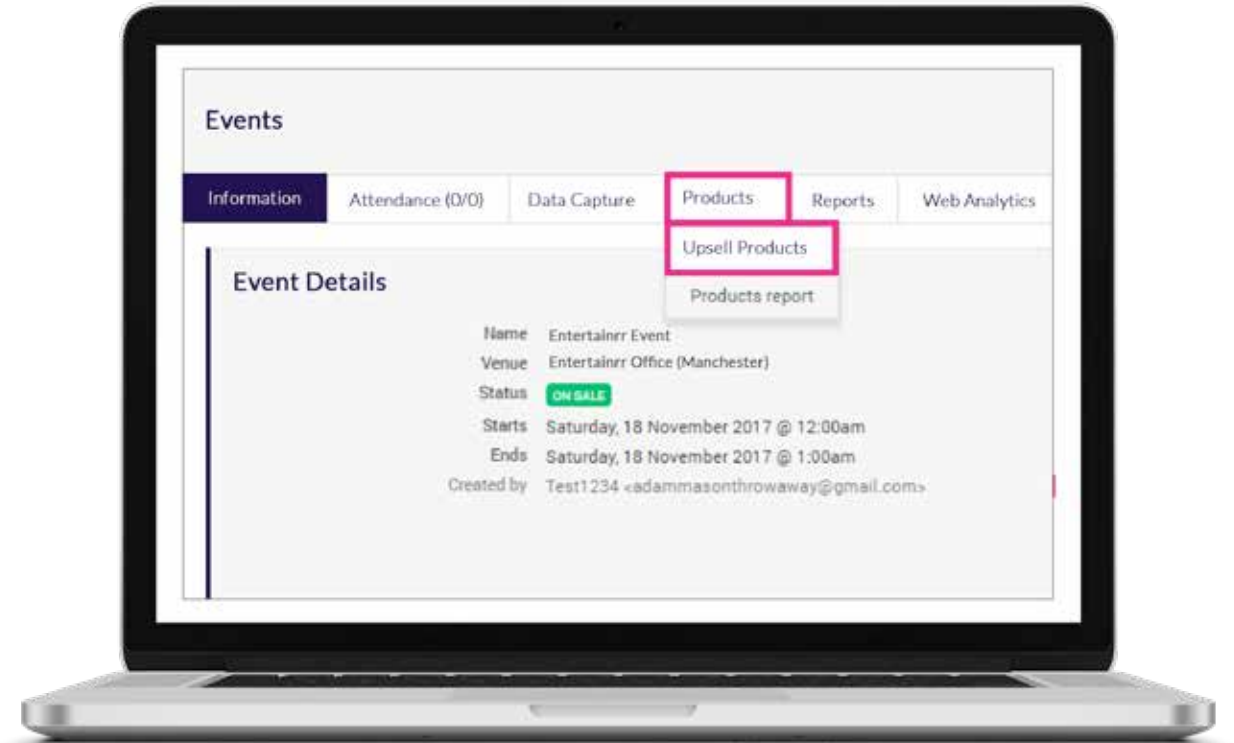
- Log in to the entertainrr dashboard via admin.entertainrr.com
- Select **Events > Manage Events**



- **Select the event you wish to make the product available for**
- **Press “View”**

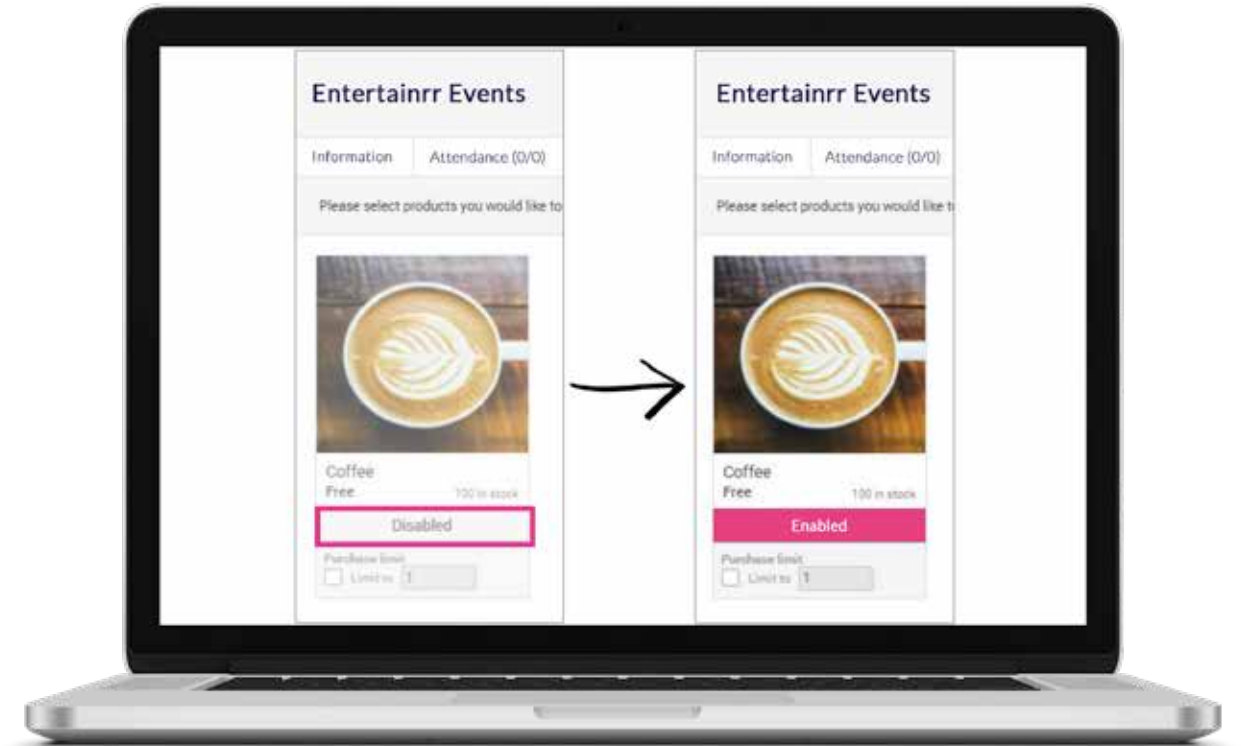


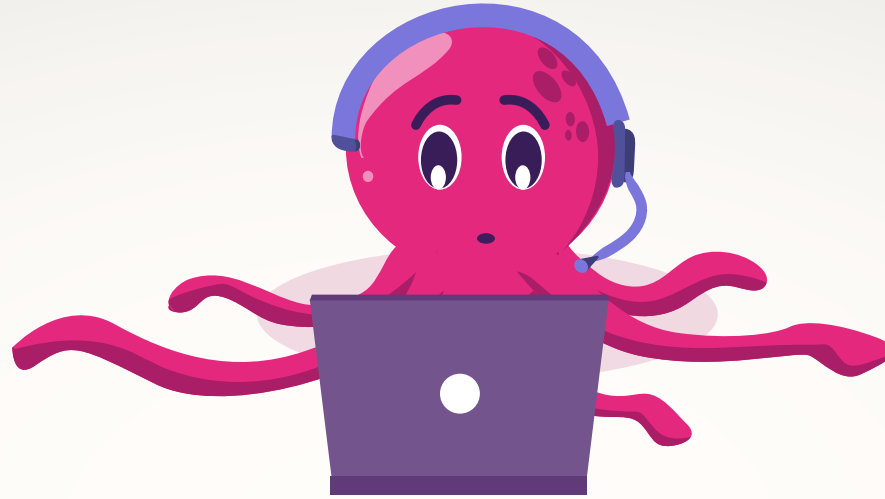
- **Select Products > Upsell Products**



- Find your product from the list and **press “Disabled”**
- **The product will then be enabled for your event**

You set a Purchase Limit if you wish





Thank You

**If you've got any more questions
drop us a line or call:**

 **0800 368 7709** Mon-Fri (9:30am – 5:30pm)

 **support@entertainrr.com**