# How to Add Products in the Setup Wizard

Set Up Wizard · https://a2bmanager.com/docs/how-to-add-products-in-the-setup-wizard/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/products-walkthrough-v3.mp4

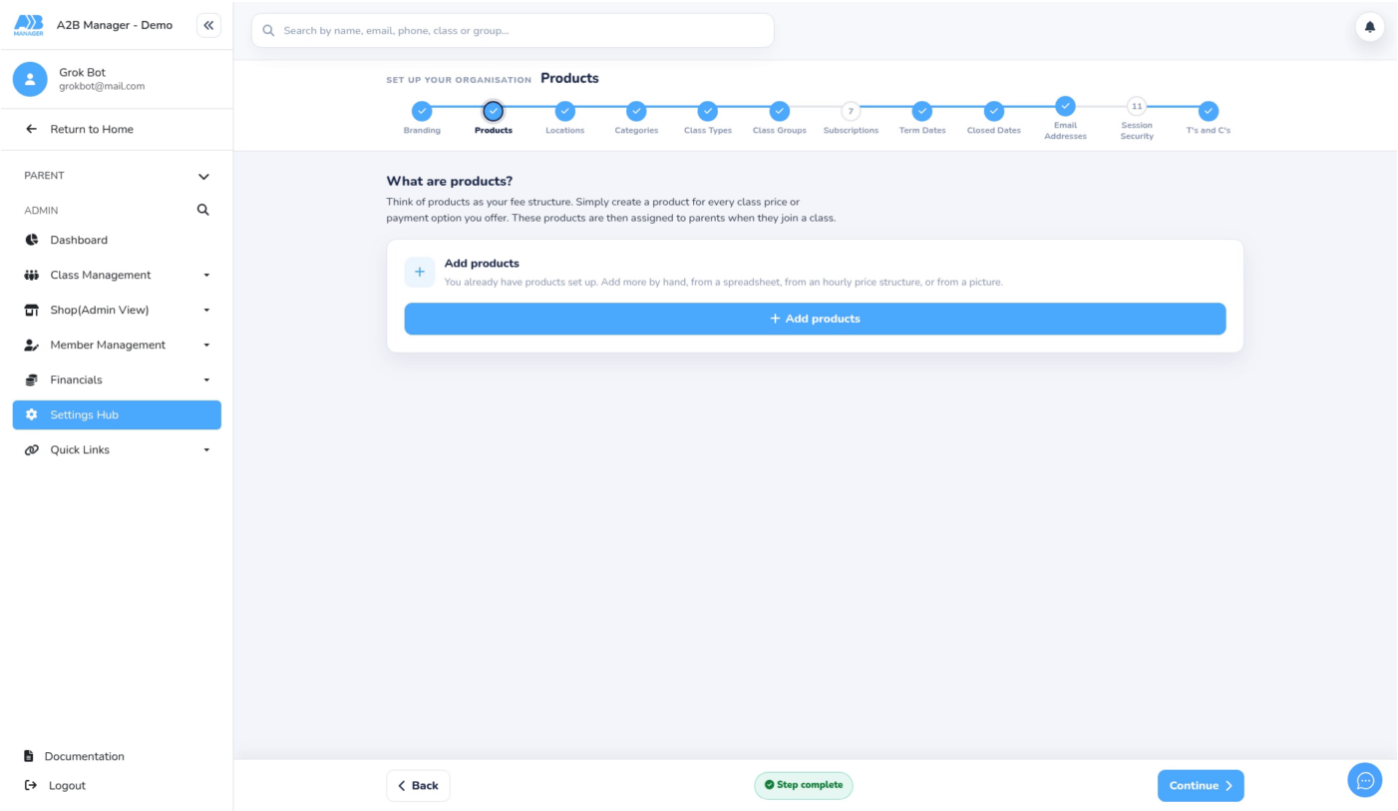
Video walkthrough: adding products

Products are your fee structure. Create a product for every class price or payment option you offer. They are then assigned to parents when they join a class, and are set up in your Stripe account.

## Adding products

### Step 1: Open the Products step (0:00)

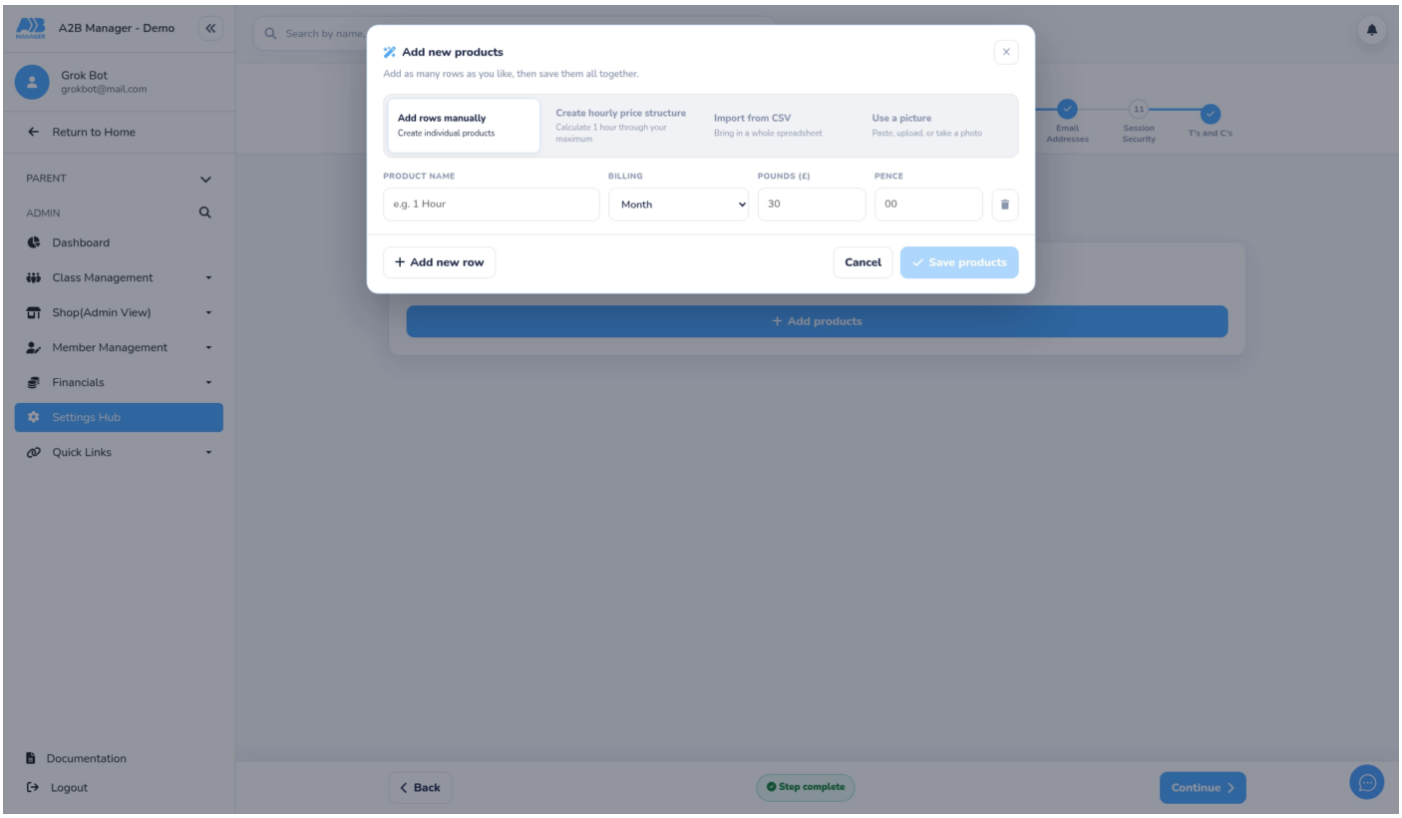
- Open the **Setup Wizard** and go to the **Products** step ("What are products?").




Step 1: The Products step

## Step 2: Choose how to add products (0:10)

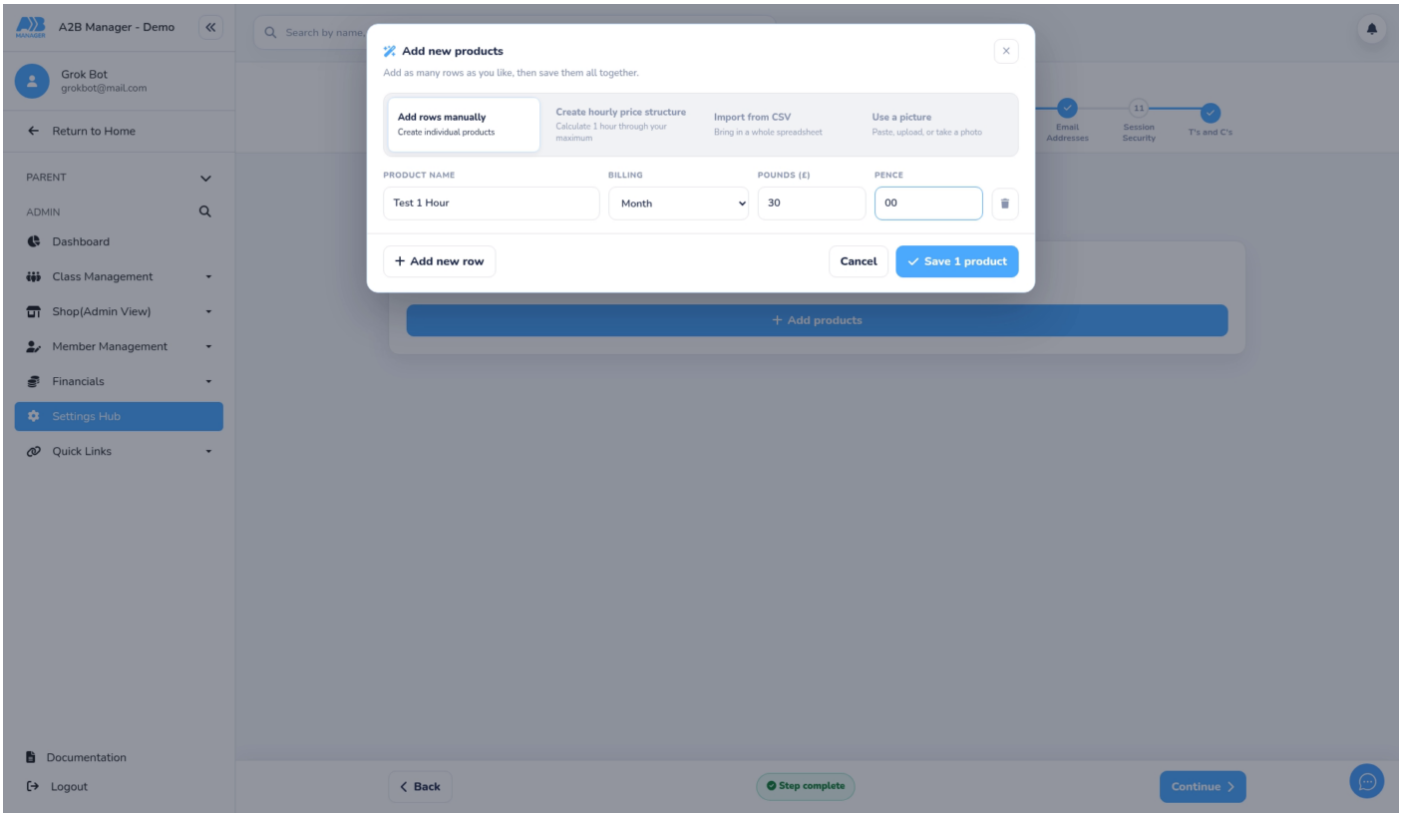
- Click **Add products**. The **Add new products** window gives you four ways: **Add rows manually**, **Create hourly price structure**, **Import from CSV** and **Use a picture**.



Step 2: The four ways to add products

## Step 3: Add a product by hand (0:23)

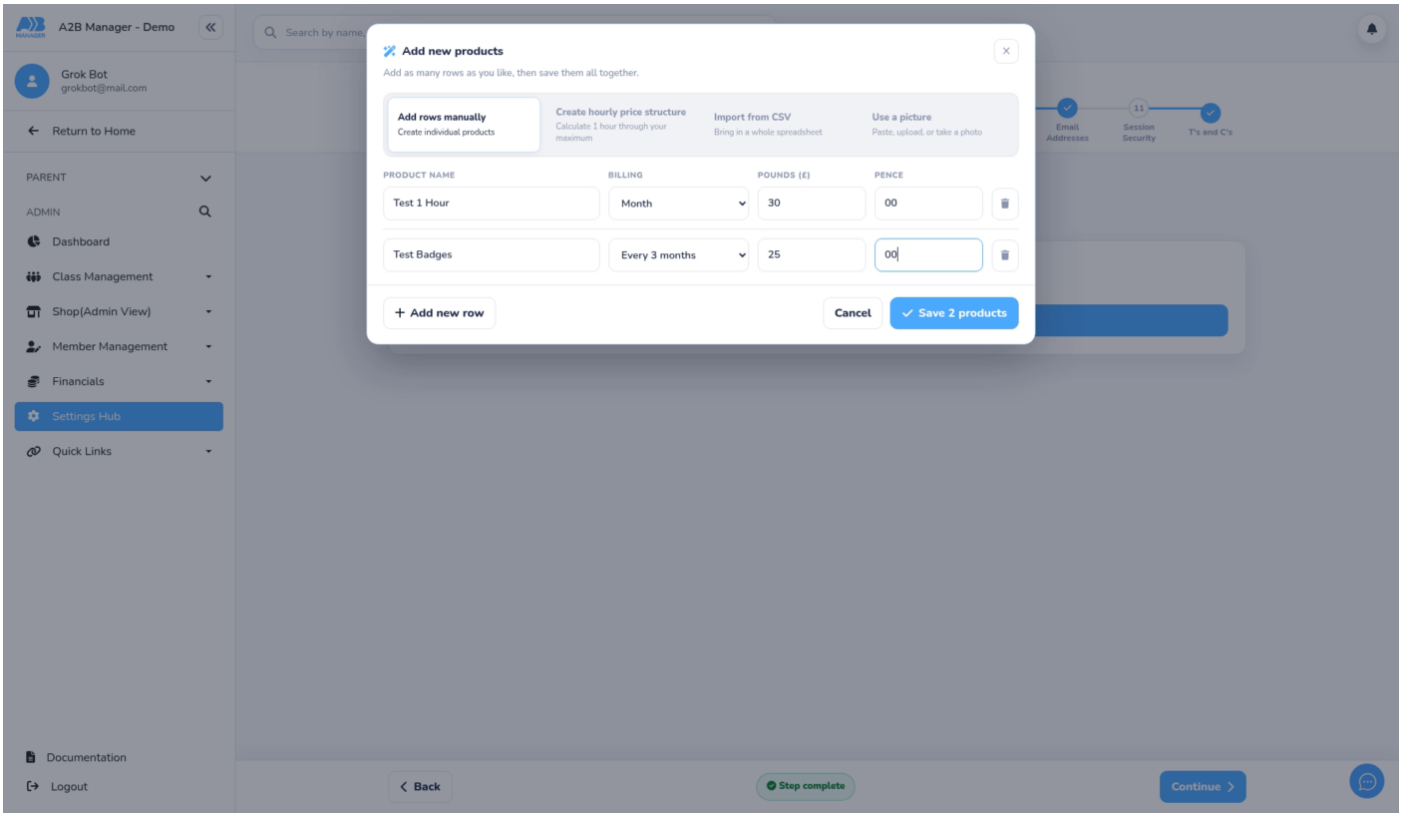
- With **Add rows manually**, type a **Product name**, for example **Test 1 Hour**.
- Choose the **Billing**: Month, Year, Every 3 months or One-off.
- Enter the price in **Pounds (£)** and **Pence**.



Step 3: A product row filled in

## Step 4: Add more rows (0:52)

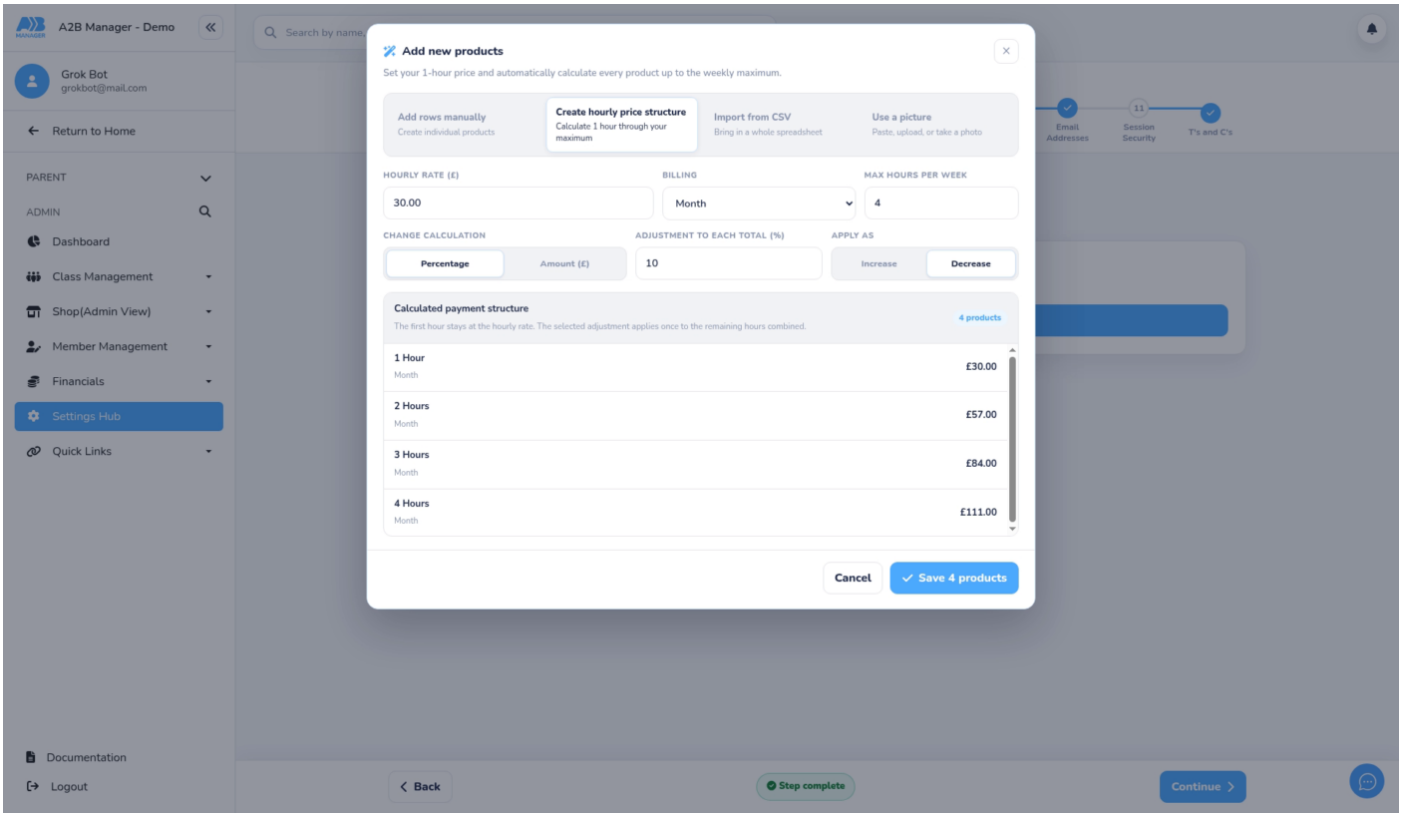
- Click **Add new row** for each extra product, for example **Test Badges** billed every 3 months at £25.00.
- Use **Remove** to delete a row you don't want.



Step 4: Two product rows ready to save

## Step 5: Create an hourly price structure (1:36)

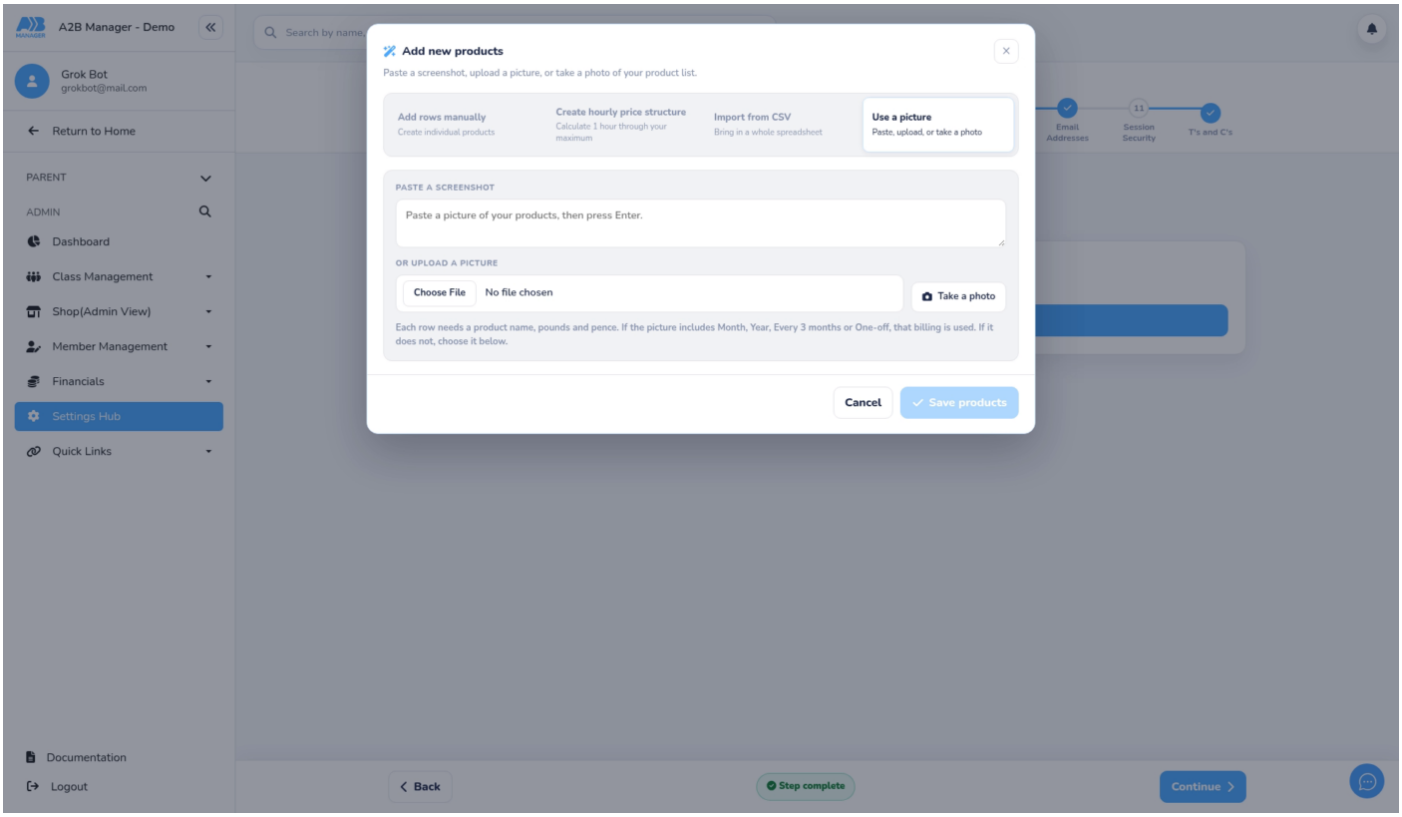
- Choose **Create hourly price structure** to create prices from 1 hour up to your maximum.
- Enter the **Hourly rate (£)**, **Billing** and **Max hours per week**.
- Under **Change calculation**, choose **Percentage** or **Amount (£)**, enter the change, and choose **Increase** or **Decrease**. The **Calculated payment structure** shows each price.



Step 5: An hourly price structure with calculated prices

## Step 6: Import a CSV or use a picture, then save (2:45)

- **Import from CSV** needs a **Product Name** column, plus **Billing**, **Pounds** and **Pence**. You can check the rows before saving.
- **Use a picture** lets you paste, upload or take a photo of your price list. The products are read from it for you to check.
- Click **Save N products** to create them.



Step 6: Import from CSV and Use a picture

## Good to know

- Your existing products are listed with their price, status and number of subscribers. Use **Show** to see active or archived products.
- You can **Archive** a product to stop using it, and **Restore** it later.
- Saving creates the products in your Stripe account, so check names and prices before you click **Save**.

Download the PDF guide (optional)