How to Add and Manage Shop Products

Shop Admin · https://a2bmanager.com/docs/how-to-create-products-on-the-shop/

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

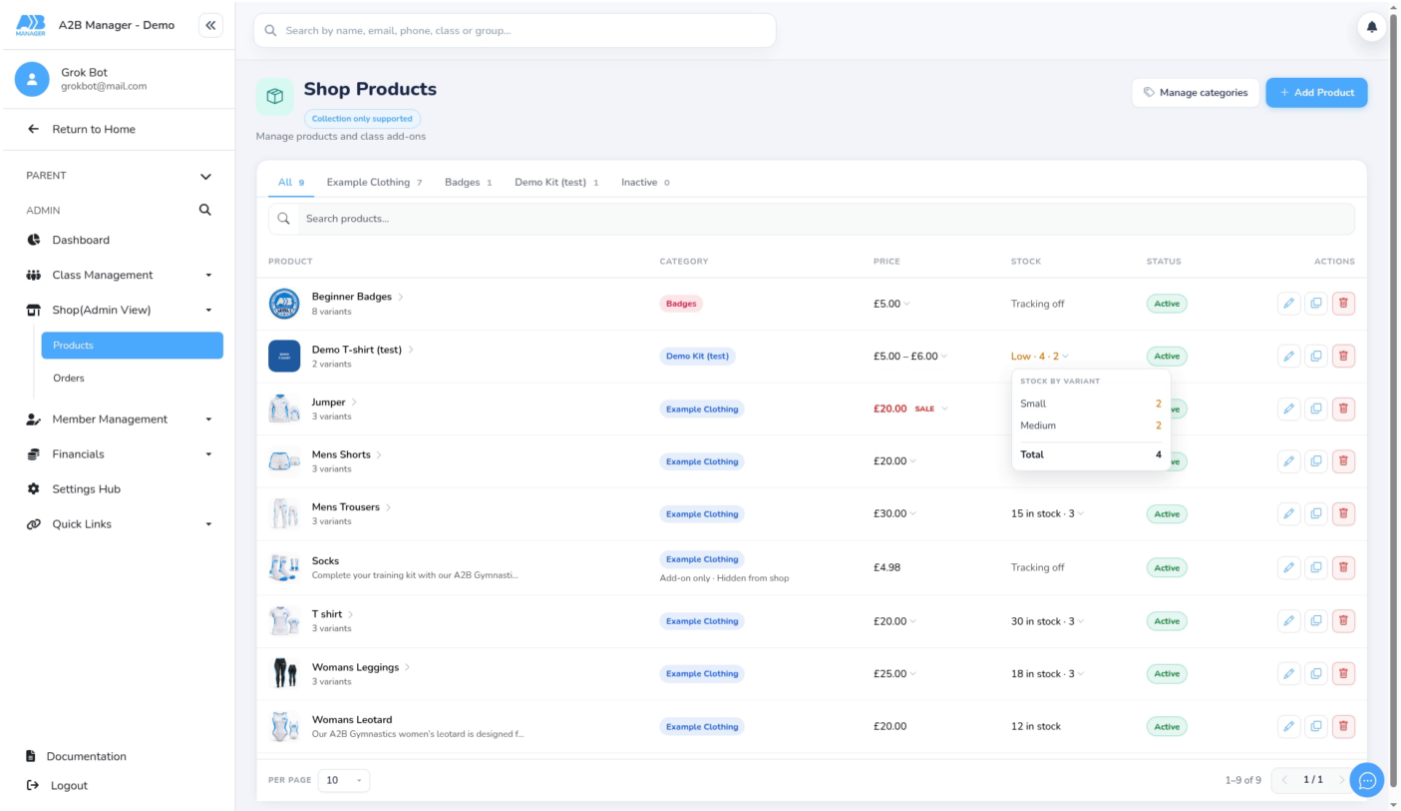
Video walkthrough: adding a shop product

Use the shop to sell items such as uniform, badges and water bottles. Parents collect their orders from the club.

Adding a product

Step 1: Open Shop Products (0:00)

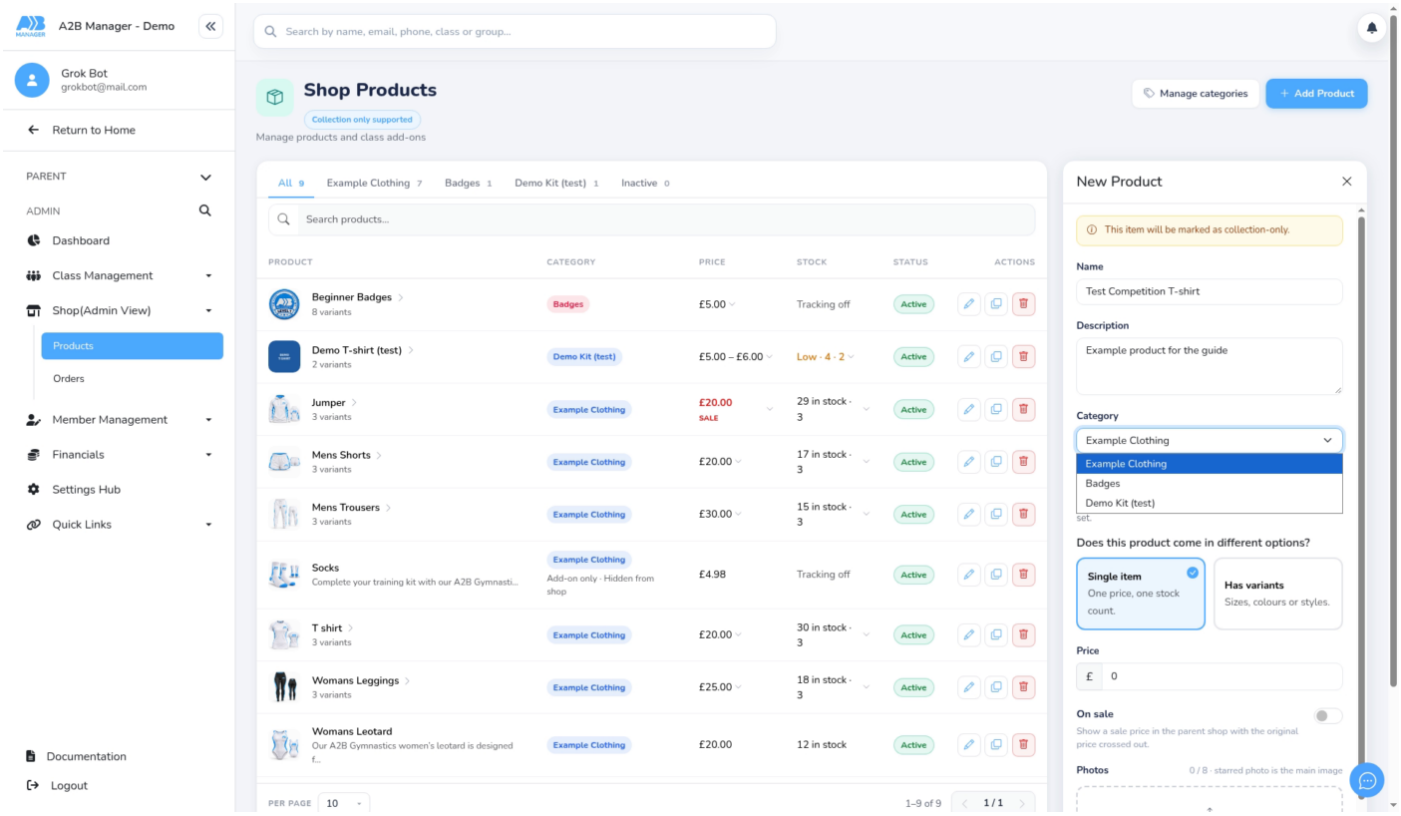
- Go to **Shop (Admin View)** > **Products**. Each product shows its category, price, stock and status.



Step 1: The Shop Products page

Step 2: Add the name and description (0:37)

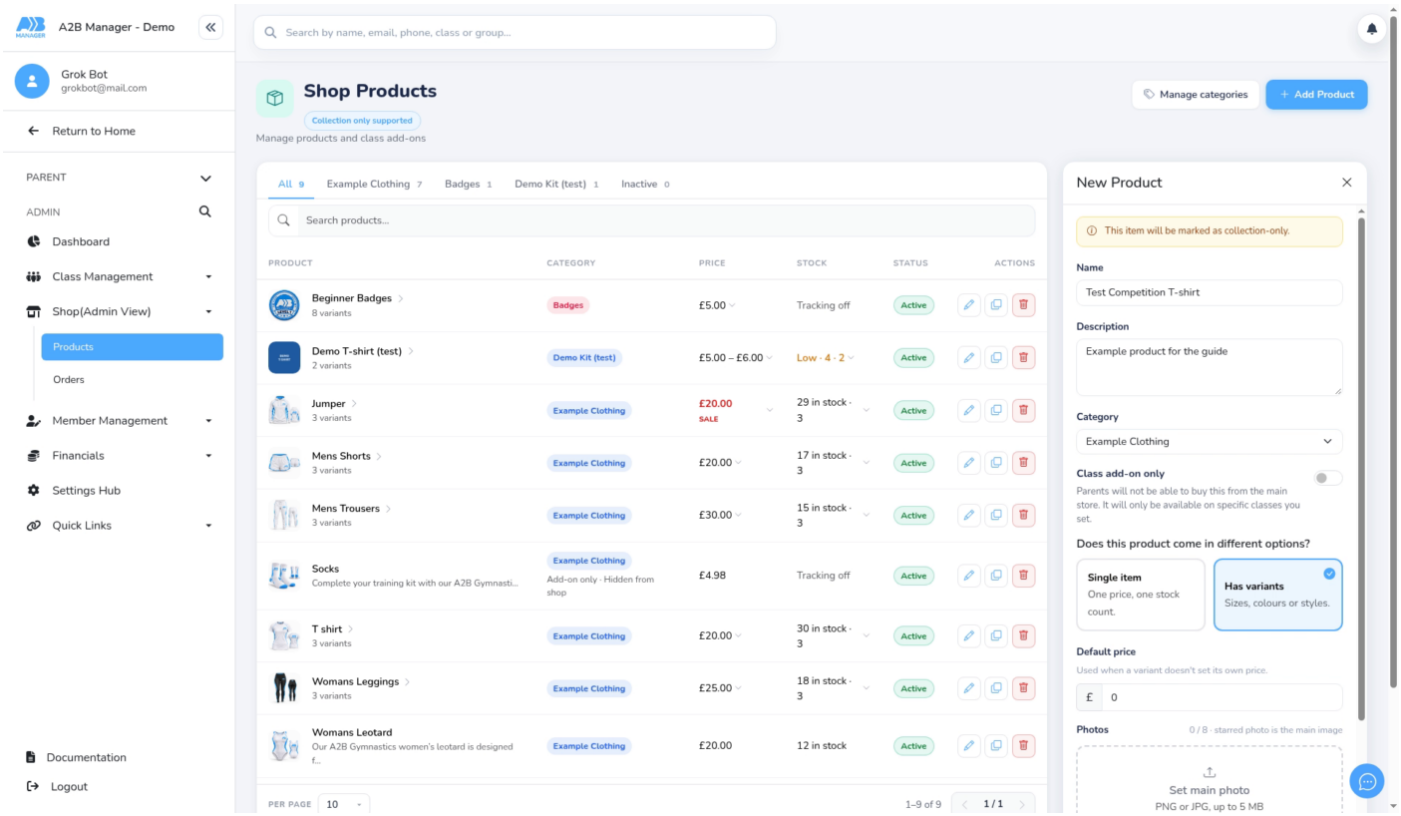
- Click **Add Product**.
- Enter a **Name** and a **Description**.



Step 2: Name and description entered

Step 3: Choose a category (1:08)

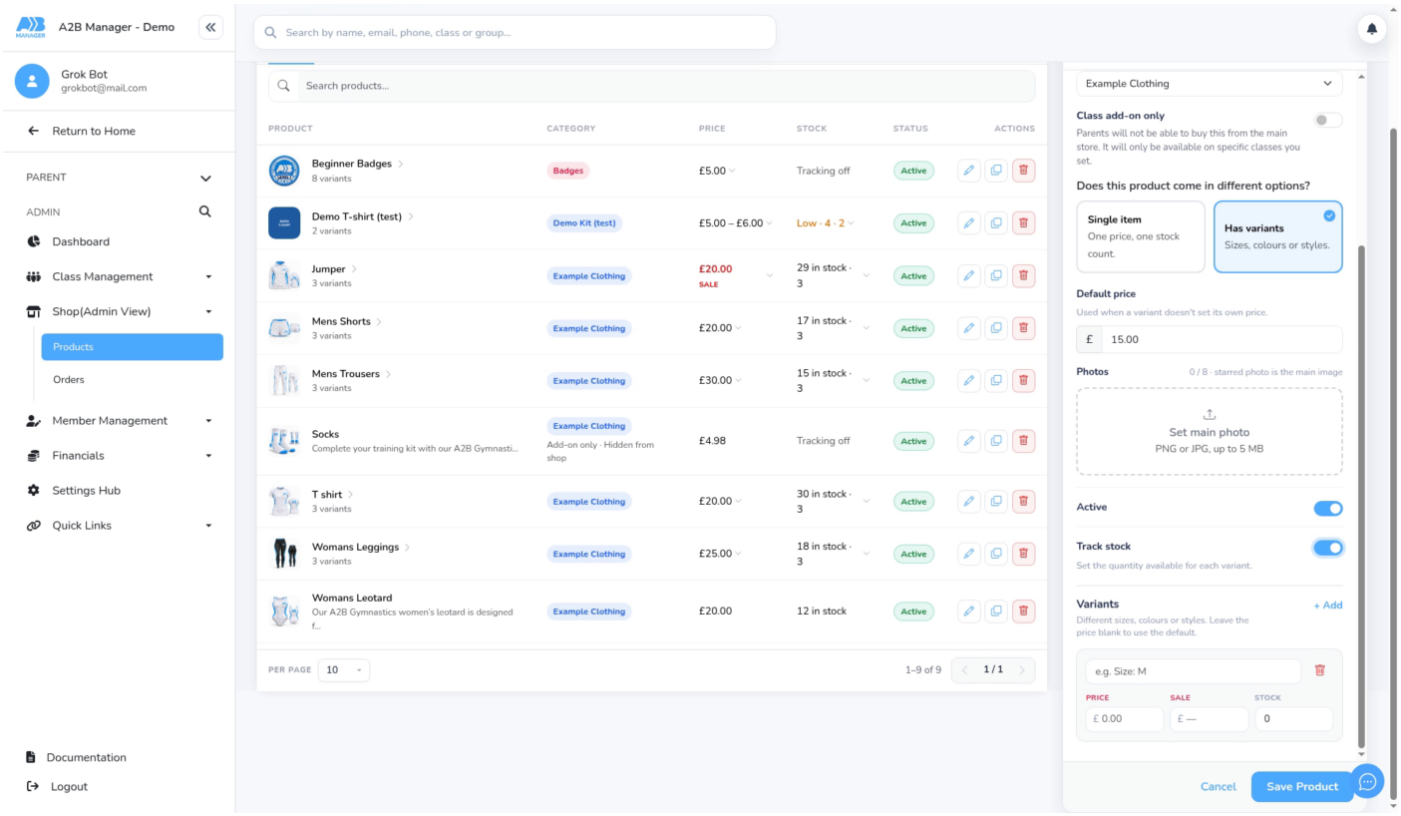
- Choose a **Category**, for example **Example Clothing**.



Step 3: Choosing a category

Step 4: Choose single item or variants (1:21)

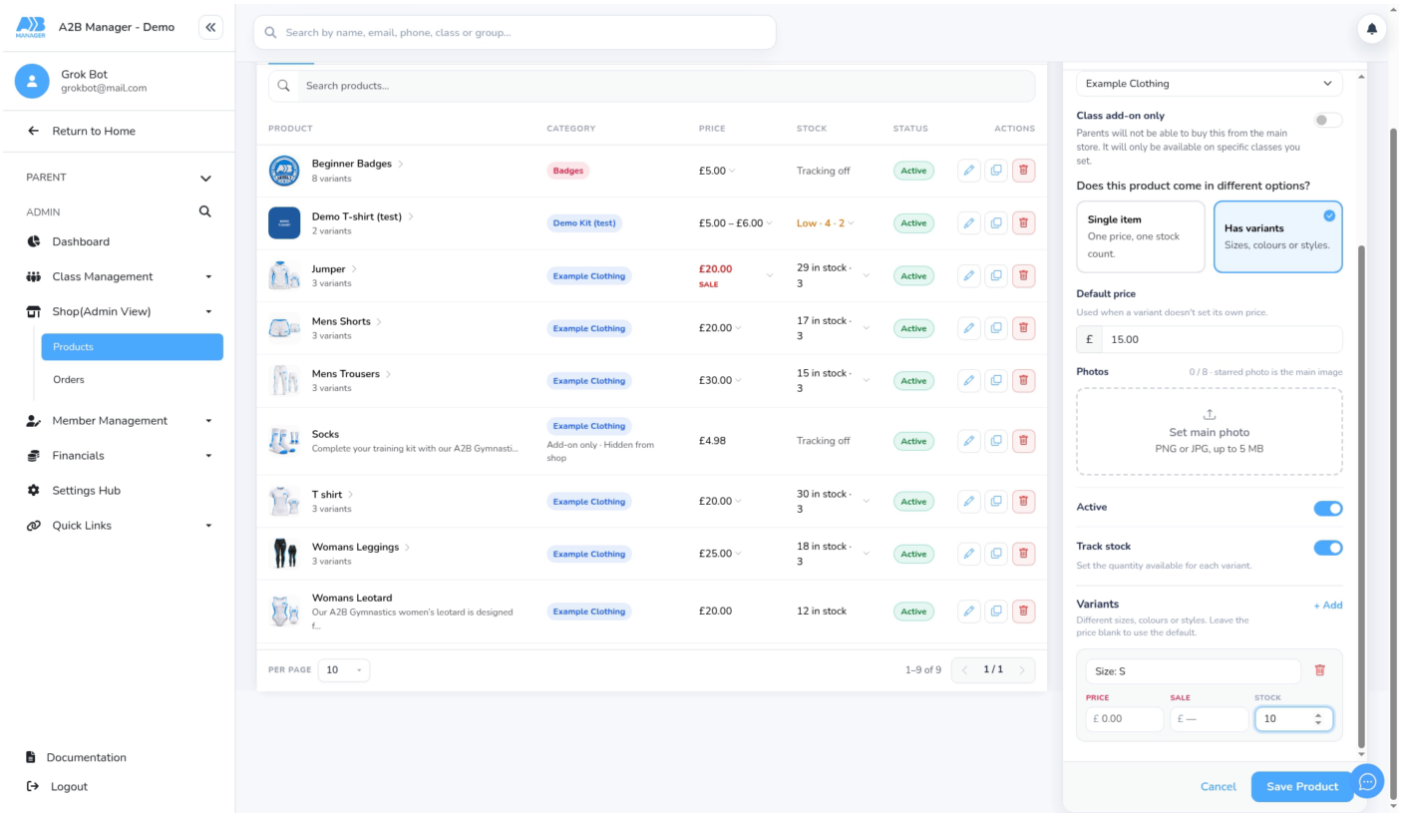
- Under "Does this product come in different options?", choose **Single item** (one price, one stock count) or **Has variants** (sizes, colours or styles).
- For variants, set a **Default price**. It's used when a variant doesn't set its own price.
- Add up to 8 **Photos** (PNG or JPG, up to 5 MB). The starred photo is the main image.



Step 4: Has variants chosen with a default price

Step 5: Set availability, add variants and save (1:59)

- Turn on **Active** so parents can see and buy the product.
- Turn on **Track stock** to count stock for each variant.
- Under **Variants**, click **+ Add** for each option. Enter its name (for example **Size S**), **Price** (leave blank to use the default), **Sale** price if it's on sale, and **Stock**.
- Click **Save Product**.



Step 5: A variant with its stock

Single items

- For a product with no options, such as a water bottle, choose **Single item**. Enter the **Price** and, with **Track stock** on, the **Stock**.
- Turn on **On sale** and enter a **Sale price** lower than the price. Parents see the original price crossed out.

Good to know

- Click a product in the list, or hover its price or stock, to see each variant. Variants on sale show a **SALE** badge.
- Use **Edit** to change a product, for example to put a variant on sale. **Duplicate** makes a copy.
- **Delete** asks you to confirm, then removes the product from the shop.
- **Class add-on only** hides a product from the shop so it's only offered with chosen classes. You can set a maximum quantity per student.
- Use the category tabs, search and filter to find products.

Download the PDF guide (optional)