

Copy a Store

You've created a store, made a bunch of sales to your end customers, and fulfilled the items in a timely manner – now it's time to do it all over again! Rather than rebuilding your store from scratch, why not save some time by copying the one you already created? With the **Copy Store** button, you can do just that!

<embed full video tutorial>

Open store to be copied

- Select the store you wish to copy from your store list
- Once opened, click on the **Copy Store** button

The screenshot shows the ORDERMYGEAR dashboard. On the left is a navigation menu with sections: Build (Overview, Edit store, Copy store, Archive Store), Communicate (Customers, Email customers, Flyers, Manage Group Access), and Fulfill (Manage Orders, Product Report, Player Report, Drop Ship Report, Artwork Report, Purchase Orders, Work Orders, Shipping). The main content area displays the details for a store named 'Westwood High School Spirit Wear 2019'. A green 'Copy Store' button is visible in the top right of the store details. The details are organized into three sections: General information, Collect information, and Taxes & fees.

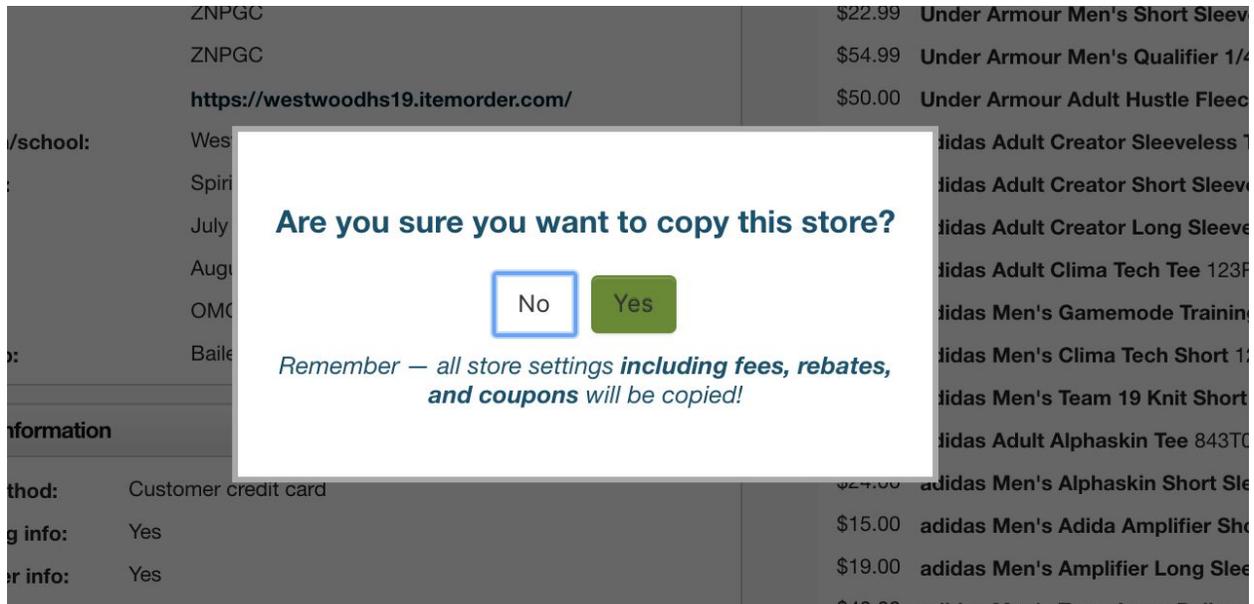
General information	
Sale code:	ZNPGC
OMG code:	ZNPGC
Store URL:	https://westwoodhs19.itemorder.com/
Organization/school:	Westwood High School
Activity/sale:	Spirit Wear
Opens:	July 8th, 2019 (7:23:00 pm)
Closes:	August 7th, 2019 (11:59:00 pm)
Created by:	OMG Admin
Assigned rep:	Bailey Anderson

Collect information	
Payment method:	Customer credit card
Collect billing info:	Yes
Collect player info:	Yes
Shipping:	All orders will be delivered to the school (\$0.00)

Taxes & fees	
Taxes:	• Sales Tax: 8.100%
Fees:	• Processing: 5.000%

Products	
\$22.99	Under Armour Men's Short Sleeve Locker Tee 1268471
\$54.99	Under Armour Men's Qualifier 1/4 Zip 1273917
\$50.00	Under Armour Adult Hustle Fleece Hood 1300123
\$22.00	adidas Adult Creator Sleeveless Tee 12GK
\$22.00	adidas Adult Creator Short Sleeve 12GL
\$25.00	adidas Adult Creator Long Sleeve Tee 12GM
\$15.00	adidas Adult Clima Tech Tee 123R
\$45.00	adidas Men's Gamemode Training Hood 12GE
\$19.00	adidas Men's Clima Tech Short 123S
\$25.00	adidas Men's Team 19 Knit Short 12VK
\$19.00	adidas Adult Alphaskin Tee 843T005
\$24.00	adidas Men's Alphaskin Short Sleeve Top 842T
\$15.00	adidas Men's Adida Amplifier Short Sleeve 12HH
\$19.00	adidas Men's Amplifier Long Sleeve Tee 1398
\$43.00	adidas Men's Team Issue Pullover 111C
\$17.00	adidas Alliance II Backpack 5141005/5143952
\$60.00	adidas Men's Freak Carbon Low F97396
\$37.00	adidas Men's Adizero 8.0 AF1101301
\$40.00	adidas Men's Freak 4.0 AF1103301
\$20.00	adidas Adult Alphaskin Force Padded Elbow 1Z14
\$40.00	adidas Men's Freak Max 2.0 AF1104200

- Select **Yes** when asked if you're sure you want to copy the store



- The store will begin to copy - this may take a minute if the store has a lot of products!
 - Once complete, you will be brought to the new version of the store, which will keep all of the store settings of your original store, including fees, rebates, and coupons
- Pro Tip:** A major benefit of copying a store is starting over fresh with your reports – which means no more confusion on which orders have or have not been fulfilled!

After the store has been copied

- Click **Edit Store** to adjust the open and close dates, add or remove products, or add a custom URL to the store
- The store will now have “Copy” at the end of the store name – we recommend removing this prior to sending to your customers to keep the store looking professional
- **Archive** the previous version of the store so you don’t get confused on which is which!

Pro Tip: If you’re reopening a store but want to let the customer use the same URL, make sure to remove it prior to copying the store, and then paste it into the new version you’ve just created. This keeps everything consistent from the customer’s perspective, even though the store they’re seeing is actually brand new. Watch the following video for steps:

<https://www.loom.com/share/9d7fc1823ceb46dc93e31541cd058445>