EzyClub

GUIDE

The club shop

For the Regalia role

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https://ezyclub.au/guides

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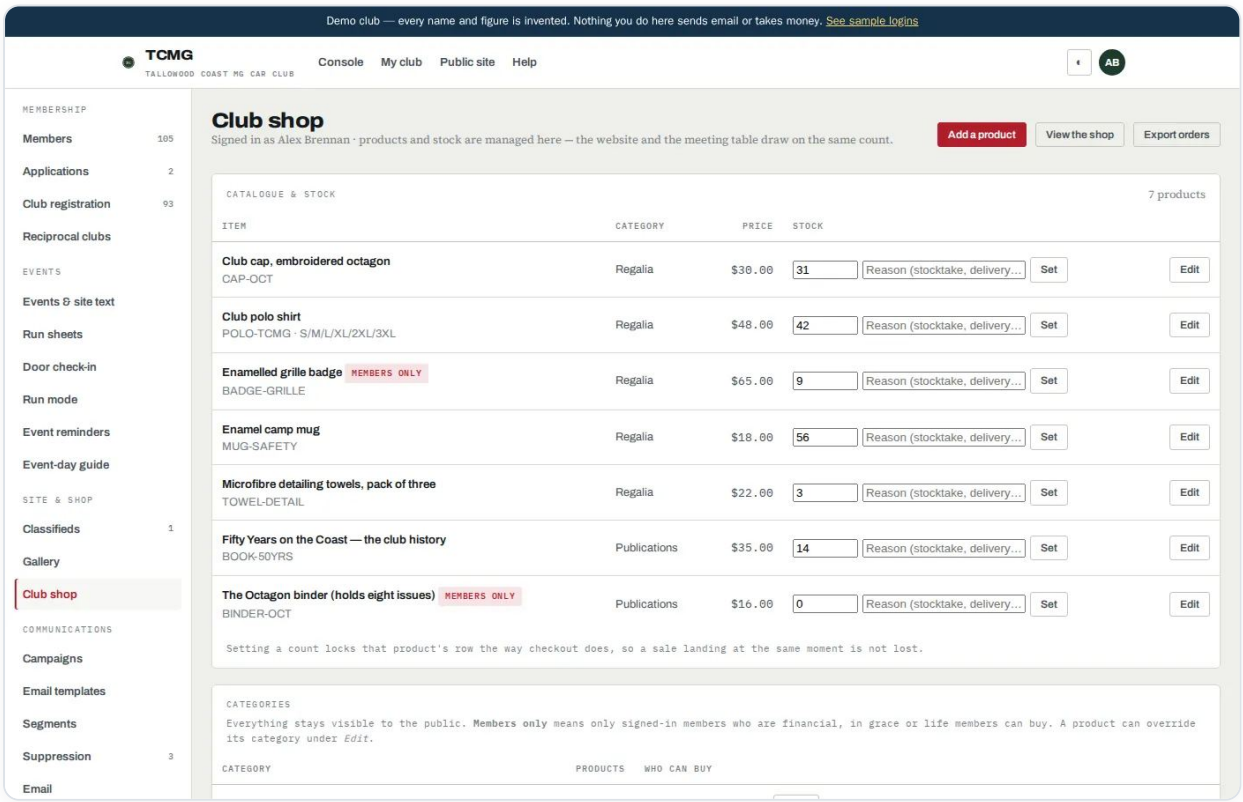
The Regalia role runs the club shop: caps, shirts, badges, books — whatever your club sells. The website shop and the table at meetings share one catalogue and **one stock count**, so the last grille badge is never sold twice. Everything is on **Site & shop → Club shop**.

The catalogue and stock

The top of the page lists every product with its code, category, price and stock.



The catalogue. Type a new count and a reason, then **Set**.

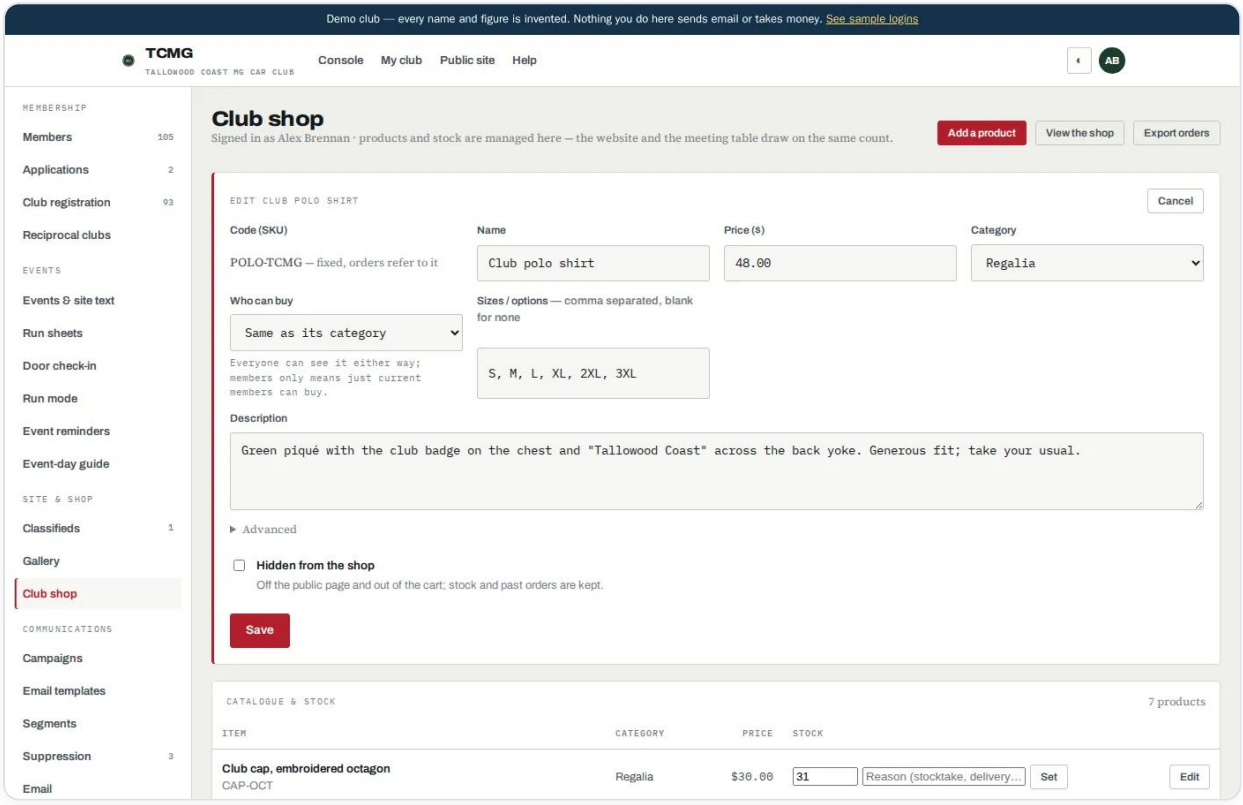
To change a stock count

1. Type the new count in the product's stock box — the number you actually have on the shelf.
2. Give a **Reason**: "stocktake", "delivery of 24", "two damaged".
3. Press **Set**. The change and its reason go in the **Catalogue changes** log.

> Setting a count is safe even while someone is buying online: a sale landing at the same moment is not lost.

Needs attention, further down, lists products running low or out of stock.

Adding and changing products



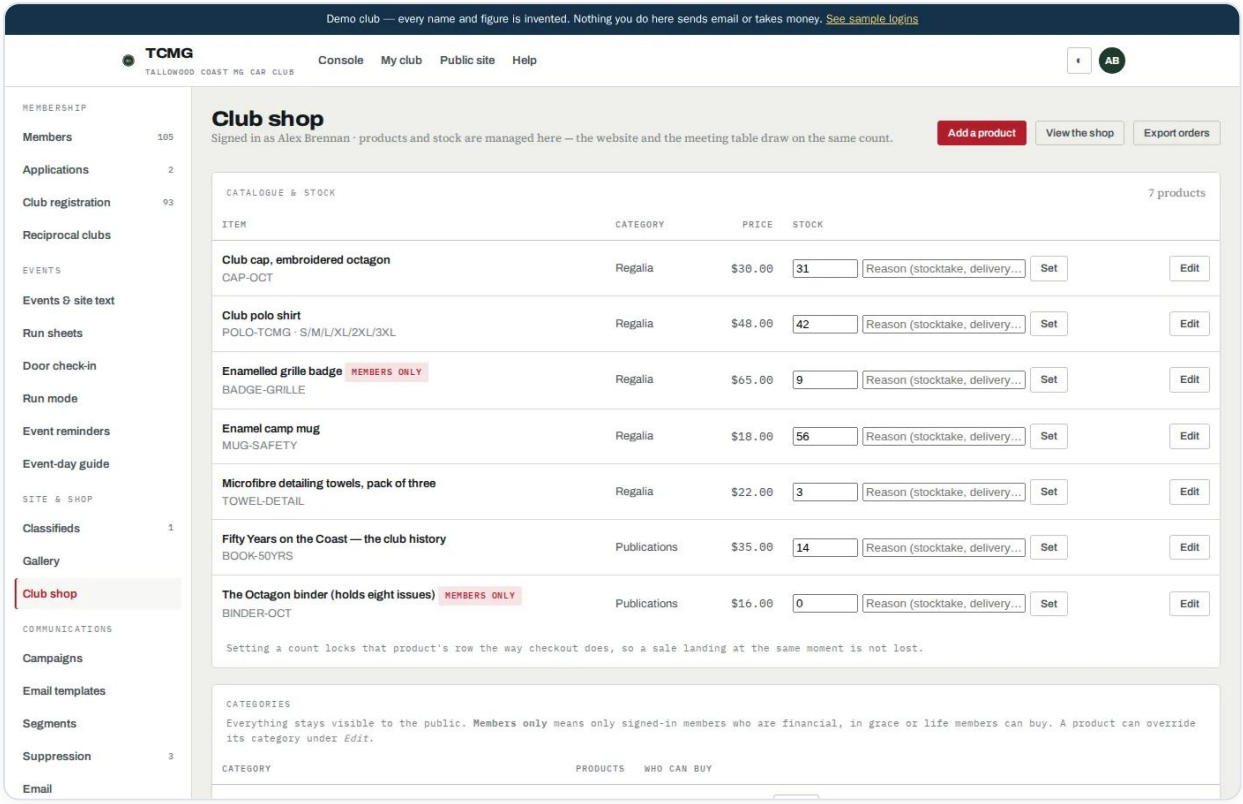
Editing a product.

1. Press **Add a product** (or **Edit** beside one).
2. Give it a **Code (SKU)** — short, in capitals, e.g. `CAP-NAVY`. It can't be changed later, because orders refer to it.
3. Fill in the **Name**, **Price**, **Category**, **Sizes / options** (comma separated, e.g. `S, M, L, XL`; blank for none) and a **Description**.
4. Choose **Who can buy**: **Same as its category**, **Anyone** or **Members only**.
5. Press **Add product** (or **Save**), then set its stock in the catalogue.

Hidden from the shop takes a product off the public page and out of the cart while keeping its stock and past orders — for a line you're between batches of, or an old design.

Categories and who can buy

Every product belongs to a category (Regalia, Publications, Spares, Other — or your own). Each category says who can buy from it.



Categories, and who can buy from each.

- **Anyone** — visitors and members alike can buy.
- **Members only** — everyone can see the product, but only signed-in members who are financial, in grace or life members can buy it.

A product can override its category on its own form. Add a category at the bottom of the list; a category with no products can be removed.

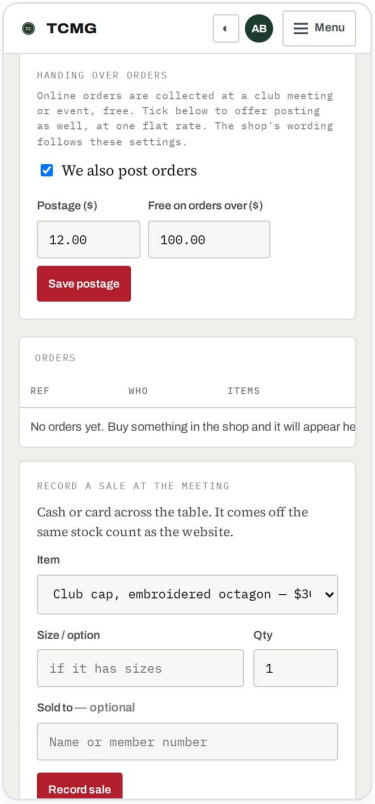
Orders from the website

Members and visitors pay online by card, by direct deposit, or at the next meeting. The **Orders** list shows every order: its reference, who placed it, the items, how it came in, and the total. Stock is set aside the moment an order is placed.

- **Collected or posted.** Online orders are collected at a club meeting or event, free. Under **Handing over orders**, tick **We also post orders** to offer posting at one flat rate, with **Free on orders over** if you like, and press **Save postage**. The shop's wording follows these settings.
- **Not yet paid.** Orders to be paid by direct deposit or at a meeting wait under **Finance → Payments → Awaiting payment**. The Treasurer marks them paid when the money arrives; cancelling one there puts the stock back on the shelf.
- **Export orders** downloads the orders as a spreadsheet — handy for a packing list before a meeting.

Sales at the meeting table

Cash or card across the table comes off the same stock count as the website. Record each sale as it happens — a phone is enough.



Recording a sale on a phone.

1. Scroll to **Record a sale at the meeting**.
2. Choose the **Item** (the list shows how many are left), the **Size / option** if it has one, and the **Qty**.
3. Optionally note who bought it under **Sold to** — a name or member number.
4. Press **Record sale**. Stock drops at once.

> Hand the takings to the Treasurer with a note of the total. They record the money in the books; the sale itself is already counted here.

How shop sales reach the books

- Every **paid** order, online or at the meeting table, posts to **220 Regalia sales** automatically the next time the Treasurer opens The books. GST is included at the account's default rate.
- Card payments through Square land in the Square clearing account; every other payment lands in the club's operating bank account.
- An order still awaiting payment isn't posted until it is marked paid.
- Buying stock is an expense, **310 Regalia stock**. Give the supplier's invoice to the Treasurer, or lodge an **Expense claim** if you paid it yourself.

> Hand the meeting-table cash to the Treasurer with the sale references (from the Orders list or its export), so the bank deposit can be matched. See The books.

Card readers

This page is the catalogue and the stock count. If your club later takes cards at meetings through its card provider's own reader, the provider's catalogue mirrors this one — never the other way round. Each product has an optional catalogue id for that (under **Advanced** on its form). Until then, record meeting sales with **Record sale** as above.

Quick answers

If…	Then…
The website says something is out of stock but there's a box of them	Set the real count with a reason ("stocktake").
A member wants to buy a members-only item but can't	They must be signed in and financial (or in grace, or a life member). Check their status with the Membership role.
Someone ordered to pay at the meeting and didn't come	Ask the Treasurer to cancel the order under Payments → Awaiting payment; the stock goes back.
A product should disappear for a while	Edit it and tick **Hidden from the shop**.