

# How do I enter my own storefronts?

Modified on Mon, 14 Apr at 5:13 PM

Go to Manage Storefronts™

Click 'Create New'



## Fill in all required information

### Event Details

Sale Date = The date your storefront will occur

Registration Begin Date & Time= The date/time your Scouts will be allowed to sign up for shifts

Time zone = will default to your location time zone

### Storefront Name

Organization Name = **If you will be selling at a store not listed as an "Organization", you can use "Other" (found alphabetically, in the O section)**

Location Name = The name of the store

### Storefront Location

When you start to type in your store address, you will see a list of verified Google addresses pop up.

Click the correct one and the remainder of the information will be filled in (city, state, zip).

### Storefront Details

Contact Name/Email/Phone = List who parents should contact if there are issues. This could be the unit leader or the store manager.

Instructions/Notes = List any instructions on where to set up, etc.

Click 'Save'

**STOREFRONTS**

Manage   Reserve   Create New

\* indicates a required field

**Event Details**

Sale Date \* 4/10/2024      Registration Begin Date \* 7/1/2022

Registration Begin Time \* 12:00 PM      Timezone \* Pacific

**Storefront Name**

Organization \*      Location Name \*

**Storefront Location**

Street Address \*      Street Address 2 (optional)

City \*      State \*      Postal Code \*

**Storefront Details**

Contact Name

Contact Email      Contact Phone

Instructions/Notes

**SAVE**

Next you will setup your Shifts. Click '+Add Shift'

**Friday Apr 12, 2024**      **Albertson's**      0 / 0      50      0 50      50

2551 E Lohman Ave  
Las Cruces, NM 88011

[View on Map](#)

**+ Add A Shift**

[Delete](#)

Enter the start and end time and the max number of scouts, then click 'Save'

### ADD A SHIFT

**Shift Start Time**      **Shift End Time**

08:00 AM      10:00 AM

**Unit Defaults**      **Max Scouts**

2 hours , 2 scouts      2

**CLOSE**      **SAVE**

Continue to add more shifts by clicking Add Shift and repeat until you have built out your desired schedule.

**Friday Apr 12, 2024**      **Albertson's**      0 / 2      50      0 50      50

2551 E Lohman Ave  
Las Cruces, NM 88011

8:00 am  
10:00 am  
0 2  
0 / 2

[Order](#)      **+ Add Shift**      [Copy](#)      [Delete](#)

Tip: If you are selling at the same location on more than one day, you can use the Copy feature to duplicate the same information on other days. ONLY use the copy feature for the *same address*.