

Last Modified on 29/06/2023 11:34 am AEST

Step 1: Login to your BigCommerce Shop backend

Step 2: Click on ORDERS > GIFT CERTIFICATES

	«	Gift Certifica	
The Cats Shop Online		Gift certificate template	
📑 View Store	ß	All Gift Certificates	
🛧 Home			
Q Search		IQ1-2UV-90'	
< Orders		Code	
		IQ1-2L	
View			
Add			
Search			
Export			
Draft Orders			
Shipments			
Tracking Numbers			
Gift Certificates			

Step 3: Use the Search bar and enter the Gift Certificate Code or enter the customers name to find the certificate you need to re-issue



Step 4: Click RESEND

				View 20 ~
nce	Date Purchased	Status		Action
00	6th Sep 2020	Active	~	
				Resend Certificate

This will automatically send the gift certificate card again to the email address entered in the "SENT TO" address curing the customer's checkout process. This SENT TO email address cannot be changed by a store admin. Please contact Game Day for assistance.

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