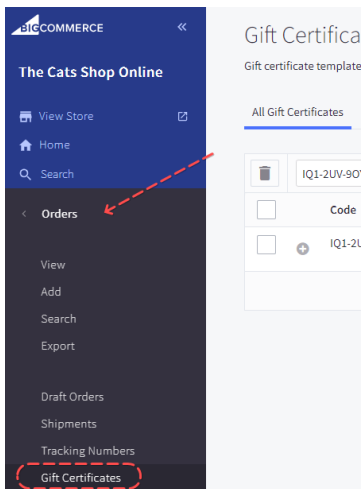


Re-Issuing a Gift Certificate

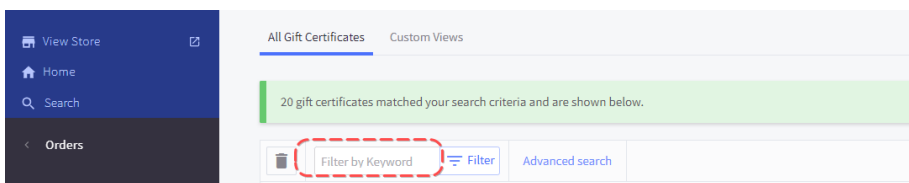
Last Modified on 15/09/2020 3:32 pm AEST

Step 1: Login to your BigCommerce Shop backend

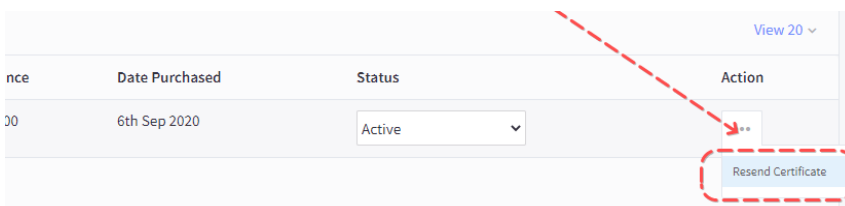
Step 2: Click on ORDERS > GIFT CERTIFICATES



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



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

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