How to use your shop dashboard?

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Overview

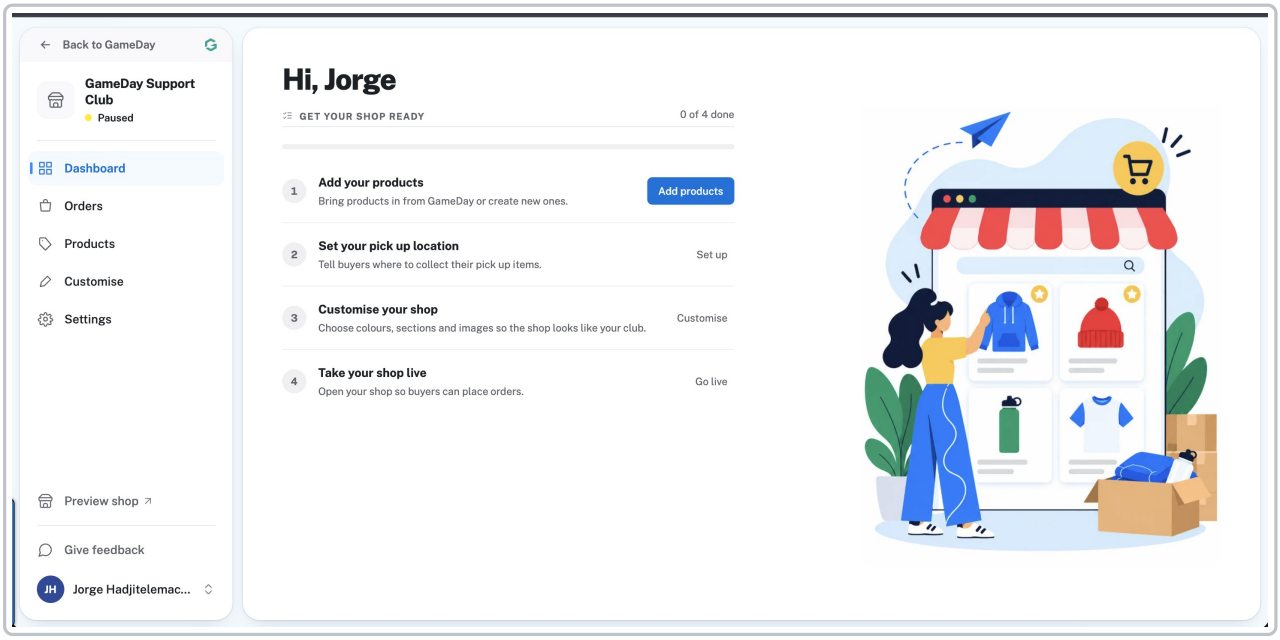
Your dashboard is the first page of the shop admin. Until your organisation has any Sports Shop order, it shows a setup checklist. From the first order onwards, even if that order is later refunded or cancelled, it shows your sales overview instead.

The setup checklist

The **Get your shop ready** checklist guides you through the basics:

Step	Done when
1. Add your products	At least one listed product is visible, has not ended, and is not sold in “Forms” only.
2. Set your pick up location	A pick up location is saved in Settings.
3. Add a hero banner image	The hero banner is shown in Customise and has a photo.
4. Take your shop live	The shop is Live.

- A step shows as done only when every step before it is done, and steps un-tick if their condition stops being true.
- Taking your shop live only needs Stripe and a supported currency. You do not have to finish steps 1 to 3 first.
- Each step has a button that opens the right page, with a tooltip on the control to use.

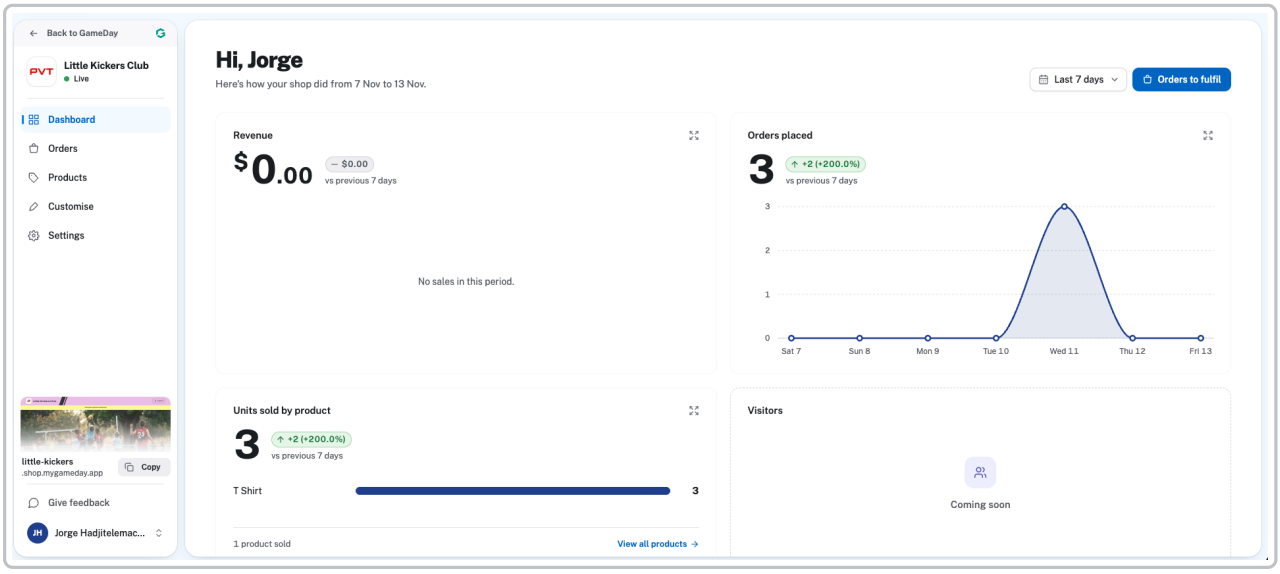


The sales overview

The sales overview shows **Revenue**, **Orders placed** and **Units sold by product** for the period you choose, from the last 7 days to two seasons ago. Seasons start in the month your organisation’s financial year starts in GameDay.

- Figures count paid and refunded lines on your organisation’s own shop orders. Cancelled lines are not included.

- The **Orders to fulfil** button takes you to orders waiting to be handed over.
- The **Visitors** card shows “Coming soon”.



Related articles

- How to take your Sports Shop live or pause it
- How to view and fulfil Sports Shop orders