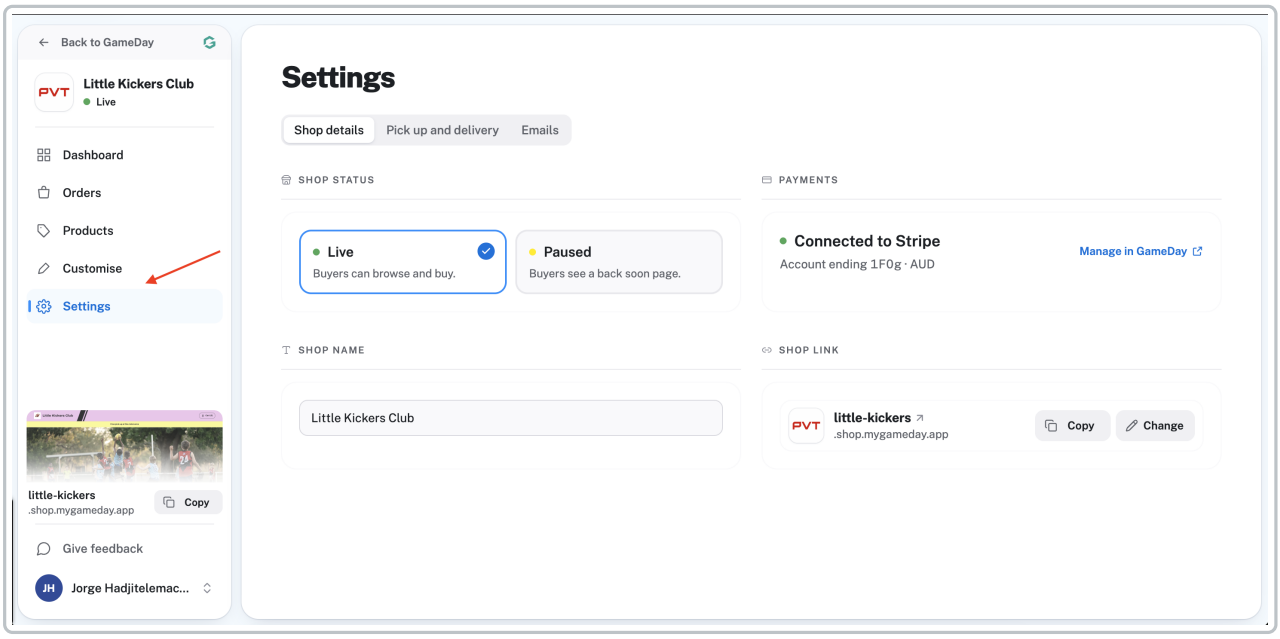
How to update your shop settings

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How to update your shop settings

Overview

Settings is where you control your shop status, payments, shop details, pick up information and receipts. Shop status and the shop link apply straight away. Everything else saves when you click the floating **Save** bar.



Step-by-Step

Step 1: Open Settings

In the shop admin, click **Settings** in the sidebar.

Step 2: Set your pick up details

Under **Pick up**, complete **Location**, **Timing** and **Address**. For the address, start typing and choose your address from the suggestions that appear.

These details show on your storefront, at checkout, on the order confirmation and on the receipt. They are saved into each checkout when the customer continues to payment, so a change you make applies to new checkouts, and existing orders keep the details the customer saw.

> **Tip:** Always fill in your pick up details so customers know where and when to collect their order.

Step 3: Write your order message

Enter an order message of up to 300 characters. It is printed on every receipt. Click **Receipt preview** to see it on a sample receipt.

Step 4: Save

Click **Save** in the floating Save bar.

Good to know

- **Shop name:** copied from the setup wizard. Renaming your organisation in GameDay does not rename

your shop. You can edit the name under **Shop details**.

- **Receipts:** use your GameDay organisation name and logo.
- **Details read from GameDay:** your shop uses your organisation's currency, tax rate, time zone, logo and verified reply-to email from GameDay each time it needs them.
- **Contact us:** the footer shows your email for customers to copy. It appears only if you have set a footer email or have a verified reply-to email in GameDay. There is no message form.
- **Shop status, Payments and Shop link** are covered in "How to take your Sports Shop live or pause it" and "How to change your shop link".

Troubleshooting

Message or situation	What to do
"Someone else saved this design while you were editing." on settings	Another admin saved first. **Overwrite** replaces their changes.
The club wants to close or delete its shop	Choose **Paused** in Settings. A shop cannot be deleted.

Related articles

- How to take your Sports Shop live or pause it
- How to change your shop link