

NSBTM Website Procedure – How To Link a New Presentation Planner to the Store

Log in and Credentials

1. Login to the store back-end. www.nsbtm.org/store/admin with the username nsbtm.web@gmail.com (Passwords are obtained from the Web Content Editor.)
2. Go under “File Manager” and upload your updated Presentation Planner PDF file.
 - You can name it whatever you like, just so you can identify it later. Josh Bergman has always just kept the old files on there, but you can delete them if you like.
3. Then go under “Products” and edit the Presentation Planner product.
 - You can change the name and description text to whatever you like.
 - At least change the year.
4. As you scroll down the edit screen (after making revisions to the description) you will see a window where you can select which of the uploaded files (from step 2) you want to choose. (You can select multiple files if necessary.)
 - There are also other things you can edit under the product like Sample file, Product image(s), choose a category, related products (if you ever have more), set as featured or new – but you don’t need to touch any of that.
5. Then just click the **Update** button.
 - Now your existing product will have a new name, description, and new file for download.
 - You can also create additional products, categories, and files if you ever want more stuff on the store site.
6. You will also want to visit “Site Pages > Homepage” to make edits to the text changing the year on the Presentation Planner titles.
 - Once complete just click the **Save Changes** button.
 - You can also review orders and other things in here.
7. That’s it. Now you can Log Out.