

Website Instructions for FCRC

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Using the Shop functionality

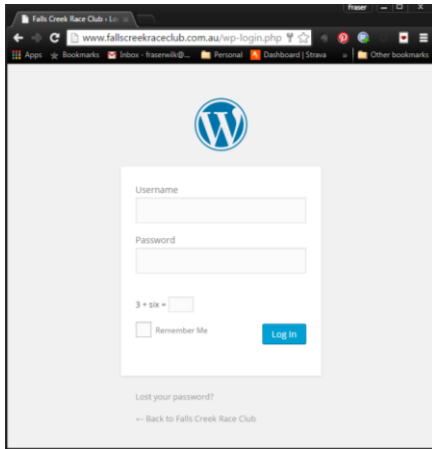
Overview

Since June 2015, FCRC can sell memberships, branded clothing and other items online.

This document is written for members of the Falls Creek Race Club Committee ('the Committee') to manage orders made via the website, www.fallscreekraceclub.com.au.

Logging on to the Administrators Section

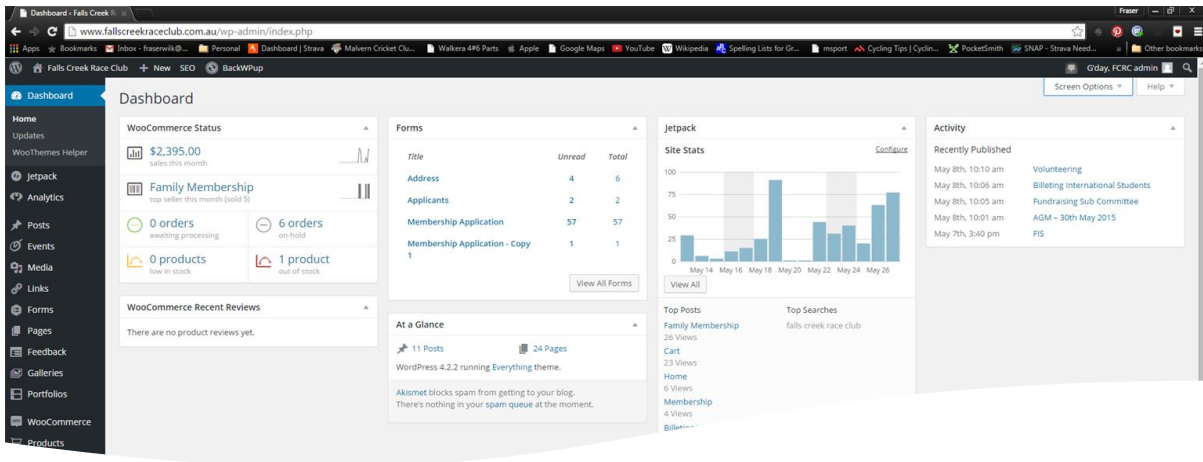
Go to www.fallscreekraceclub.com.au/wp-admin to view the login page.



Enter your username and password and click **Log in**.

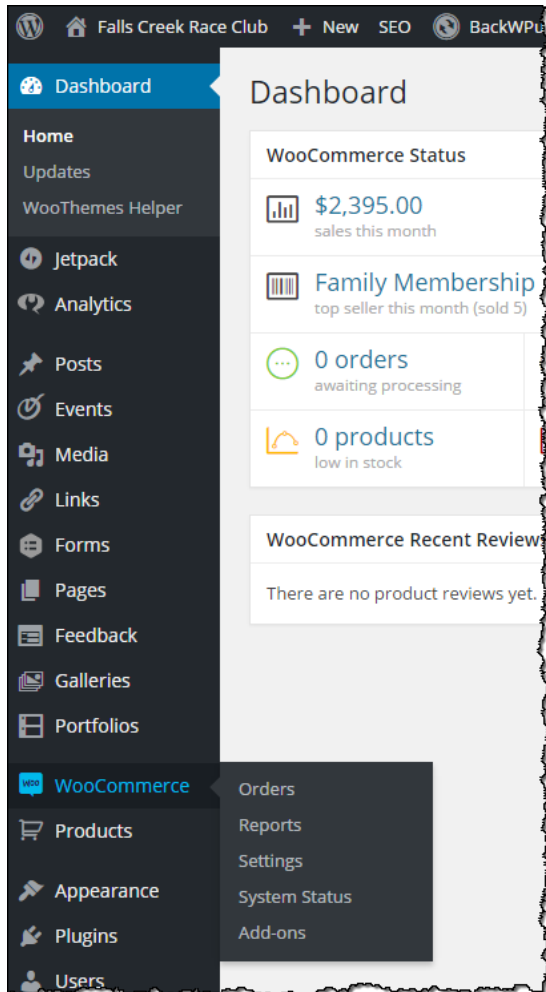
These are provided by the website administrator at admin@frc.com.au.

You'll be presented with your Dashboard:

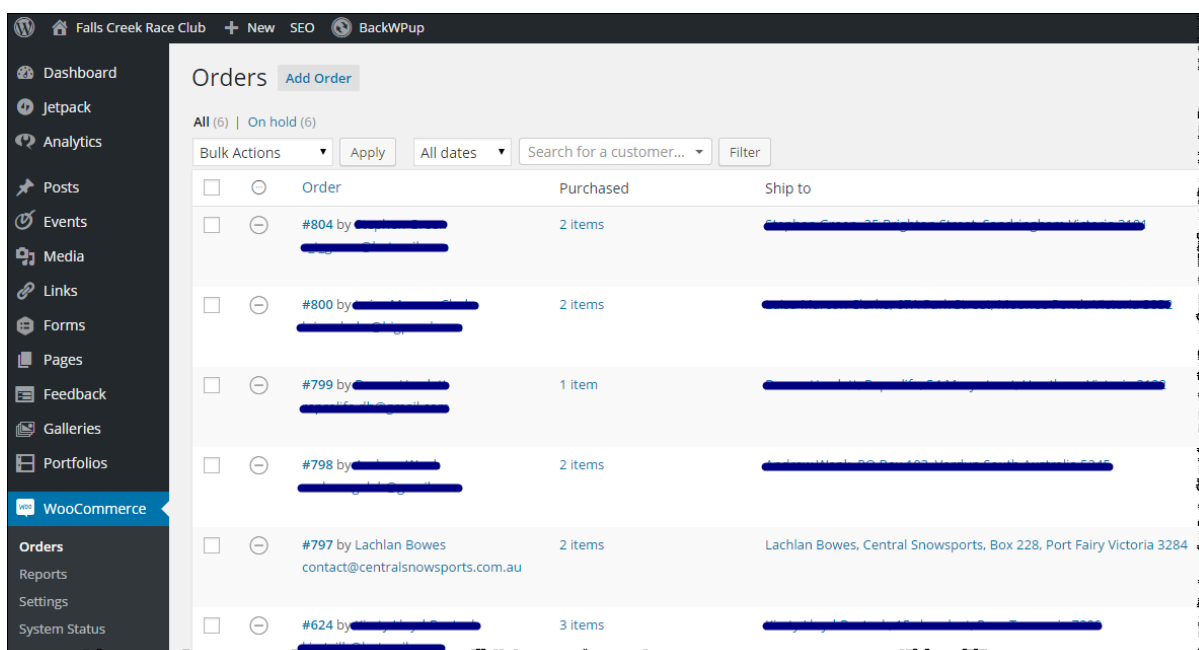


Finding Orders

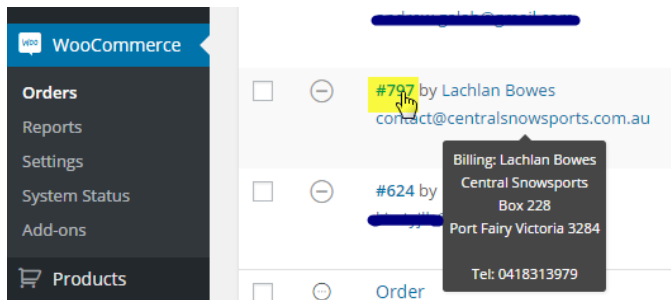
Using the menu down the left side, click on 'WooCommerce'.



This displays all the Orders made via the website.



Click the Order No to get the Order Details screen.



Edit Order [Add Order](#)

Order #797 Details
Payment via Direct Bank Transfer. Customer IP: 121.219.42.223

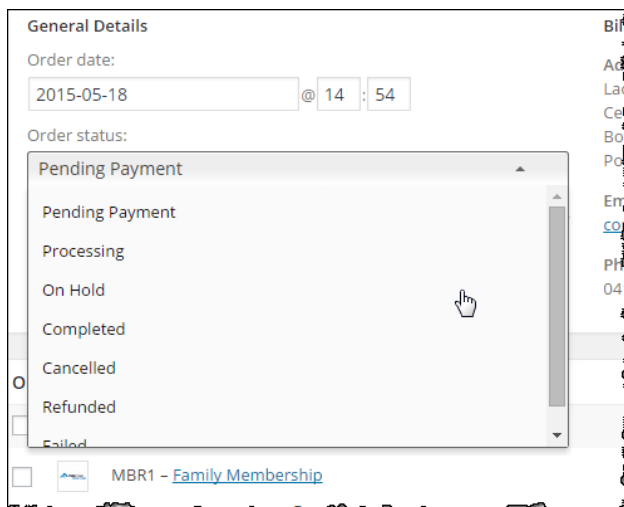
<p>General Details</p> <p>Order date: <input type="text" value="2015-05-18"/> @ <input type="text" value="14"/> : <input type="text" value="54"/></p> <p>Order status: <input type="text" value="On Hold"/></p> <p>Customer: <input type="text" value="Lachlan (#5 - contact@centralsnowsports.com.au)"/> View other orders →</p>	<p>Billing Details</p> <p>Address: Lachlan Bowes Central Snowsports Box 228 Port Fairy Victoria 3284</p> <p>Email: contact@centralsnowsports.com.au</p> <p>Phone: 0418313979</p>	<p>Shipping Details</p> <p>Address: Lachlan Bowes Central Snowsports Box 228 Port Fairy Victoria 3284</p>
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Order Items

<input type="checkbox"/>		Item	
<input type="checkbox"/>		MBR1 - Family Membership	
	Surname:	Bowes	
	Applicant:	1st Applicant	
	First & Last Name:	Lachlan Bowes	
	Date Of Birth:	13/02/1974	
	Fee:	Fee, Qty: 1, Price: \$ 70.00	
	Next:	2nd Applicant	
	First & Last Name:	Karen Bowes	
	Date Of Birth:	10/12/1975	
	Fee:	Fee, Qty: 1, Price: \$ 50.00	
	Next:	3rd Applicant	
	First & Last Name:	Finn Bowes	
	Date Of Birth:	23/03/2001	
	Fee:	Fee, Qty: 1, Price: \$ 35.00	

All orders are initially set to 'On Hold' status.

Click on the Order status drop-down to change to 'Pending Payment' or whatever it should be.



General Details

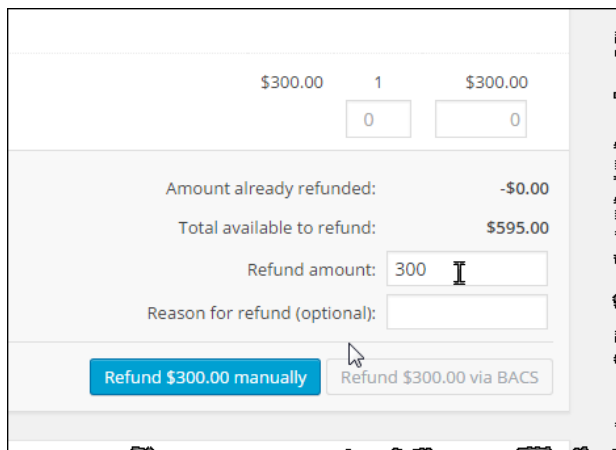
Order date:
2015-05-18 @ 14 : 54

Order status:
Pending Payment
Pending Payment
Processing
On Hold
Completed
Cancelled
Refunded
Failed

MBR1 - Family Membership

Refunds

We can also process refunds online (but manually at the bank):



\$300.00	1	\$300.00
<input type="text" value="0"/>		<input type="text" value="0"/>

Amount already refunded: -\$0.00

Total available to refund: \$595.00

Refund amount:

Reason for refund (optional):

FAQ

For further help, see: <http://docs.woothemes.com/document/managing-orders/>

Documentation

Viewing Committee-only Documents

It is planned to store all of our regular documentation on the website so the latest versions can be accessed as required by committee members.

Some examples of these are:

- Email Instructions for FCRC
- Website Instructions for FCRC (this document)

Viewing General Documents

All documents not restricted to committee-only access are available through the website menu.

Some examples of these are:

- Second-Hand Sale Registration Form
- Race Club Programs 2015