Shipping in 5 Days: Day 4

STEP 1: ACTIVATE YOUR SHOPIFY PLAN!

If you haven't already activated your Shopify plan and ended your free trial, you'll have to do that now! Your store can't accept payments until you have selected a plan. To activate your plan, on your Shopify dashboard go to "Home" and then click the blue "Select a plan" button at bottom. Go back to Day 3 if you're not sure which plan is right for you.

STEP 2: PLACE A REAL TEST ORDER

You'll be using your actual credit card for this. This is to make sure payments go through correctly.

- [ ] First, go to products and create a $10 test product (You learned on Day 2 to make products)
- [ ] Now go and buy that product on your store, using your credit card.
- [ ] As you're checking out, take note of any problems/things you want to change

STEP 3: PLACE A FAKE TEST ORDER

You'll be using Shopify's fake payment gateway for this and their fake card numbers.

- [ ] Go to Settings-->Payment Providors on your Shopify dashboard
- [ ] Under Shopify Payments, click "Manage"
- [ ] Scroll to bottom of page and check "Enable Test Mode," then save.
- [ ] Buy one of your products on your store using Shopify's fake credit card numbers (linked to on Day 4 of course)

STEP 4: LEARN ORDER MANAGEMENT

- [ ] Go to your Shopify dashboard and click "Orders"
- [ ] Click on an order to edit, refund, or fulfill. Watch video to learn how to do this!
- [ ] Edit your order notification settings under "Settings," "Notifications."

STEP 5: LEARN HOW TO PRINT ORDERS

- [ ] Go to "Apps" and install "Order Printer" as shown in video
- [ ] Go to your Shopify dashboard and click "Orders"
- [ ] Select the orders you'd like to print in bulk with Order Printer
- [ ] Click "Actions" and then in the box scroll down and click "Print with Order Printer"
- [ ] Click "Add Template" on the right, then paste the code provided on Day 4's page
- [ ] Save your form. You might have to go back to "Orders" and reselect the orders you'd like to print. Then click "Print"

STEP 6: GET READY TO ACTIVATE!

- [ ] Under Shopify Payments, click "Manage" and disable test mode
- [ ] Go to "Online Store" and click "disable password" so people can visit your site!
- [ ] Review your store one more time and make any changes you need before launching!