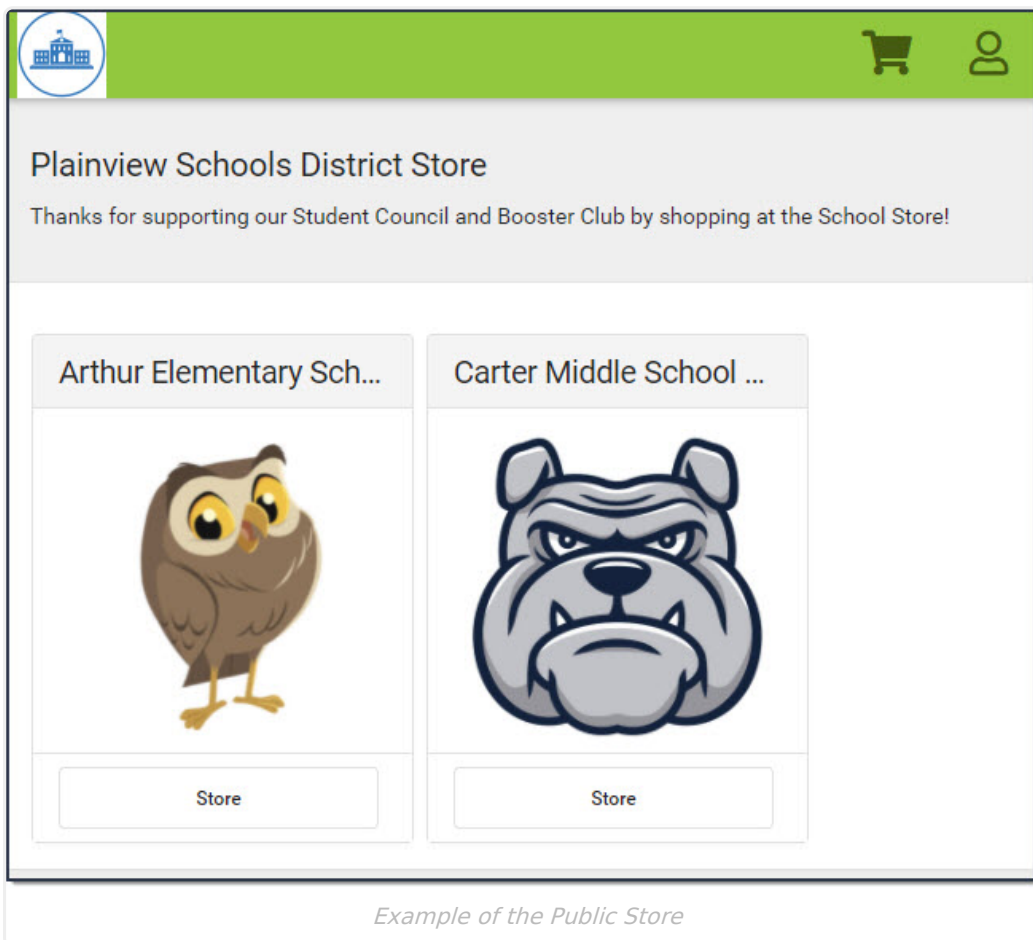


# Public Store

The Public Store is a place where anyone can shop for goods or services from your district. You might want to create a Public Store to sell spiritwear, tickets to events, or items for booster club fundraising.

## What do I need to know?

- [Important Information About the Public Store](#)
- [Setup](#)



## Important Information About the Public Store

- The Public Store is only available for districts that are done migrating to the [new payments platform](#).
- The [Orders Report](#) does NOT include Public Store purchases. However, the [Pick List](#) and [Sales](#) report do include Public Store purchases.
- Items that cost \$0 cannot be purchased through the Public Store.
- Product and Item limits do not apply in the Public Store. To work around this limitation, set up

separate product(s).

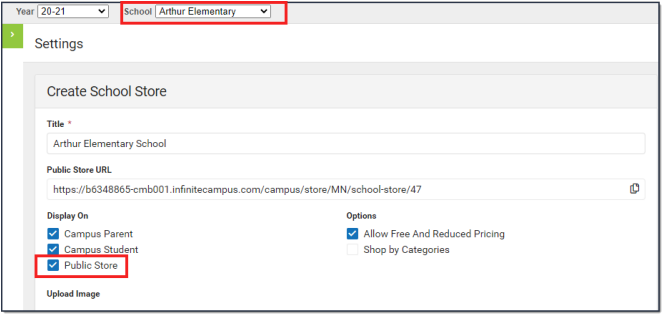
- Customers that log in with their Campus Parent or Campus Student credentials cannot shop in the Public Store. The School Store in Campus Parent or Campus Student displays for them instead. However, they can shop for Public Store products in other School Stores by clicking the **More Schools** button at the bottom of the School Store.
  - ▶ [Click here to expand...](#)
- Public Store customers can create a user account before they make purchases on the Public Store. If you select the **Require User Account** option on the Settings tool, customers are **required** to create a user account before making a purchase.
 

When someone creates an account, their name and email address are saved in Campus in the **Demographics** tool and Campus assigns the *Public Store* Homepage to their **user account**. Public Store customers can review their payment methods and purchase history after they log in.

  - ▶ [Click here to expand...](#)

# Setup

Step	Action	Notes
1	<p>Mark the <b>Public Store</b> checkbox on the <a href="#">products</a> you want to display on the Public Store.</p> <p><b>Path:</b> School Store &gt; Product Inventory &gt; General Product</p>	
2	<p>Mark the <b>Public Store</b> checkbox on the <a href="#">Categories</a> you want to display on the Public Store.</p> <p><b>Path:</b> School Store &gt; Categories</p>	

Step	Action	Notes
3	<p>Select the School you want available on Public Store and mark the <b>Public Store</b> checkbox in the <a href="#">Settings</a> tool.</p> <p><b>Path:</b> School Store &gt; Administration &gt; Settings</p>	
4	<p>Create the Public Store home page in the <a href="#">Settings</a> tool.</p> <p><b>Path:</b> School Store &gt; Administration &gt; Settings</p>	<ul style="list-style-type: none"> <li>• Select <b>All Schools</b> in the school dropdown list.</li> <li>• You must fill in the Public Store Home Page section before the Public Store toggle can be switched to ON.</li> <li>• Once the Public Store toggle is switched to ON, people can use the Public Store Link found on this Settings page to shop at your Public Store.</li> </ul> 