Create Costume (Apparel) Vendors and Vendor Size Charts

Last Modified on 02/29/2024 6:57 pm EST

Before you create vendors, **Add Drop-down Values for - Vendor Types (Costumes/Apparel)** and Student Sizes.

Create a Vendor

Enter the vendors your organization typically uses here.

1. Go to the **Classes** (menu) > **Costume Management**.

2. Select **Add Vendor** to add a new vendor.

3. Enter the vendor details In the *Add Vendor* window. To modify the drop-down selections for *Type*, go to *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Vendor Types (Costume/Apparel)*.

4. Click **Save**.

Create Vendor Size Charts

After creating each vendor, add size charts for each vendor's specific sizing standards. Multiple size charts may be created for each vendor as needed.

1. Go to the **Classes** (menu) > **Costume Management**.
2. Use the **Pencil** icon next to the vendor to access the *Manage Vendor* (left menu).

			Vendor Name	Contact	Phone	Website
1	✏️	🗑️	A Wish Come True	Cassie White	(800) 755-2248	www.awishcometrue.com
2	✏️	🗑️	Costume Gallery	Sue Jones	(800) 222-8125	www.costumegallery.net
3	✏️	🗑️	Revolution Dancewear	Tayna Harpin	(800) 806-1157	www.revolutiondance.com

3. Select **Size Charts** (left menu).
4. Click the **Add New Chart** button.

5. Enter a **Chart Name** for the size chart.
6. Using the vendor's size chart, enter sizes & girth measurements. Size names (Example: Child X-Small) are created in *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Student > Sizes*. See **Add Student Sizes**.
7. Click **Save**.

Working with a Vendor Size Chart

Once you have created size charts for a vendor, you can edit, delete, or add size charts or individual size entries.

- To add more sizes, select the **Add Sizes** (button).
- Delete an individual size with the **Trash can** (icon).
- Use the **Filter by Chart** drop-down list to select the chart you want to work with.
- Delete the size chart by selecting the chart to be deleted in the *Filter by Chart* drop-down list and then clicking the **Delete Chart** (button).