

# Create Costume (Apparel) Vendors and Vendor Size Charts

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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. Choose **Vendors/Size Charts** (left menu).
3. Select **Add Vendor** to add a new vendor.
4. 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)*.
5. Click **Save**.

**Add Vendor**

\*Vendor Name: DreamWhere

\*Vendor ID: Dream

Type: Costume ▼

Contact: Lisa Mitchell

Address1: 14 Harvard Blvd

Address2:

City: Huntersville State: North C Zip: 28078

Phone: (704) 555-2222 Fax:

Email: dreamwhere@email.com

Website: www.dreamwhere.com

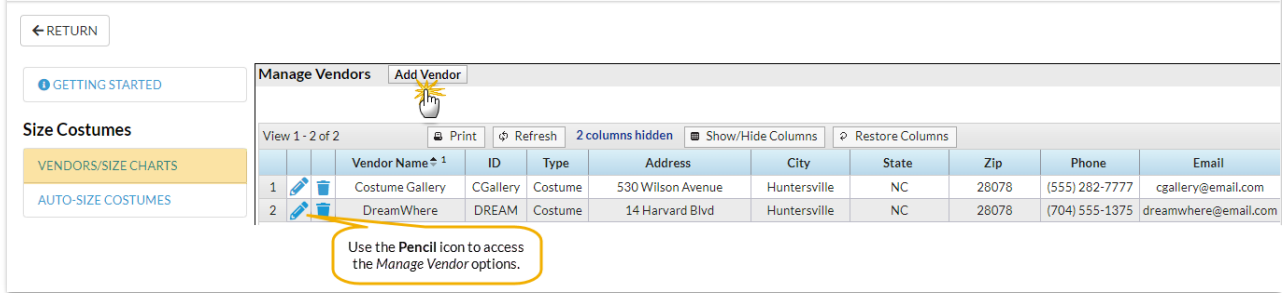
Notes: Vendor since Spring 2015

Save Cancel

## 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.

## Costume Management



← RETURN

GETTING STARTED

Size Costumes

VENDORS/SIZE CHARTS

AUTO-SIZE COSTUMES

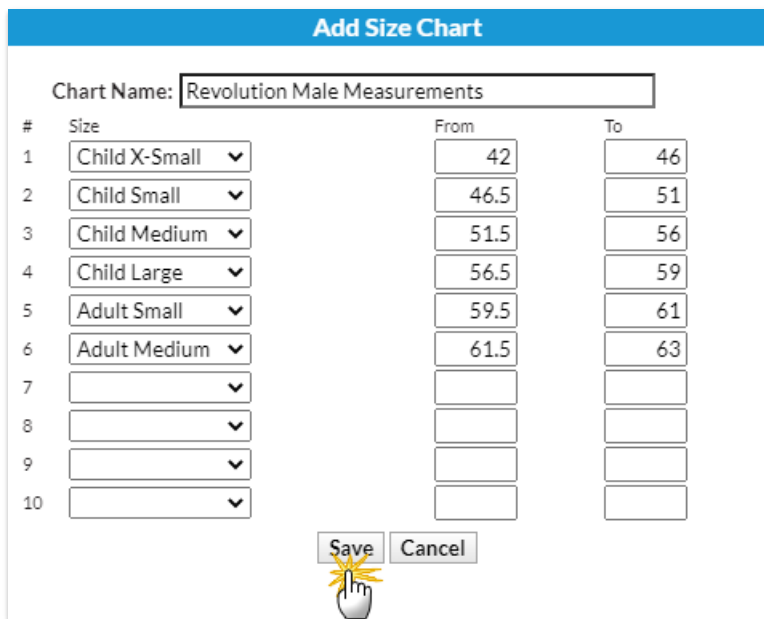
Manage Vendors Add Vendor

View 1 - 2 of 2 Print Refresh 2 columns hidden Show/Hide Columns Restore Columns

		Vendor Name ↑ 1	ID	Type	Address	City	State	Zip	Phone	Email
1		Costume Gallery	CGallery	Costume	530 Wilson Avenue	Huntersville	NC	28078	(555) 282-7777	cgallery@email.com
2		DreamWhere	DREAM	Costume	14 Harvard Blvd	Huntersville	NC	28078	(704) 555-1375	dreamwhere@email.com

Use the Pencil icon to access the Manage Vendor options.

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



**Add Size Chart**

Chart Name: Revolution Male Measurements

#	Size	From	To
1	Child X-Small	42	46
2	Child Small	46.5	51
3	Child Medium	51.5	56
4	Child Large	56.5	59
5	Adult Small	59.5	61
6	Adult Medium	61.5	63
7			
8			
9			
10			

Save Cancel

## Working with a Vendor Size Chart

- To add more sizes select the **Add Sizes** (button).
- Edit a size using the **Pencil** icon.
- Delete a size with the **Trash can** (icon).
- Filter multiple charts for the same vendor by selecting a chart in the **Filter by Chart** drop-down list.
- Rename the size chart by clicking the **Rename Chart** (button).

- 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).
- Click the **Print** button to print the Chart.
- Click **Refresh** to update the chart after making changes.

**Vendor: DreamWhere**

← RETURN

← RETURN TO COSTUME MGMT.

**Manage Vendor**

- VENDOR DETAILS
- SIZE CHARTS**
- CLASS-ASSIGNED ITEMS
- ORDER

**All Size Charts**   Add New Chart   Rename Chart   Delete Chart

Filter by Chart: Female Measurements ▾

Add Sizes

View 1 - 7 of 7   Print   Refresh

		Girth From	Girth To	Size
		36.00	39.00	Child X-Small
		39.50	43.00	Child Small
		43.50	48.00	Child Medium
		48.50	52.00	Child Large
		52.50	58.00	Adult Small
		58.50	61.00	Adult Medium
		61.50	64.00	Adult Large

A vendor can have multiple size charts. When there is more than one, you are able to filter by chart.

Edit a size entry.

Delete a size entry.