

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

**Costume Management**

Manage Vendors **Add Vendor**

Refresh 8 columns hidden Show/Hide Columns Save Columns

		Vendor Name	Contact	Phone	Website
1		A Wish Come True	Cassie White	(800) 755-2248	<a href="http://www.awishcometrue.com">www.awishcometrue.com</a>
2		Costume Gallery	Sue Jones	(800) 222-8125	<a href="http://www.costumegallery.net">www.costumegallery.net</a>
3		Revolution Dancewear	Tayna Harpin	(800) 806-1157	<a href="http://www.revolutiondance.com">www.revolutiondance.com</a>

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**.

**Add Vendor**

\*Vendor Name:

\*Vendor ID:

Federal EIN:

Charity:

Type:

Contact:

Address1:

Address2:

City:  State:  Zip:

Phone:  Fax:

Email:

Website:

Notes:

## 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	<a href="http://www.awishcometrue.com">www.awishcometrue.com</a>
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3. Select **Size Charts** (left menu).
4. Click the **Add New Chart** button.

### Vendor: A Wish Come True

[← RETURN](#)

[← RETURN TO COSTUME MGMT.](#)

#### Manage Vendor

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

#### All Size Charts

[Add New Chart](#)

Filter by Chart:

[Add Sizes](#)

[Print](#) [Refresh](#)

		Size Chart Name	Girth From	Girth To	Size
		Female	32.00	34.00	Child X-Small
		Female	34.25	36.00	Child Small
		Female	36.25	39.00	Child Medium
		Female	39.25	42.00	Child Large

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:

#	Size	From	To
1	<input type="text" value="Child X-Small"/>	<input type="text" value="42"/>	<input type="text" value="46"/>
2	<input type="text" value="Child Small"/>	<input type="text" value="46.5"/>	<input type="text" value="51"/>
3	<input type="text" value="Child Medium"/>	<input type="text" value="51.5"/>	<input type="text" value="56"/>
4	<input type="text" value="Child Large"/>	<input type="text" value="56.5"/>	<input type="text" value="59"/>
5	<input type="text" value="Adult Small"/>	<input type="text" value="59.5"/>	<input type="text" value="61"/>
6	<input type="text" value="Adult Large"/>	<input type="text" value="61.5"/>	<input type="text" value="63"/>

[Save](#) [Cancel](#)

## 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.

**Vendor: A Wish Come True**

← RETURN

← RETURN TO COSTUME MGMT.

**Manage Vendor**

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









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

Filter by Chart: Male/Unisex ▾

Add Sizes

Select the chart you want to work with.

Delete the currently selected chart.

		Girth From	Girth To	Size
		36.00	38.75	Child X-Small
			42.75	Child Small
			48.75	Child Medium
		49.25	50.75	Child Large

Delete an individual size entry.

- 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).
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