

Add a Ship to Location for Costume (Purchase) Orders

Last Modified on 04/29/2021 7:50 am EDT

Before creating costume orders, it is helpful to enter a shipping location. Any location entered can be selected when creating an order. The selected address will print on the vendor order when created.

1. Point to the **Classes** (menu) > **Costume Management**.
2. Click **Ship-To Locations** (left menu).
3. Click the **Add Ship-To** button.
4. In the *Add Ship-to Location* pop-up box, enter details.
5. Click **Save**.

The screenshot displays the 'Costume Management' interface. On the left, there is a sidebar with navigation options: 'GETTING STARTED', 'Size Costumes' (with 'VENDORS/SIZE CHARTS'), 'Orders' (with 'CREATE AN ORDER', 'ADD ITEMS TO ORDER', 'LIST/PRINT ORDERS', and 'SHIP-TO LOCATIONS' highlighted), and 'Fees' (with 'POST DEPOSIT/BALANCE'). The main content area is titled 'Ship-To Locations' and includes an 'Add Ship-To' button. Below this is a table with one entry for 'Ms. Kathy Jones' at '9020 Northcross Center Court, Huntersville, North Carolina, 28078'. A yellow dashed arrow points from the 'Add Ship-To' button to a pop-up form titled 'Add Ship To Location'. The form contains input fields for 'Contact Name', 'Address1', 'Address2', 'City', 'State', 'Zip', 'Phone', 'Fax', and 'Email', along with 'Save' and 'Cancel' buttons.

Contact Name	Address	City	State	Zip	Phone	Fax	Email
Ms. Kathy Jones	9020 Northcross Center Court	Huntersville	North Carolina	28078	(704) 895-4034		cb@jackrabbit