

FROM ALDERSPRING RANCH

Shipping in 5 Days: Day 3

STEP 1: SET UP YOUR PAYMENT GATEWAY

This is something you should do right away because it takes a little bit for Shopify to communicate with your bank so that you can receive payments.

- Click "Settings" on your Shopify dashboard, then "Payment Providers."
- Under "Shopify Payments" click "Complete Account Setup"
- Fill out the fields on the following page. Double check your bank details!
- Click "Submit" and your payment settings are now set up!

Note: your checkout still won't work because Shopify doesn't allow checkout on the free trial plan. Don't worry, more on this tomorrow!

STEP 2: SET UP YOUR SHIPPING SETTINGS

- Go to the ups ground maps website linked to in the course
- Enter your zip code and a date that's Monday, Tuesday, or Wednesday
- On the map that appears, see which states are in 1-2 day zones from you.

LIST YOUR 1-2 DAY SHIPPING STATES:

STEP 3: ADD YOUR SHIPPING BOX INFO

- Click "Settings" on your dashboard, then "Shipping."
- First, scroll down to "Packaging" and add your box size and weight.
- Account for 3 lbs of packaging weight and about 4-5 lbs of ice in your box weight
- Say "set as default" to set this as the box your shipping is calculated with

STEP 4: SET UP SHIPPING RATES

- Next, under "General Shipping Rates" click "Manage Rates"
- Click the three dots next to Shipping Zone, then say "edit shipping zone"
- Type in the names of the states you'll ship to. Don't forget to uncheck "United States." Save.
- Delete all Shopify's pre-added rates, then click "Add Rate" to create your own
- Either "Set up Your Own Rates" and add a flat rate, or "Use Carrier Rates" and set up with UPS

BONUS: ADD A BANNER SAYING YOU ONLY SHIP TO SOME STATES!

Click "Online Store" on the lefthand menu, then click the blue "Customize" button. When the page loads, click "Header." Scroll down until you see the "Announcement Bar" box. Check it, then uncheck "Home page only" to make it show on every page of your site. Type in your announcement (for example, "We only ship to State 1, State 2, and State 3!") Change colors, then click the blue "Save" button!