How do I add a pickup location to my shop?

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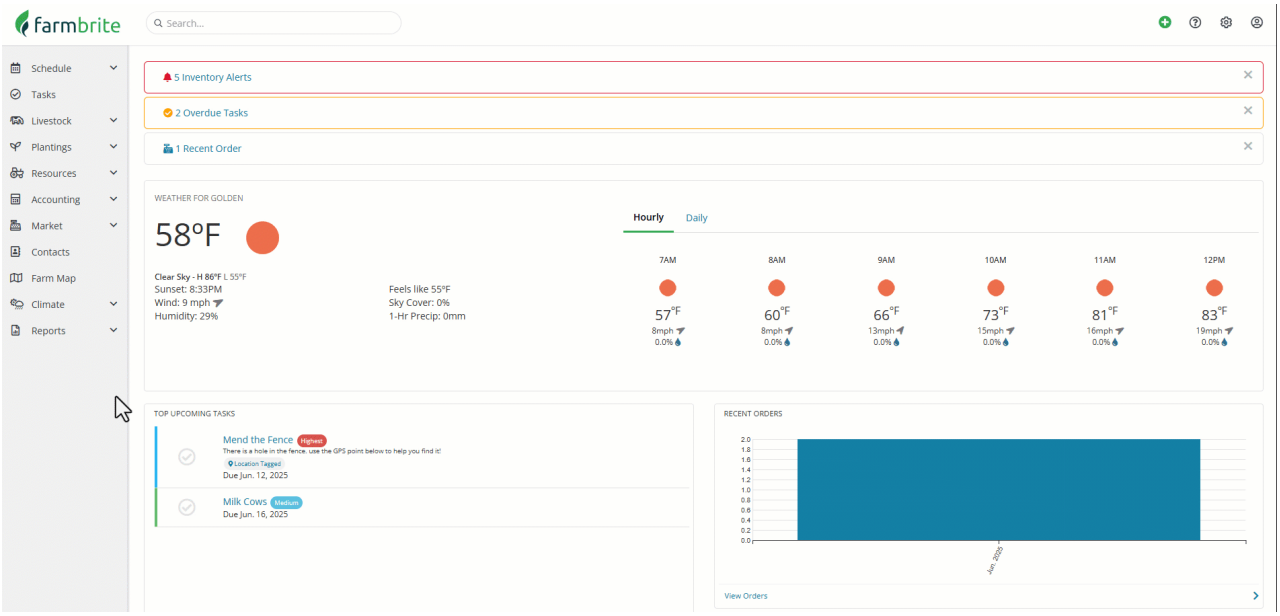
If you are selling products in your Online Store, you might ship them, deliver them, or allow your customers to come see you and pick them up. You likely don't want customers showing up at all hours though, and probably want to give them some guidance on where they should go to get their orders. Maybe you even want to give them the option to meet you at a local event like a farmers market or at an off site location like a local food co-op. No matter how you want to offer your customers the ability to pick up their orders, Farmbrite makes it simple to give them options and directions to save you time and avoid extra questions.

To begin, choose Market, and then Settings from the left menu., and then select Pickup Locations in the submenu.



You'll see any locations you have currently set up, and a button to Add Pick Up Location. Click it; a new window opens for you to provide the following information:

- Name
- Whether or not your pickup location is currently active - perhaps you only offer the Farmers Market pickup location during the summer, and and want to uncheck this box from December through April.
- Address
- City
- Country
- State/Province
- Postal Code
- Day(s): What days is this pickup location open? This is an open text box for you to type whatever you'd like, so things like "Mon-Wed" or "Mondays, Tuesdays, and Wednesdays" would work, but write whatever works for you.
- Time: What times can people pickup from your location? Like Days, this is another open field for you to write this however it suites you.
- Details: Any information or instruction for the pickup location. For example: “Find us a booth 42” or

> “The red building at the end of the drive”

All active pickup locations will be displayed on the “Pickup Locations” tab of your Farmbrite online store with the detail you specified and a link to get directions. Customers can also choose an active pick up location during checkout. The available days and times the location is open are shown when the customer is making this selection, as well on their order confirmation email, ensuring they don't show up unexpected.