

Create a Free On-line Store for your Farm

Debbie Roos

www.growingsmallfarms.org

North Carolina Cooperative Extension



A Little about Myself...

- I've been a Sustainable Agriculture Agent for NC Cooperative Extension for 21 years
- My primary program areas:
 - Organic/sustainable agriculture, small farms
 - Commercial vegetable production, alternative enterprises, direct marketing
 - Beekeeping & native pollinator conservation
 - Forestry
- I have a big website called Growing Small Farms:
www.growingsmallfarms.org

About this Webinar

- When the COVID-19 pandemic hit, we had a few farmers' markets that were shut down, although most remained open
- Farmers and market vendors were looking for ways to reduce contact at the farm and market so many started accepting pre-orders
- I saw that having an online store was a good way to manage these pre-orders and accept payment, further reducing contact
- I conducted five webinars in late March-early April for about 800 folks from across the country
- This recording is for folks who were not able to participate in the live webinar, or for folks who want to hear it again

About this Webinar

- Managing expectations: I can't cover every feature of Square (that would take all day and you would be overwhelmed!) but I can show you how to get a basic store up and running
- I feel confident about this because I have had many people who attended my previous webinars successfully launch online stores and make sales
- Once you learn the basics and get more comfortable with the platform you will be able to figure out more advanced features if you need them for your unique operation

Direct Marketing Platforms

- Square is just ONE option for setting up a store; feel free to explore others (I'll post handout with resources)
- Square is ideal for individual vendors; if you want a platform for a Food Hub or Farmers' Market or multi-farm CSA you may want to explore other platforms
- Meat producers with variable weight products may want to check out other platforms like GrazeCart or Shopify to see if they may be preferable to Square (See my Resource Handout)

Square Online Store

- I am focusing on Square because many farmers already use it and it's fairly easy to get a store up quickly AND I wanted to get you a tool to use NOW
- If you already have a Square account you will be able to integrate your inventory into the store and make set-up easier
- Square offers a free option or you can upgrade AT ANY TIME to a paid plan with more features

Free

Everything you need to start selling online.

\$0/mo

No monthly fees

2.9% + 30¢

per transaction

- ✓ **Sell unlimited products for pickup or delivery**
- ✓ Automatic inventory, order & item sync with Square POS
- ✓ Instagram & Pinterest integration
- ✓ Online shopping cart

Start for free

Start for free, upgrade at any time

Professional

Elevate your brand and publish from a custom domain.

\$12/mo

Billed annually

2.9% + 30¢

per transaction

- ✓ **All Free features, plus:**
- ✓ Publish to a custom domain
- ✓ No Square branding and ads
- ✓ Free custom domain for one year

Start for free

Start for free, upgrade at any time

Performance

Grow your business with integrated ecommerce features.

\$26/mo

Billed annually

2.9% + 30¢

per transaction

- ✓ **All Professional features, plus:**
- ✓ Post customer reviews right on your site
- ✓ Fulfill orders and save with discounted shipping labels
- ✓ Recover lost sales with abandoned cart emails

Start for free

Start for free, upgrade at any time

Premium

Scale your business with the best rates and discounted fees.

\$72/mo

Billed annually

2.6% + 30¢

per transaction

- ✓ **All Performance features, plus:**
- ✓ Save on transaction fees with our lowest processing rate
- ✓ Highest discounts on shipping rates
- ✓ Avoid under or over-charge of shipping with our Real Time Shipping Rate Calculator

Start for free

Start for free, upgrade at any time

Square FREE Online Store

- Square's FREE Online Store allows you to offer pickup and delivery
- No monthly fee; you pay when you make a sale
- Fee is 2.9% + \$0.30 per transaction
- So if you had 30 transactions for a total of \$600 in sales for the week you would pay a fee of \$26.40

Square FREE Online Store

- I created a **fake farm store** so I could learn how to do this, then used screen captures to document each step for you to follow
- I suggest creating a **simple store** and as you get more comfortable you can make it fancier if you want and add more features
- Make a list of what you have to sell for the week
- Collect product images and put in a folder on your computer
- Make sure and test your site!
- Include links to your on-line store in all communications by email and social media

Let's Get Started

Start your site by going to

<https://squareup.com/us/en/online-store>



SQUARE ONLINE STORE

Sell in more ways with
a free online store.

Start a free online store

▶ Watch the video



Business information

Let's start with your business name and EIN.
You can always edit these details later.

Business name

Employer Identification Number (Optional)

Your tax ID will be used for tax reporting purposes only. You can edit this information on your Square Dashboard at any time.

Estimated annual revenue (Optional)

CONTINUE



Tell us about your business

What type of business do you run?

Results

Outdoor Markets

Retail

Grocery Market

Food And Drink

Outdoor Markets

Casual Use

Grocery Market

Retail

Flowers And Gifts

Retail

It didn't have a great match with a farm but I didn't worry about it

I DON'T SEE MY BUSINESS TYPE

CONTINUE



Tell us about your business

Please provide your business address. We will not use this information to perform a credit check, just to verify your identity. We will use this to help you get set up to take payments.

Store address

Street address

Unit

Apt/Unit

Zip code

00000

City

City

State

Select state...

☐ This is also my home address

CONTINUE



How do you plan to fulfill orders?

Let us know how you plan to get items to buyers.

Ship items to buyer



Allow in-store pickup



Toggle on

[Skip this, I don't need shipping, pickup or delivery for my items](#)

Continue

I recommend starting with a single ordering page if you want to launch your store quickly



What kind of store do you want?

You can change this at any time. It's just a starting point.



A single ordering page

- Get up and running quickly
- Make sales right away
- Great add-on for existing site

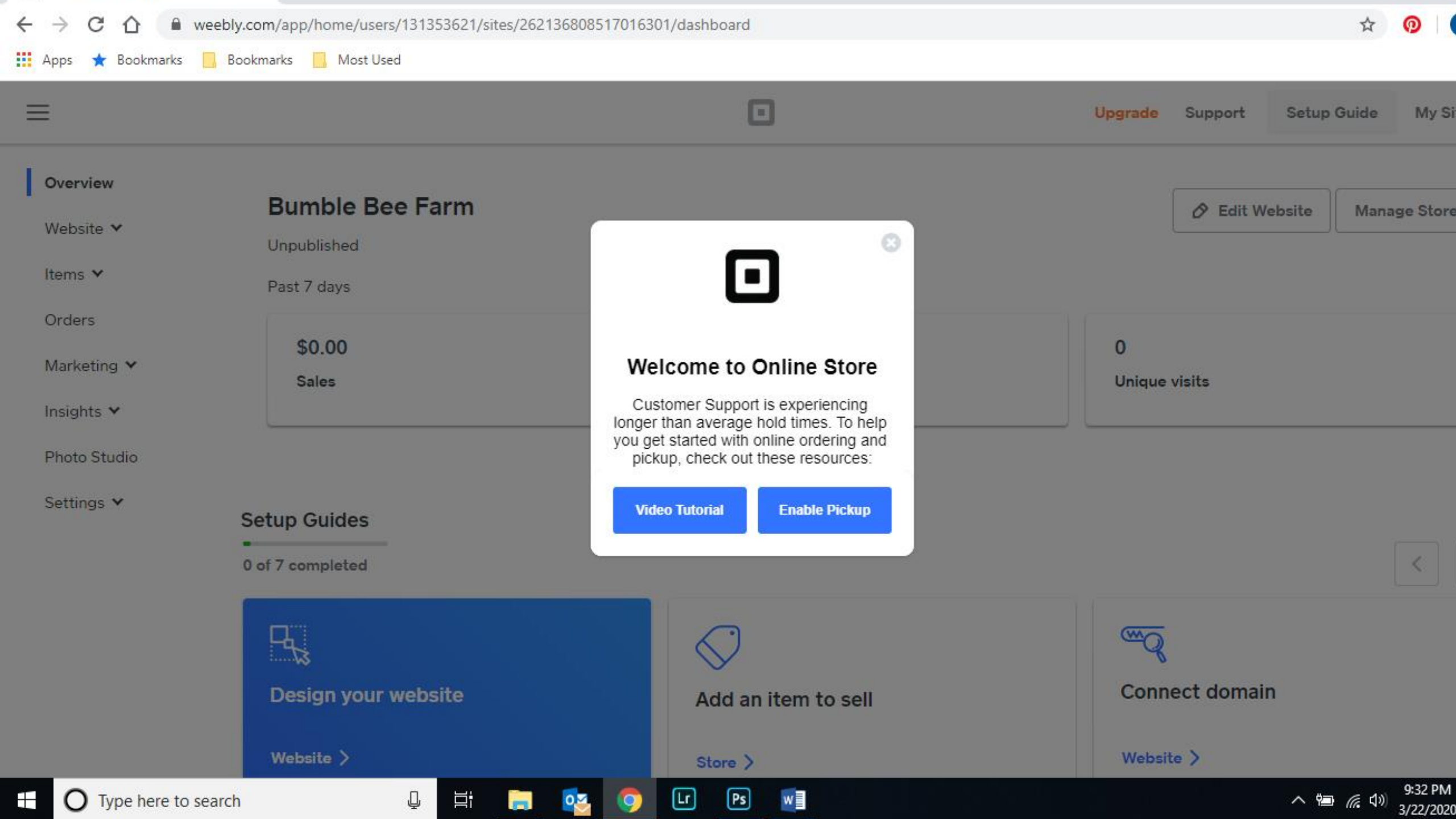


A multi-page site

- Includes an ordering page
- Build out a full brand
- Drive sales with robust content

Continue





- Overview
- Website
- Items
- Orders
- Marketing
- Insights
- Photo Studio
- Settings

Bumble Bee Farm

Unpublished

Past 7 days

\$0.00

Sales

0

Unique visits

Setup Guides

0 of 7 completed

Welcome to Online Store

Customer Support is experiencing longer than average hold times. To help you get started with online ordering and pickup, check out these resources:

[Video Tutorial](#)[Enable Pickup](#)

Design your website

Website >

Add an item to sell

Store >

Connect domain

Website >

[Upgrade](#)[Support](#)[Setup Guide](#)[My S](#)[Items](#) ▼[Orders](#)[Marketing](#) ▼[Insights](#) ▼[Photo Studio](#)[Settings](#) ▼

Past 7 days

\$0.00

Sales

0

Unique visits



Design your site

Start designing your online store by choosing a layout and adding brand colors

[I'll do it later](#)[Continue](#)

Setup Guides

0 of 7 completed

**Design your website**[Website >](#)**Add an item to sell**[Store >](#)**Connect domain**[Website >](#)[Skip Step](#)

Start Designing your Store

✕

Get started by selecting features you need today

You can always add in more later.

- ☒ Sell food or items for pickup or delivery ✓
- ☒ Sell food or items to ship ✓
- ☐ Allow reservation bookings
- ☒ Collect email addresses ✓
- ☐ Show your Instagram feed
- ☐ Include a contact form
- ☒ Display location & hours ✓

• Features

• Logo

• Style

Next

HOME

My Site

Order now

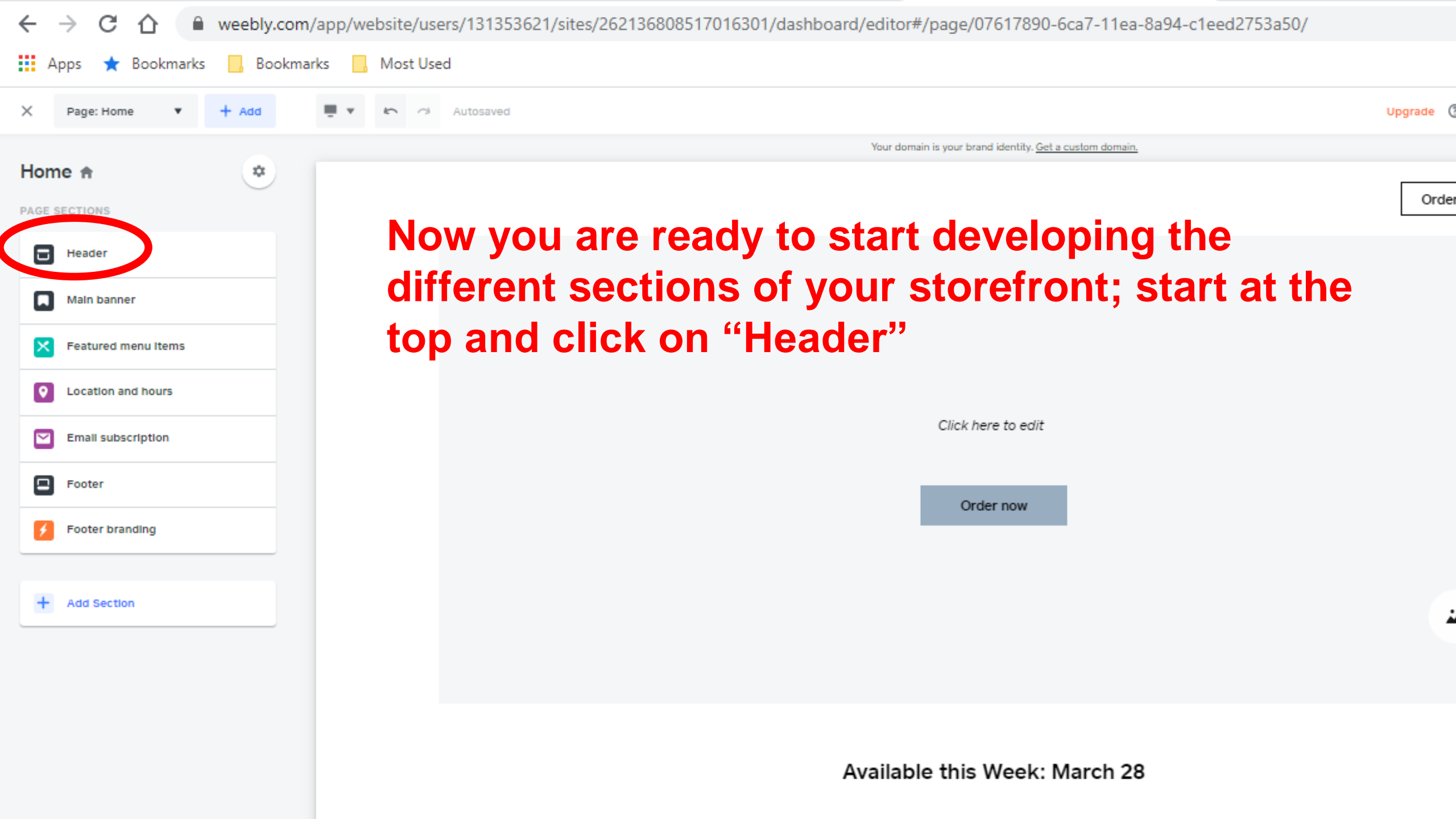


Select the features you want for your site

Get Caffeinated

Order now



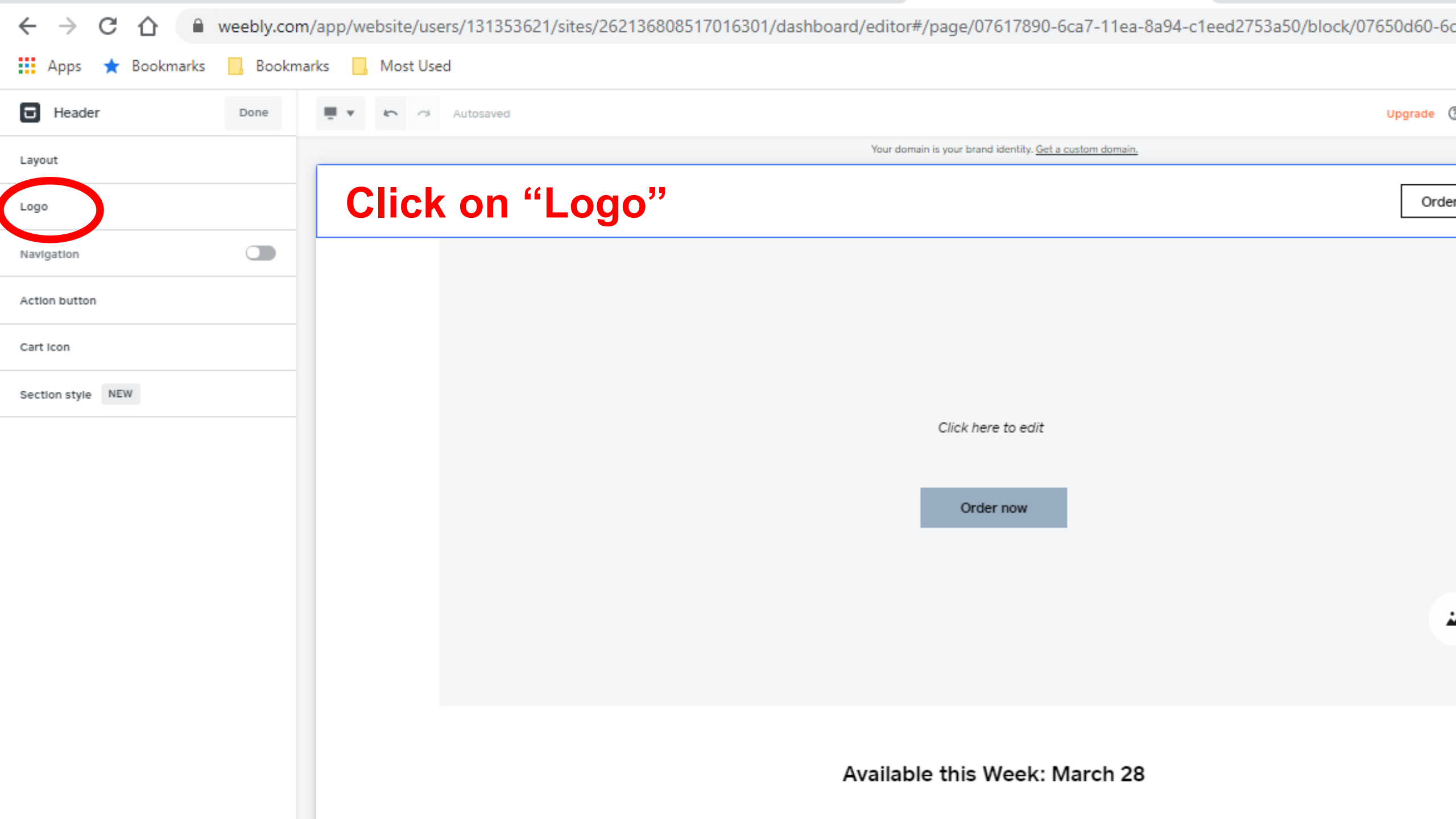


- PAGE SECTIONS
- Header
 - Main banner
 - Featured menu Items
 - Location and hours
 - Email subscription
 - Footer
 - Footer branding
 - + Add Section

Now you are ready to start developing the different sections of your storefront; start at the top and click on “Header”

Click here to edit

Order now



Click on "Logo"

Click here to edit

Order now

Available this Week: March 28

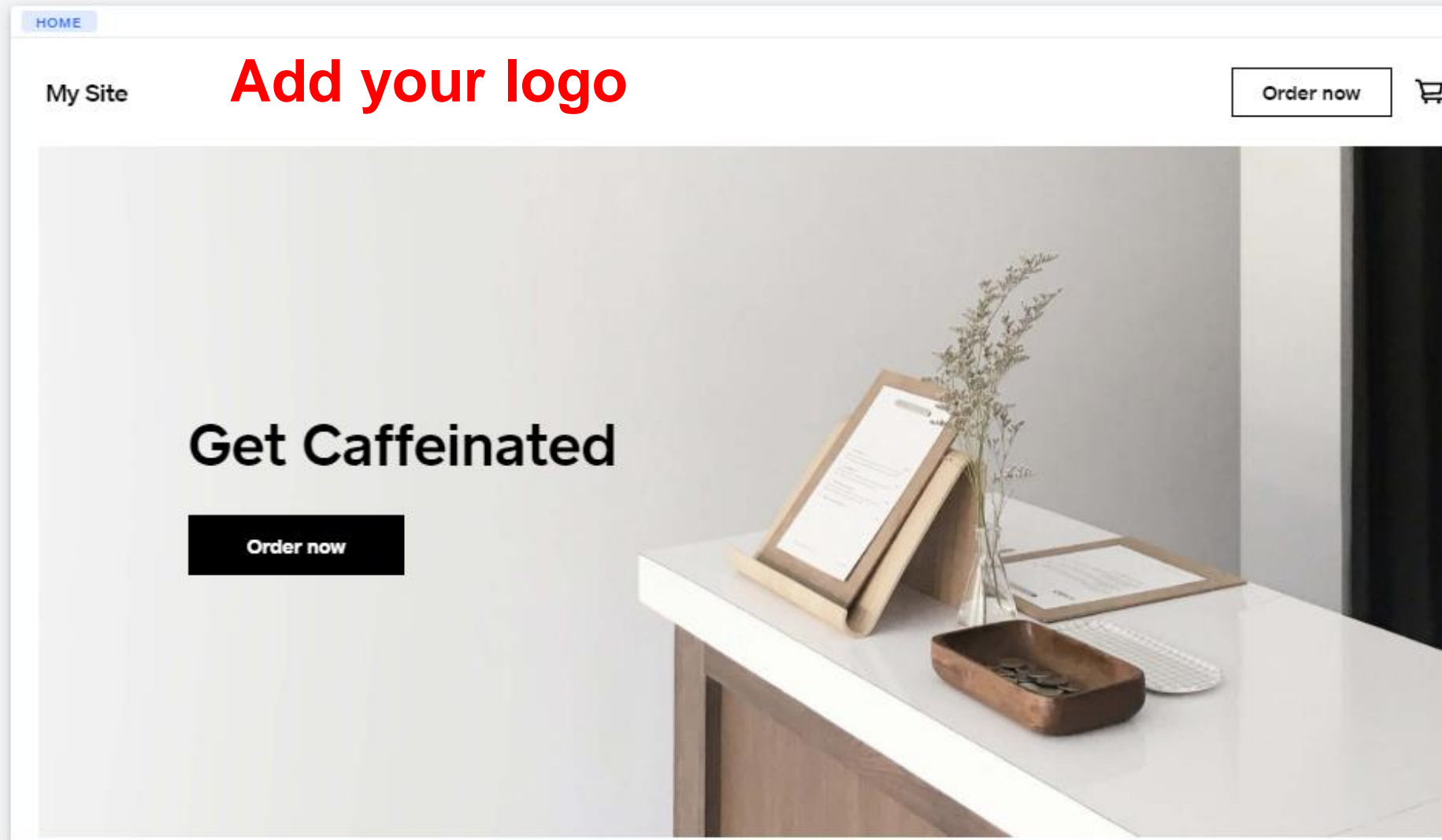


Skip

Add your logo

You can always change this later. If you don't have a logo, [skip this step](#).

Drag or upload your logo file here
max size 5MB



X

Skip

Next

Add your logo

You can always change this later. If you don't have a logo, [skip this step](#).



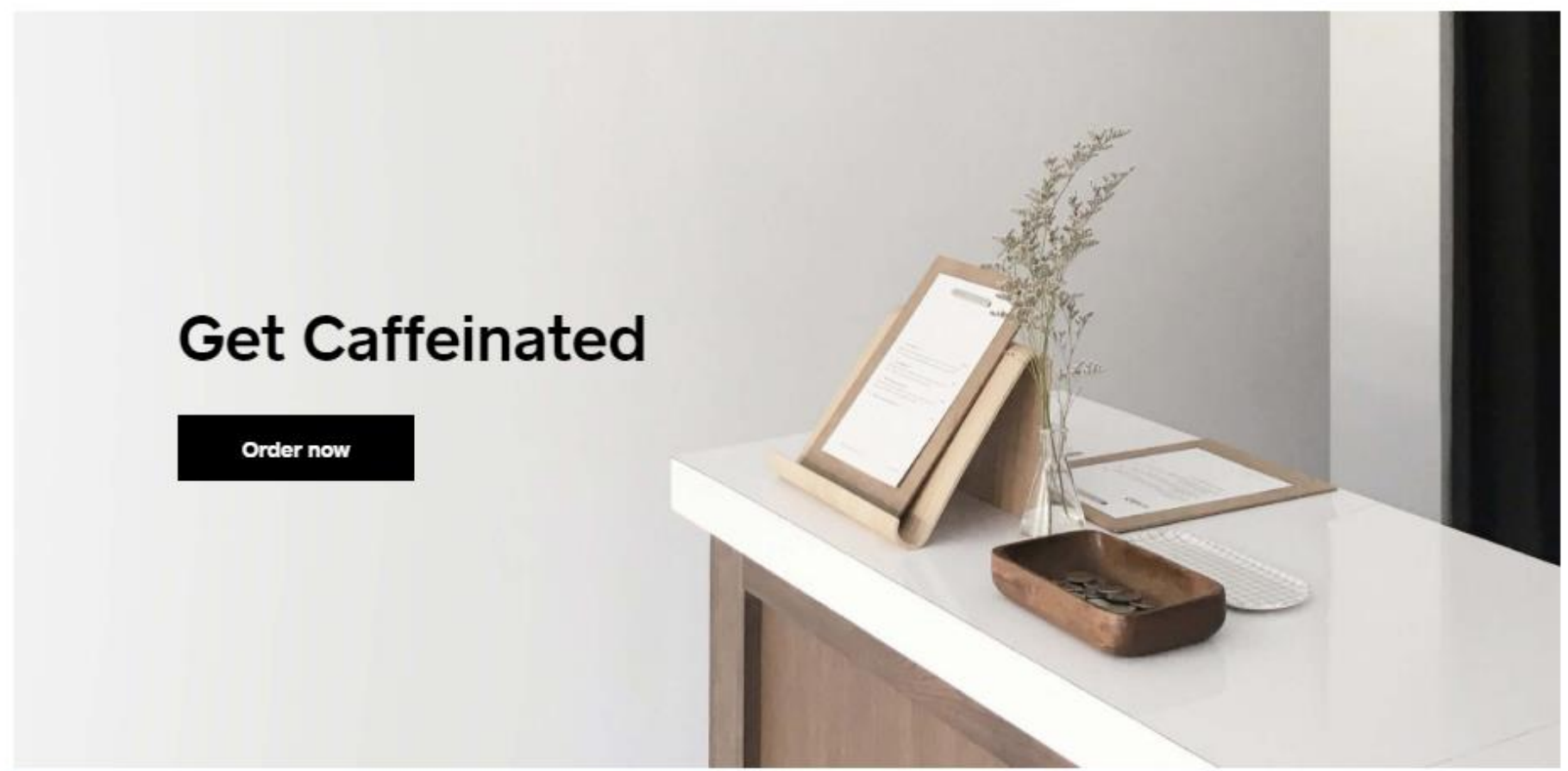
Logo size: [slider]

Replace



HOME

Order now




Get Caffeinated

Order now

Layout

Logo

Logo type
Image

 **BUMBLE BEE FARM**

Replace Edit

Home

We automatically link your logo to your homepage.

Navigation

Action button

Cart Icon

Section style NEW

Your domain is your brand identity. [Get a custom domain.](#)



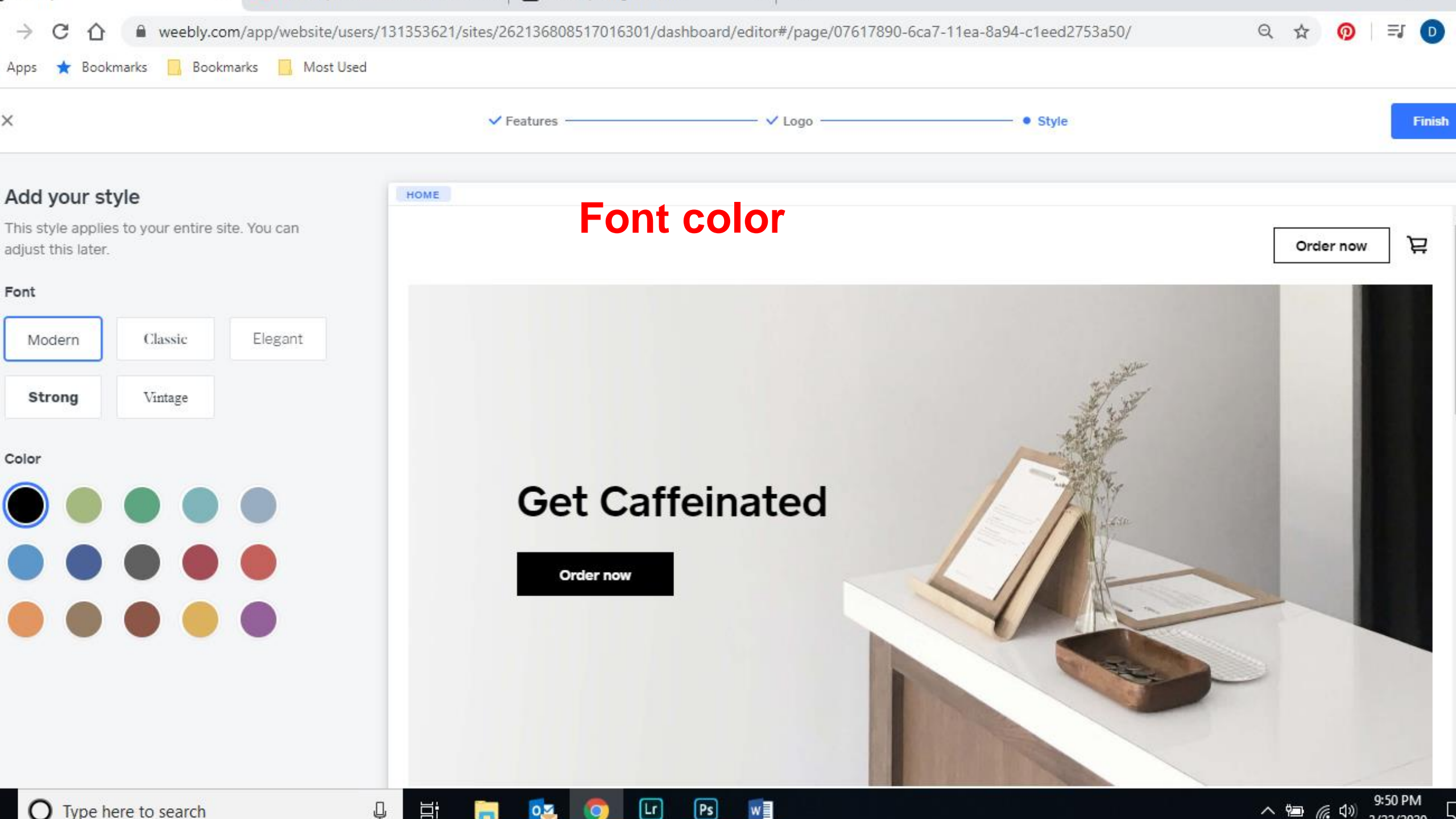
Order now

Once I realized how long and narrow the header space was I chose a different logo

[Click here to edit](#)

Order now

Available this Week: March 28



Font color

Get Caffeinated

Order now

Order now



Home

PAGE SECTIONS

- Header
- Main banner**
- Featured menu items
- Location and hours
- Email subscription
- Footer
- Footer branding

+ Add Section



BUMBLE BEE
FARM

Order now



Available this Week: March 28

Layout

Banner headline

Action button

Section style

Your domain is your brand identity. [Get a custom domain.](#)



Order now



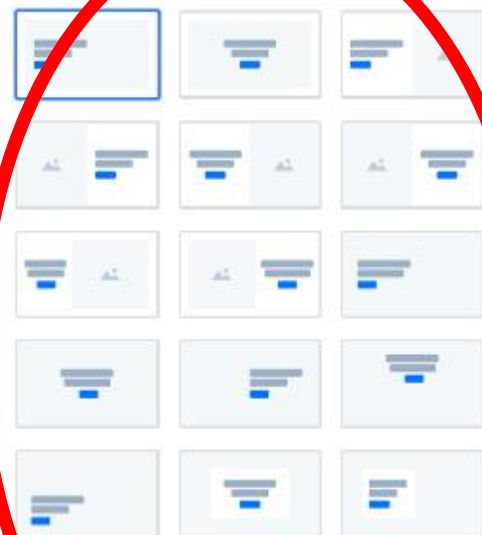
Main banner

Get Caffeinated

Order now



Layout



Banner headline

Action button

Section style

Your domain is your brand identity. [Get a custom domain.](#)



Order now



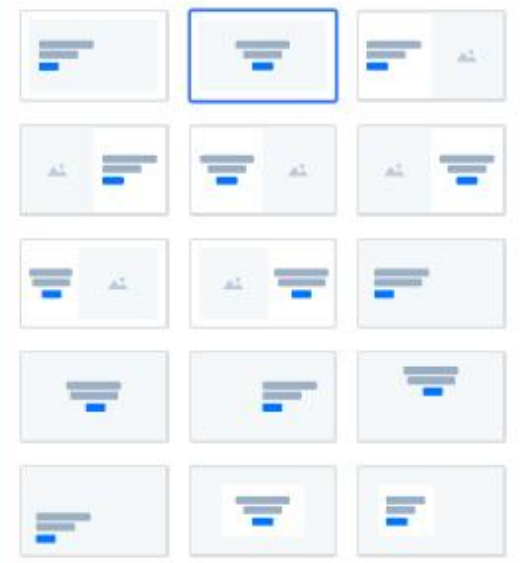
Main banner layout

Get Caffeinated

Order now



Layout





Banner headline

Action button

Section style

Your domain is your brand identity. [Get a custom domain.](#)




Order now 

Different main banner layout

Get Caffeinated

Order now



Layout

Banner headline


B I [List Icons] Medium

Font A

Action button

Section style

Your domain is your brand identity. [Get a custom domain.](#)




Order now

Customize your Banner Headline

Order here for pick-up at the Chatham County Farmers' Market

Order now



Your domain is your brand identity. [Get a custom domain.](#)

Layout

Banner headline

Action button

Section style

Background

Image

Add image

☐ Improve readability

Section height

XS

S

M

L

Default



Order now



Order here for pick-up
at the Chatham County
Farmers' Market

Order now



Layout

Banner headline

Action button

Section style

Background

Image

Add image

Improve readability

Section height

XS

S

M

L

Default

Your domain is your brand identity. Get a custom domain.

Add image

My images

Free photos

Click to upload image file

PNG, GIF or JPG | Max size 10MB | Min width 600px



Cancel

Save

Layout

Banner headline

Action button

Section style

Background

Image

Add image

Improve readability

Section height

XS

S

M

L

Default

Add image

My images

Free photos

Click to upload image file

PNG, GIF or JPG | Max size 10MB | Min width 600px



Cancel

Save

Your domain is your brand identity. [Get a custom domain.](#)

Layout

Banner headline

Action button

Section style

Background

Image



Replace Edit

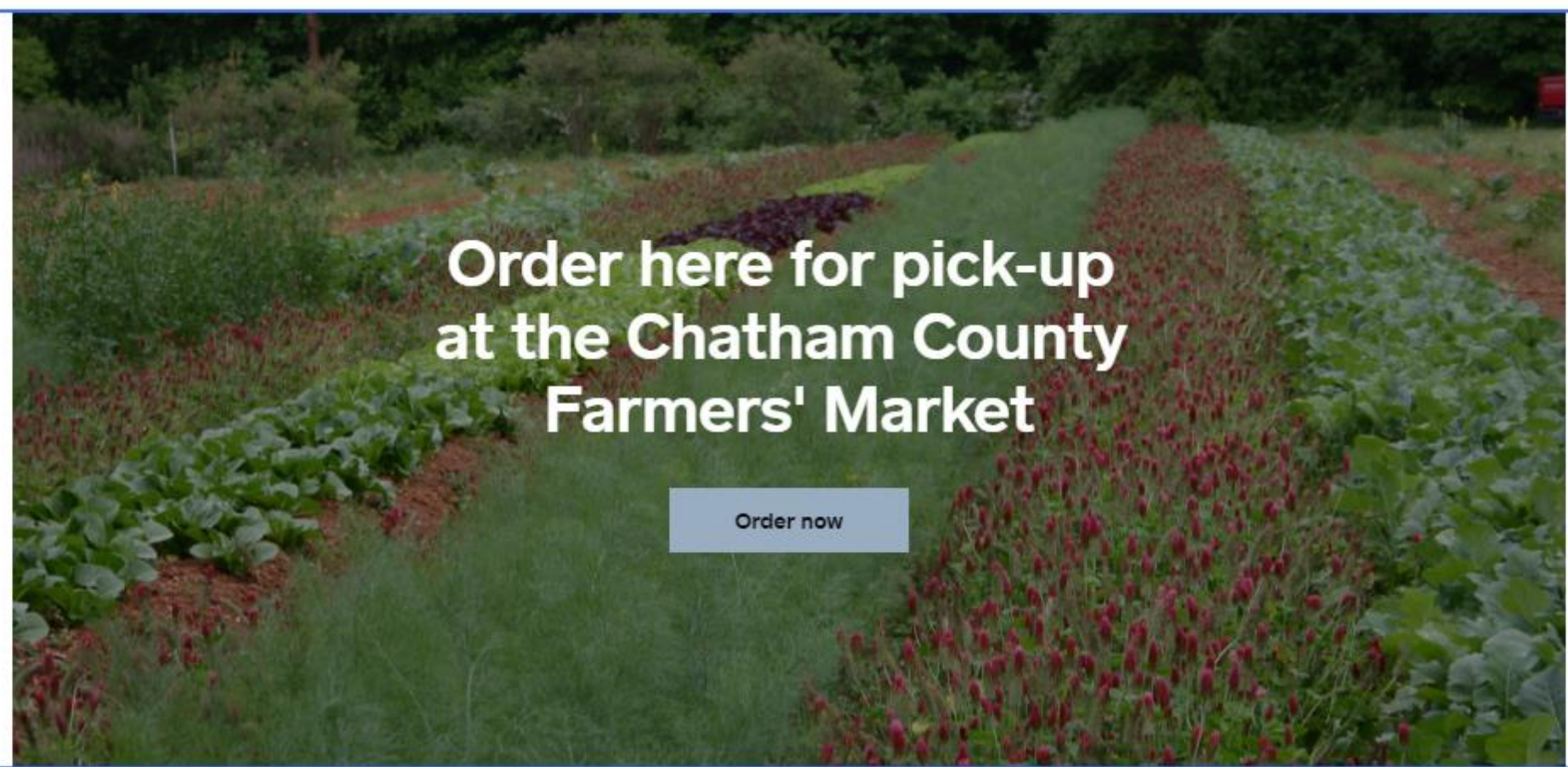
☒ Improve readability

Section height

XS S M L Default



Order now



Add Items to Your Store

We are ready to add items to our store!

Your domain is your brand identity. [Get a custom domain.](#)

Home

PAGE SECTIONS

- Header
- Main banner
- Featured menu items**
- Location and hours
- Email subscription
- Footer
- Footer branding

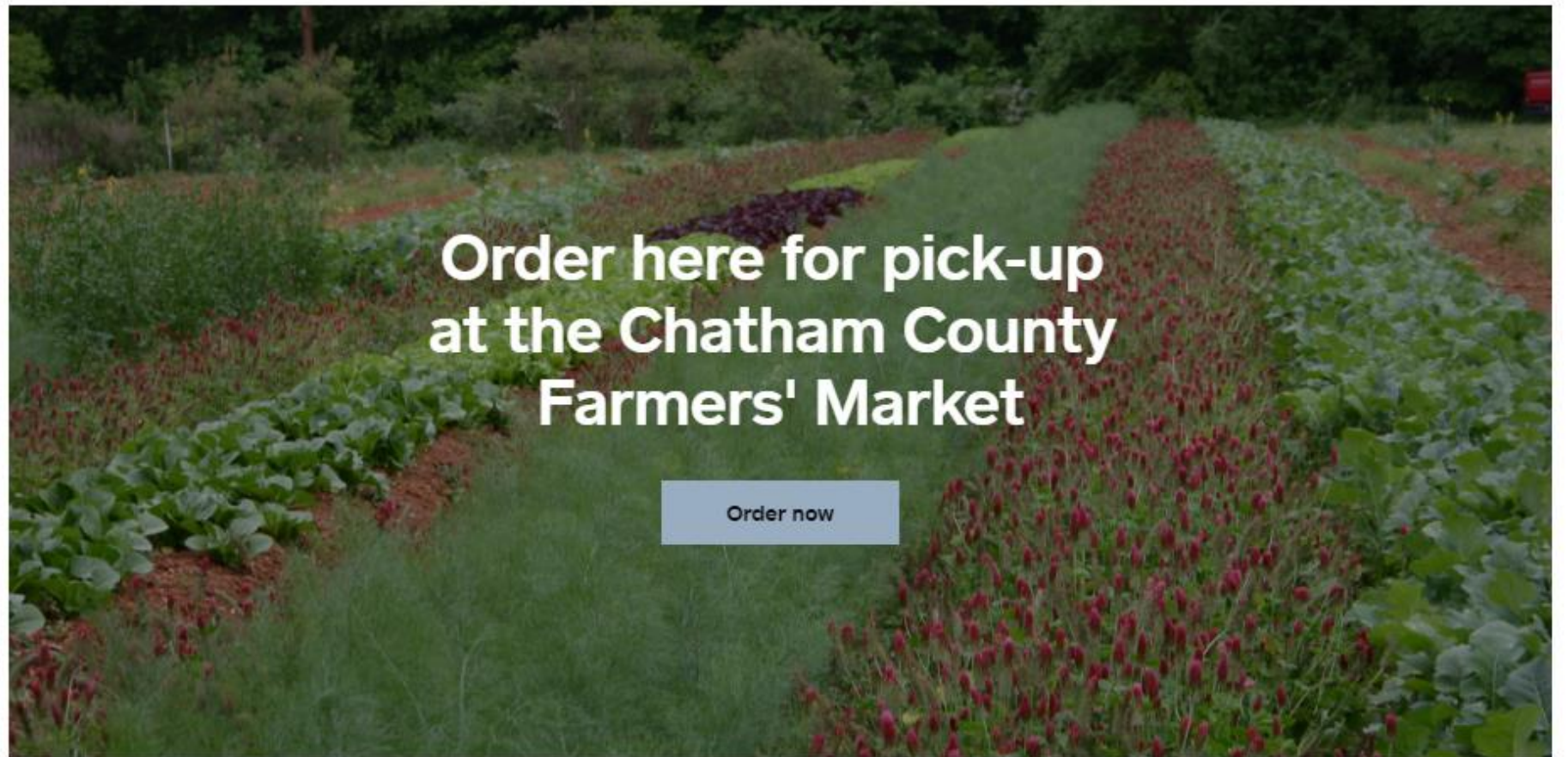
+ Add Section

Site design



Click on "Featured menu items"

Order now



Featured menu it... Done

Looks like you don't have any menu items. Create a menu item to feature on this page.

Create menu item

Layout

Section title

Section description ☐

Images

Item titles

Item descriptions

Prices

Details lightbox

Action button ☐

Section style

Your domain is your brand identity. [Get a custom domain.](#)

Order now

Order Ahead

Tomato and mozzarella salad Our freshest farm to table tomatoes are enhanced with a generous amount of hand-pulled mozzarella. Topped with basil, olive oil, and fresh...		Shrimp linguine with sun-dried and... Hearty yet sophisticated, this devilishly spicy pasta dish brings you the perfect combination of flavors from the earth, sun, and sea.	
\$14.00		\$22.00	
Tricolor beet and watercress flatbread Sweet and crisp collide in this colorful creation. The homemade flatbread is topped with tri-colored beets, watercress, and ricotta cheese...		Tomato and mozzarella salad Our freshest farm to table tomatoes are enhanced with a generous amount of hand-pulled mozzarella. Topped with basil, olive oil, and fresh...	
\$12.00		\$14.00	

weebly.com/app/website/users/131353621/sites/262136808517016301/dashboard/editor#/page/07617890-6ca7-11ea-8a94-c1eed2753a50/block/17aa33...

Apps Bookmarks Bookmarks Most Used

Featured menu it... Done

Looks like you don't have any menu items. Create a menu item to feature on this page.

Create menu item

Layout

Section title

Section description

Images

Item titles

Item descriptions

Prices

Details lightbox

Action button

Section style

Upgrade ? Guides Preview

Your domain is your brand identity. Get a custom domain.

Order now

×

Add a menu item

Item title

Required

Microgreens

Item price


\$ 5

Description

A mixture of microgreens and edible flowers - (5 oz)

Images

+



More options

Save

Type here to search

10:21 PM3/22/20

Your domain is your brand identity. [Get a custom domain.](#)

Click here to add more menu items

Order now



Order Ahead

Microgreens

A mixture of microgreens and edible flowers - (5 oz)

\$5.00



Location & Hours

You can also add a menu item from here


Select menu items

Save

Select menu items to display in your featured menu item section

Visible 

+ Add menu item

<input checked="" type="checkbox"/>	Name	Visibility	Price	Date added
<input checked="" type="checkbox"/>	 Microgreens	visible	\$5.00	3/22/2020



Select menu items

Select menu items to display in your featured

Search items



Name



Microgreens

+ Add menu item

Date added

3/22/2020



Add a menu item

Item title

Required

Hamburger and fries

Item price

\$ 0

Description

Write a short description of your menu item. It's helpful to include details like ingredients.

Images



More options

Save



Menu items

- Microgreens
- Cinnamon cap mushrooms
- + Add featured menu item

Layout

Section title ☒

B *I* U **A** Medium

Square Market medium **A**

Section description ☐

Images

Item titles

Item descriptions

Prices

Your domain is your brand identity. [Get a custom domain.](#)


Order now

Available This Week

Microgreens

A mixture of microgreens and edible flowers - (5 oz)


\$5.00




Cinnamon cap mushrooms

These nutty flavored cinnamon caps can be eaten stem and all - pint

\$5.00





Location & Hours

Featured menu it... Done


Click on "Done" when each section is completed

+ Add featured menu item

- Layout
- Section title
- Section description ☐
- Images
- Item titles
- Item descriptions
- Prices
- Details lightbox
 - Shoppers see a preview pop-up that lets them customize their order and add to cart.
 - To customize item options & variations, go to the Item Library in Store.
 - [Go to Item Library](#)
- Action button ☐

Your domain is your brand identity. [Get a custom domain.](#)

Order now



Microgreens
A mixture of microgreens and edible flowers - (5 oz)


\$5.00

A mixture of microgreens and edible flowers - (5 oz)

Available for pickup





1 Add to Cart

be eaten



Number 8 Coffee
San Francisco, CA 94103

Monday 9:00am - 5:00pm
Tuesday 9:00am - 5:00pm

- Menu items
-  Microgreens
 -  Cinnamon cap mushrooms
 -  Anemones
 -  Easter egg radishes
- + Add featured menu item

Layout

Section title

Section description ☐

Images

Item titles

Item descriptions

Prices

Details lightbox

To edit an existing menu item click on it here

Your domain is your brand identity. [Get a custom domain.](#)

Order now

Available this Week: March 28

Microgreens

A mixture of microgreens and edible flowers - 5 oz

\$5.00



Cinnamon cap mushrooms

These nutty flavored cinnamon caps can be eaten stem and all - 6 oz

\$5.00



Anemones

Gorgeous colors, brings cheer to all.

\$8.00



Easter egg radishes

Multicolor mix of round radishes with crunchy goodness.

\$4.00



Microgreens

menu item details such as price, description, and image

[Edit menu item details](#)

u item photo




Image 1 of 1


Your domain is your brand identity. [Get a custom domain.](#)

Then click on "Edit menu item details"

Order now 

Available this Week: March 28

Microgreens
A mixture of microgreens and edible flowers - 5 oz




\$5.00

Cinnamon cap mushrooms
These nutty flavored cinnamon caps can be eaten stem and all - 6 oz



\$5.00

Anemones
Gorgeous colors, brings cheer to all.



\$8.00

Easter egg radishes
Multicolor mix of round radishes with crunchy goodness.



\$4.00

Your domain is your brand identity. [Get a custom domain.](#)

Edit Item

Cancel Save

Item Information

Item Type

Prepared food and beverage [Change](#)

Item Title

Microgreens

Description

Bold

Italic

☰

☰

🔗

🗑️

A mixture of microgreens and edible flowers - 5 oz

Visibility

Your item will not appear on your site until you add it but this setting will change how it shows up in your navigation & search results

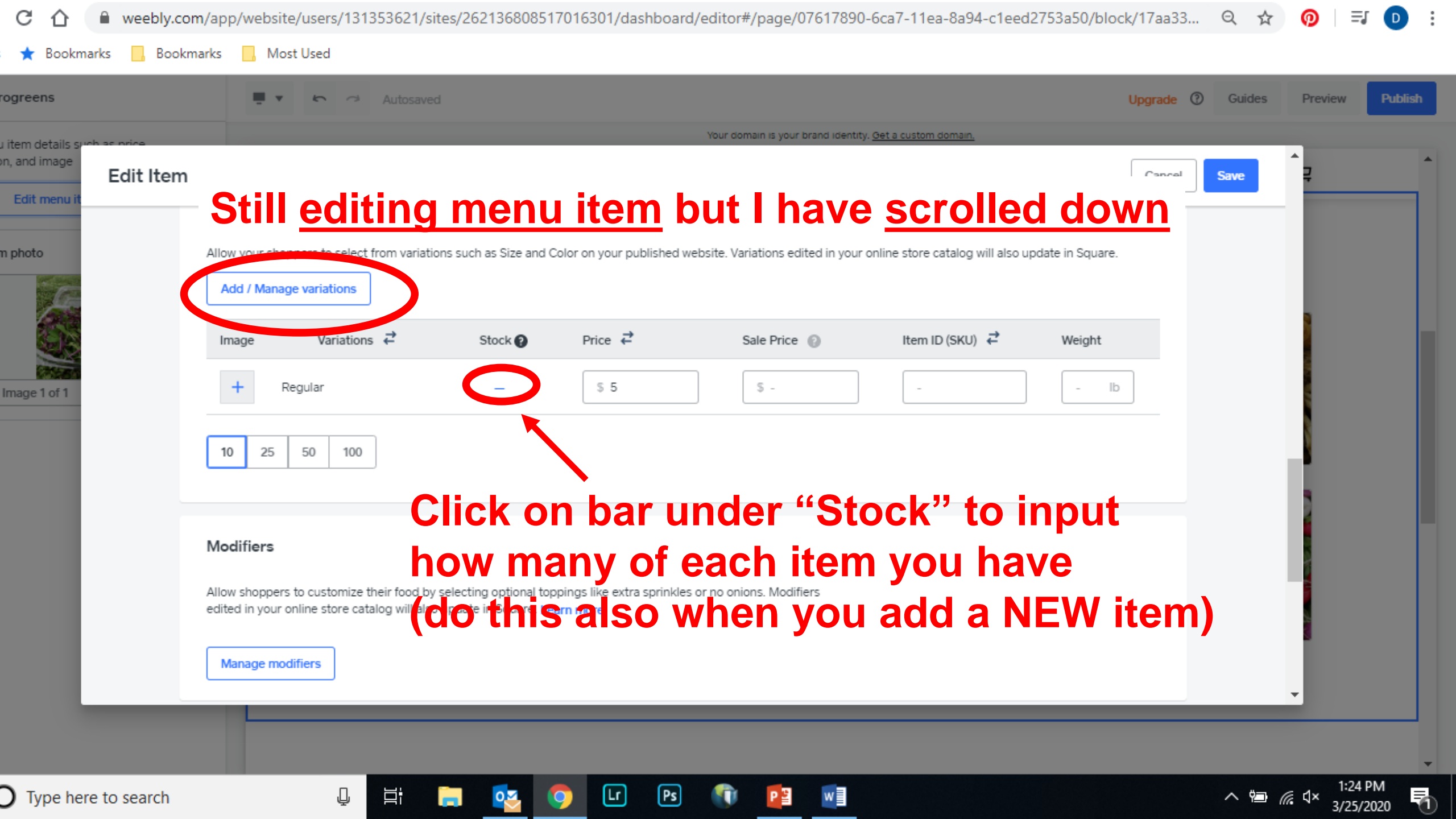
Edit menu item

Note: even though microgreens is not a prepared food item that's the closest I could get

Media

+ Add other media types





Still editing menu item but I have scrolled down

[Add / Manage variations](#)

Image

Variations

Stock

Price

Sale Price

Item ID (SKU)

Weight

+

Regular

-

\$ 5

\$ -

-

- lb

10

25

50

100

Modifiers

Allow shoppers to customize their food by selecting optional toppings like extra sprinkles or no onions. Modifiers edited in your online store catalog will also update in Square. [Learn more](#)

[Manage modifiers](#)

Click on bar under "Stock" to input how many of each item you have (do this also when you add a NEW item)

Your domain is your brand identity. [Get a custom domain.](#)

Edit Item

Allow your shoppers to select from variations

Add / Manage variations

Image

Variations

+

Regular

10

25

50

100

Modifiers

Allow shoppers to customize their food
edited in your online store catalog will a

Manage modifiers

×

Update stock

- All stock changes will be reflected on your Square item list

×

Available online (1)

Bumble Bee Farm (Shipping location)

Pickup available

☒ Track stock

Select a restocking preference to update

▼

0

Select a restocking preference to update

Stock received

Inventory recount

Damage

Theft

Loss

Restock return

cel

Update stock

**Toggle button under “Track Stock”
then select “Inventory Recount”**

Edit Item

Allow your shoppers to select from variations

Add / Manage variations

Image

Variations

+

Regular

10

25

50

100

Modifiers

Allow shoppers to customize their food
edited in your online store catalog will a

Manage modifiers

Your domain is your brand identity. [Get a custom domain.](#)

Cancel

Save

×

Update stock

- All stock changes will be reflected on your Square item list

×

Available online (1)

Bumble Bee Farm (Shipping location)

📍 Pickup available



Track stock

Inventory recount

▼

10

Cancel

Update stock

Enter quantity then
click "Update Stock"
(then Save)



Edit Location & Hours

weebly.com/app/website/users/131353621/sites/262136808517016301/dashboard/editor#/page/07617890-6ca7-11ea-8a94-c1eed2753a50/block/4cb107f...

Apps

★ Bookmarks

Bookmarks

Most Used

📍 Location and hours

...

Done

📺

↶

↷

Autosaved

Upgrade

?

Guides

Preview

Your domain is your brand identity. [Get a custom domain.](#)

Order now

🛒

Location

Select location ?

I'll enter this information myself

Add or edit location details

Layout

Map

Title

Details

Hours

Action link

Section style

Location & Hours

Number 8 Coffee

San Francisco, CA 94103

(555) 555-5555

hi@mystore.com

Monday 9:00am - 5:00pm

Tuesday 9:00am - 5:00pm

Wednesday 9:00am - 5:00pm

Thursday 9:00am - 5:00pm

Friday 9:00am - 5:00pm

Saturday 9:00am - 5:00pm

Sunday Closed

Get directions

Stay in the loop

Email

Sign Up

Type here to search

10:34 PM

3/22/202

Location and hours: edit text here then click on “Done” when completed

Location & Hours

Number 8 Coffee

San Francisco, CA 94103

(555) 555-5555

hi@mystore.com

Monday 9:00am - 5:00pm

Tuesday 9:00am - 5:00pm

Wednesday 9:00am - 5:00pm

Thursday 9:00am - 5:00pm

Friday 9:00am - 5:00pm

Saturday 9:00am - 5:00pm

Sunday Closed

Get directions

Location

Select location ?

I'll enter this information myself

[Add or edit location details](#)

Layout

Map

Title

Details

B I [] [] [] [] Medium

Font [] []

Hours

Action link

Section style

Your domain is your brand identity. [Get a custom domain.](#)

Order now

Microgreens

A mixture of microgreens and edible flowers - (5 oz)


\$5.00



Cinnamon cap mushrooms

These nutty flavored cinnamon caps can be eaten stem and all - pint

\$5.00



Location & Hours

Chatham County Farmers' Market

Pittsboro, NC 27312

919-542-8244

dlroos@ncsu.edu

Saturday 9:00am - 12:00pm

[Get directions](#)

Finishing Up Your Site and Publishing

Your domain is your brand identity. [Get a custom domain.](#)

Order now



Location & Hours

Chatham County Farmers' Market Saturday 9:00am - 12:00pm
Pittsboro, NC 27312
919-542-8244
dlroos@ncsu.edu

[Get directions](#)

You can change the text if you want

Stay in the loop

Email

[Sign Up](#)

Home

PAGE SECTIONS

- Header
- Main banner
- Featured menu items
- Location and hours
- Email subscription
- Footer
- Footer branding

+ Add Section

Site design

BUMBLE BEE FARM

Order here for products at the Chatham Farmers' Market

Order now

SETUP GUIDE

Keep it up! Get your store set up.

This guide takes you through the steps needed to get Bumble Bee Farm up and running.

7 of 9 completed

- Design your website 2:53
- Add an item to sell
- Connect domain
- Verify your identity
- Add item images

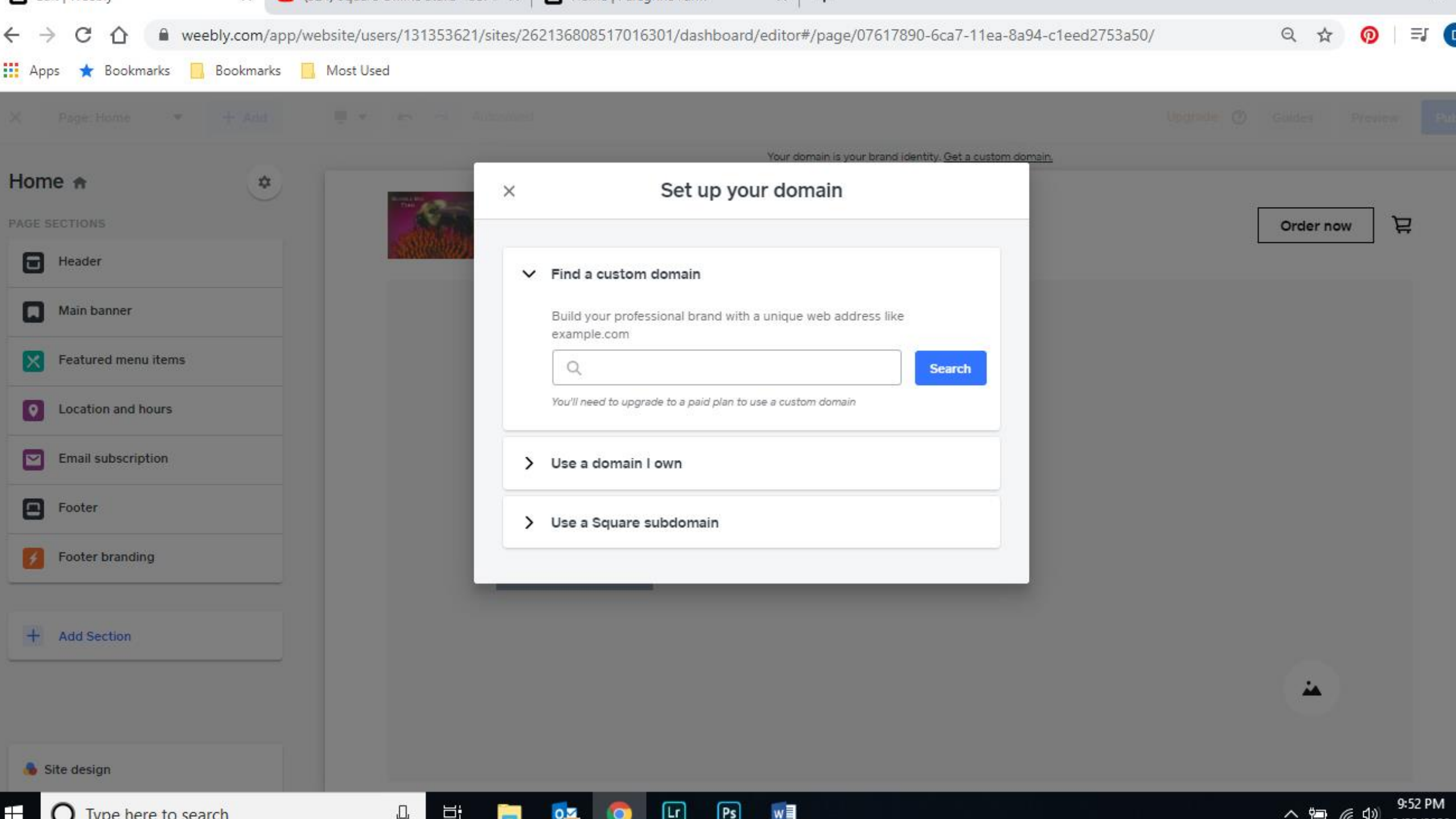
Set up shipping rates

Shipping Add Region Add real time rates

Select a carrier

UPS Amazon Prime FedEx

1:22



Your domain is your brand identity. [Get a custom domain.](#)

Home

PAGE SECTIONS

- Header
- Main banner
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- Location and hours
- Email subscription
- Footer
- Footer branding

+ Add Section

Site design

×

Set up your domain

▼ Find a custom domain

Build your professional brand with a unique web address like example.com

Search

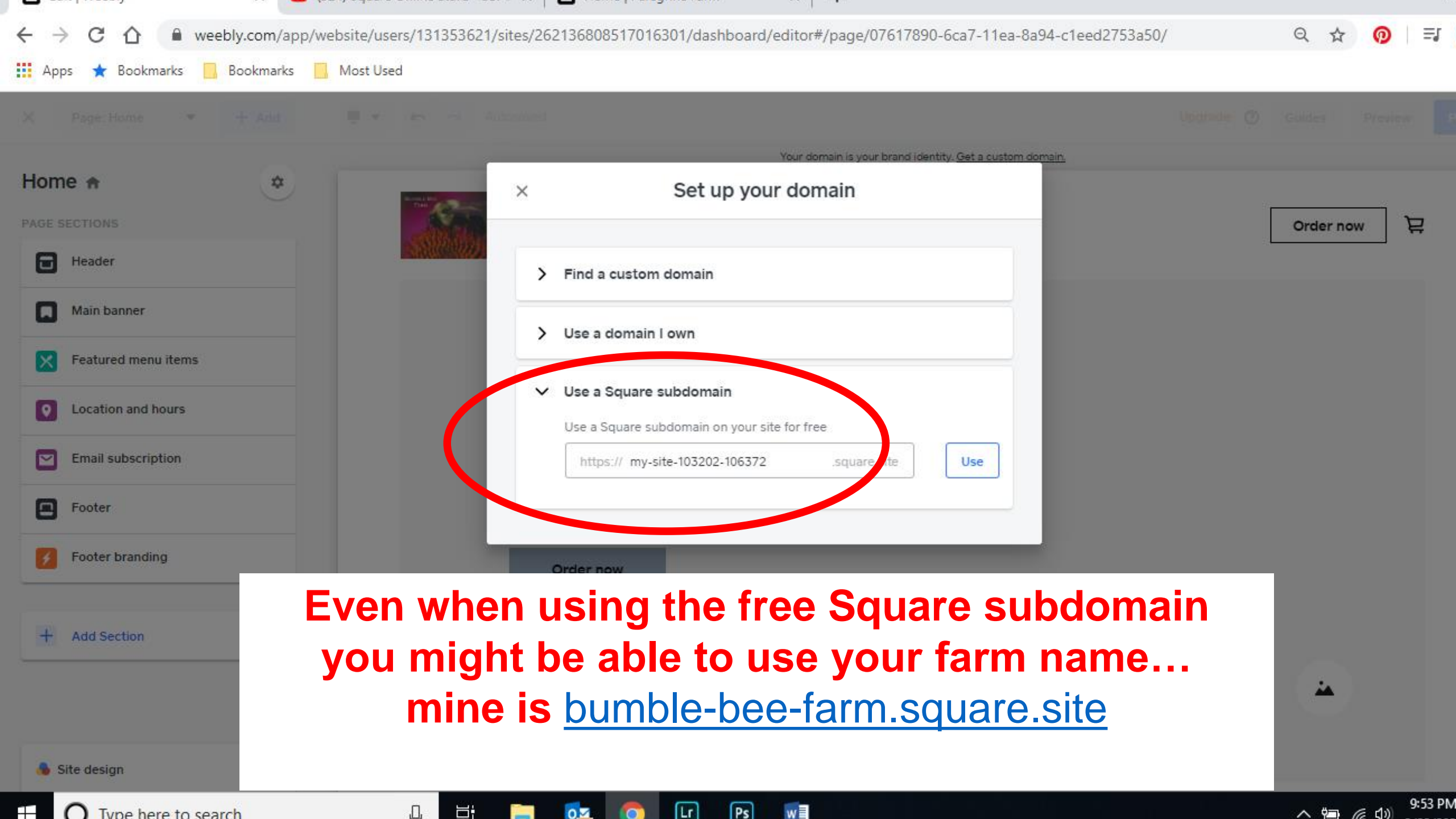
You'll need to upgrade to a paid plan to use a custom domain

> Use a domain I own

> Use a Square subdomain

Order now





- Header
- Main banner
- Featured menu items
- Location and hours
- Email subscription
- Footer
- Footer branding

Set up your domain

> Find a custom domain

> Use a domain I own

Use a Square subdomain

Use a Square subdomain on your site for free

https:// my-site-103202-106372 .square.site

Use

Even when using the free Square subdomain
you might be able to use your farm name...
mine is bumble-bee-farm.square.site

When you are done setting up your store, you can preview it, then Publish

Location & Hours

Chatham County Farmers' Market
Pittsboro, NC 27312
919-542-8244
dlroos@ncsu.edu

Saturday 9:00am - 12:00pm

Get directions

Stay in the loop

Email Sign Up

- Overview
- Website
- Items
- Orders
- Marketing
- Insights
- Photo Studio
- Settings

Bumble Bee Farm

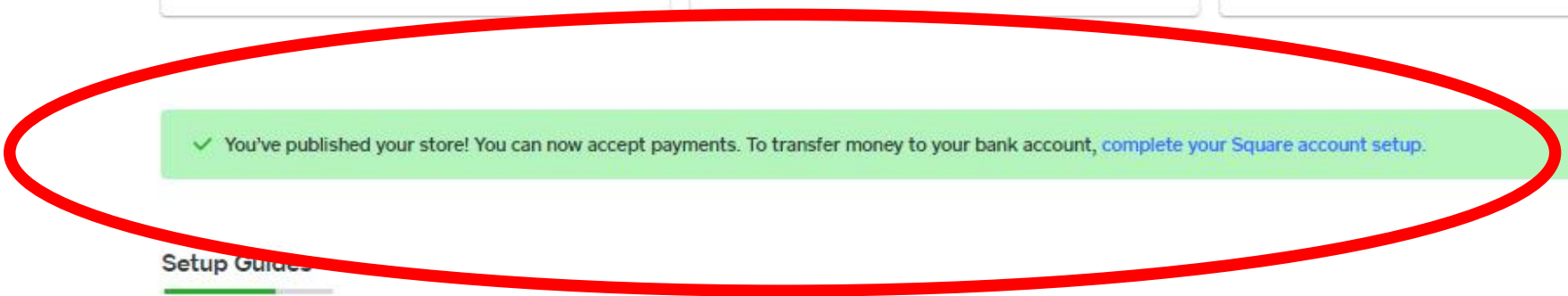
Edit Website Manage Store

Last published on Mar 22nd, 2020 to [my-site-103202-106372.square.site](#)

Past 7 days

\$0.00 Sales	0 Page views	0 Unique visits
-----------------	-----------------	--------------------

Complete your Square account set-up



✓ You've published your store! You can now accept payments. To transfer money to your bank account, [complete your Square account setup](#).

Setup Guides

6 of 9 completed



- Design your website
[Website >](#)
- Add an item to sell
[Store >](#)
- Connect domain
[Website >](#)

Orders

Verify your identity to finish setting up your site



Save up to 55% on shipping with UPS



Verify your identity and connect your Square account so you can fulfill orders. [Connect Square and get paid](#)

Click on
Connect Square...



Search

All Statuses



No orders found.



Let's talk about you.

Enter your legal name and home address, even if registering as a business. We will not use this information to perform a credit check, just to verify your identity.

Legal name

Debbie

Roos

Home address

Street address

Apt/Unit

Zip code

0000

City

City

State

Select state...

Date of birth

Select month...

DD

YYY

Last 4 digits of SSN or ITIN

0000

Phone number

(000) 000-0000

CONTINUE



Verifying your identity...

Overview

Website

Items

Orders

Marketing

Insights

Photo Studio

Settings

Bumble Bee Farm

Last published on Mar 22nd, 2020 to my-site

Past 7 days

\$0.00

Sales

0

Unique visits

SETUP GUIDE

Good job completing a setup step!

This guide takes you through the steps needed to get My Site up and running.

7 of 9 completed

What's next?

We verified your identity

You can now start accepting payments through Square.

Done

Setup Guides

7 of 9 completed

Design your website

Website

Add an item to sell

Store

Connect domain

Website

Once Square has verified your identity,
you get access to the **Weebly Dashboard**

This is different from the **Weebly Editor**
which you used to create the online Store

Weebly Dashboard

Overview

Website

Items

Orders

Marketing

Insights

Photo Studio

Settings

Bumble Bee Farm

Last published on Mar 24th, 2020 to [bumble-bee-farm.square.site](#)

Edit Website

Manage Store

Past 7 days

\$28.00

Sales

3

Page views

2

Unique visits

- Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#)

Dismiss

Setup Guides

7 of 9 completed



Design your website

[Website >](#)



Add an item to sell

[Store >](#)



Connect domain

[Website >](#)

Editing Pickup & Delivery Settings

OverviewWebsite ▼Items ▼OrdersMarketing ▼Insights ▼Photo StudioSettings ▼

Bumble Bee Farm

Last published on Mar 25th, 2020 to [bumble-bee-farm.square.site](#)

Past 7 days

\$28.00Sales

22Page views

5Unique visits

Let's edit Pickup locations!

Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#)

Dismiss

Setup Guides7 of 9 completed

Design your websiteWebsite >

Add an item to sellStore >

Connect domainWebsite >

Overview

Website

Items

Orders

Marketing

Insights

Photo Studio

Settings

General

Checkout

Store Emails

Abandoned Carts

Shipping

Pickup & Delivery

Taxes

Square sync

Bumble Bee Farm

Last published on Mar 25th, 2020 to [bumble-bee-farm.square.site](#)

Past 7 days

\$28.00

Sales

22

Page views

5

Unique visits

Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#)

Dismiss

Setup Guides

7 of 9 completed

Design your website

Website

Add an item to sell

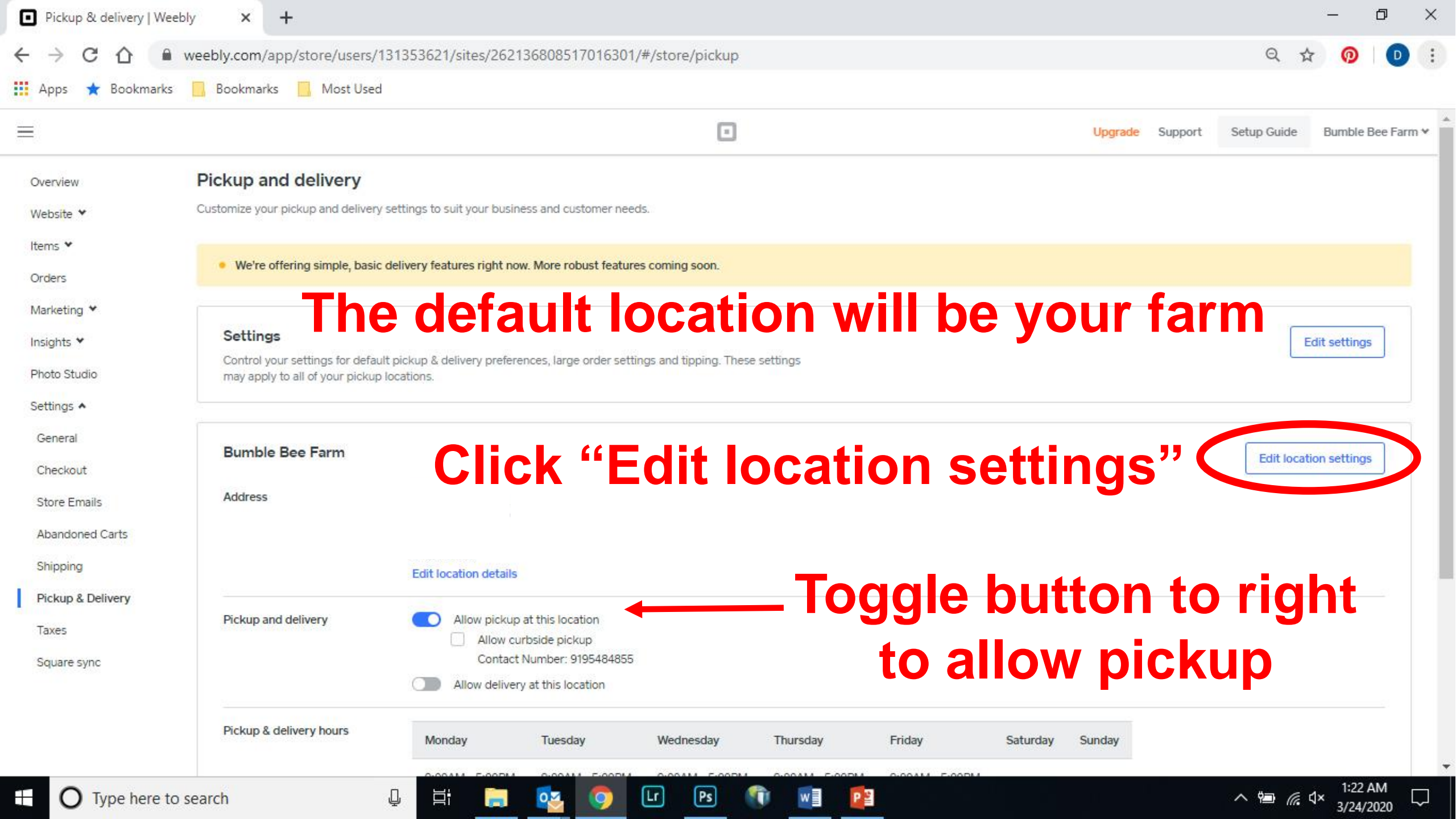
Store

Connect domain

Website

Click on "Pickup & Delivery"

Type here to search 10:37 PM 3/29/2020



The default location will be your farm

Click "Edit location settings"

Toggle button to right to allow pickup

• Check over your pickup and delivery settings for this location and customize hours, instructions and more.

When can orders be picked up or delivered?

Set when orders can be picked up or delivered from this location. You can add multiple hour ranges if you open and close throughout the day.

Time zone

America - New York

Days and times

Monday

09:00 AM - 05:00 PM

+ Add range

Tuesday

09:00 AM - 05:00 PM

+ Add range

Wednesday

09:00 AM - 05:00 PM

+ Add range

Thursday

Edit pickup and delivery times here

- Check over your pickup and delivery settings for this location and customize hours, instructions and more.

When can orders be picked up or delivered?

Set when orders can be picked up or delivered from this location. You can add multiple hour ranges if you open and close throughout the day.

Time zone

America - New York

Days and times

- ☐ Monday
☐ Tuesday
☒ Wednesday

03:00 PM - 06:00 PM

+ Add range

- ☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Order prep time

The default time needed to prepare an order. You can add longer prep times at the item level for items that take longer to prepare.

Default prep time

1 hour

- ☐ Allow customers to schedule their preferred pickup time

I changed the pickup hours
to 3-6 pm Wednesdays
for my farm

You can add prep time, let customers schedule a pickup time,
add pickup instructions, enable order status emails, etc.

Don't forget to click Save!

Overview

Website ▾

Items ▾

Orders

Marketing ▾

Insights ▾

Photo Studio

Settings ^

General

Checkout

Store Emails

Abandoned Carts

Shipping

Pickup & Delivery

Taxes

Square sync

Pickup and delivery

Customize your pickup and delivery settings to suit your business and customer needs.

● We're offering simple, basic delivery features right now. More robust features coming soon.

Settings

Control your settings for default pickup & delivery preferences, large order settings and tipping. These settings may apply to all of your pickup locations.

Bumble Bee Farm

Address

[Edit location details](#)

Pickup and delivery

- ☒ Allow pickup at this location
☐ Allow curbside pickup
Contact Number: 9195484855
☐ Allow delivery at this location

Pickup & delivery hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
—	—	3:00PM - 6:00PM	—	—	—	—

Order prep time

1 hour

I am going to show you how to add other pickup locations later

Featured menu items | Weebly

Orders | Weebly

Orders | Weebly

Square Dashboard

weebly.com/app/store/users/131353621/sites/262136808517016301/#/store/orders

AppsBookmarksBookmarksMost Used

OverviewWebsiteItemsOrdersMarketingInsightsPhoto StudioSettings

Orders

Manage Orders

Create Shipping LabelsExport Orders

upsSave up to 55% on shipping with UPS

More info

SearchAll Statuses

Order #	Order Date	Customer	Items	Type	Status	Total
641915497	3/25/2020 12:09 AM	Debbie Roos	1 x Microgreens 2 more	Pickup	Pending	\$14.00
1659352050	3/24/2020 11:38 PM	Debbie Roos	1 x Microgreens 2 more	Pickup	Pending	\$14.00

Per page: 10

Click on the order to view it

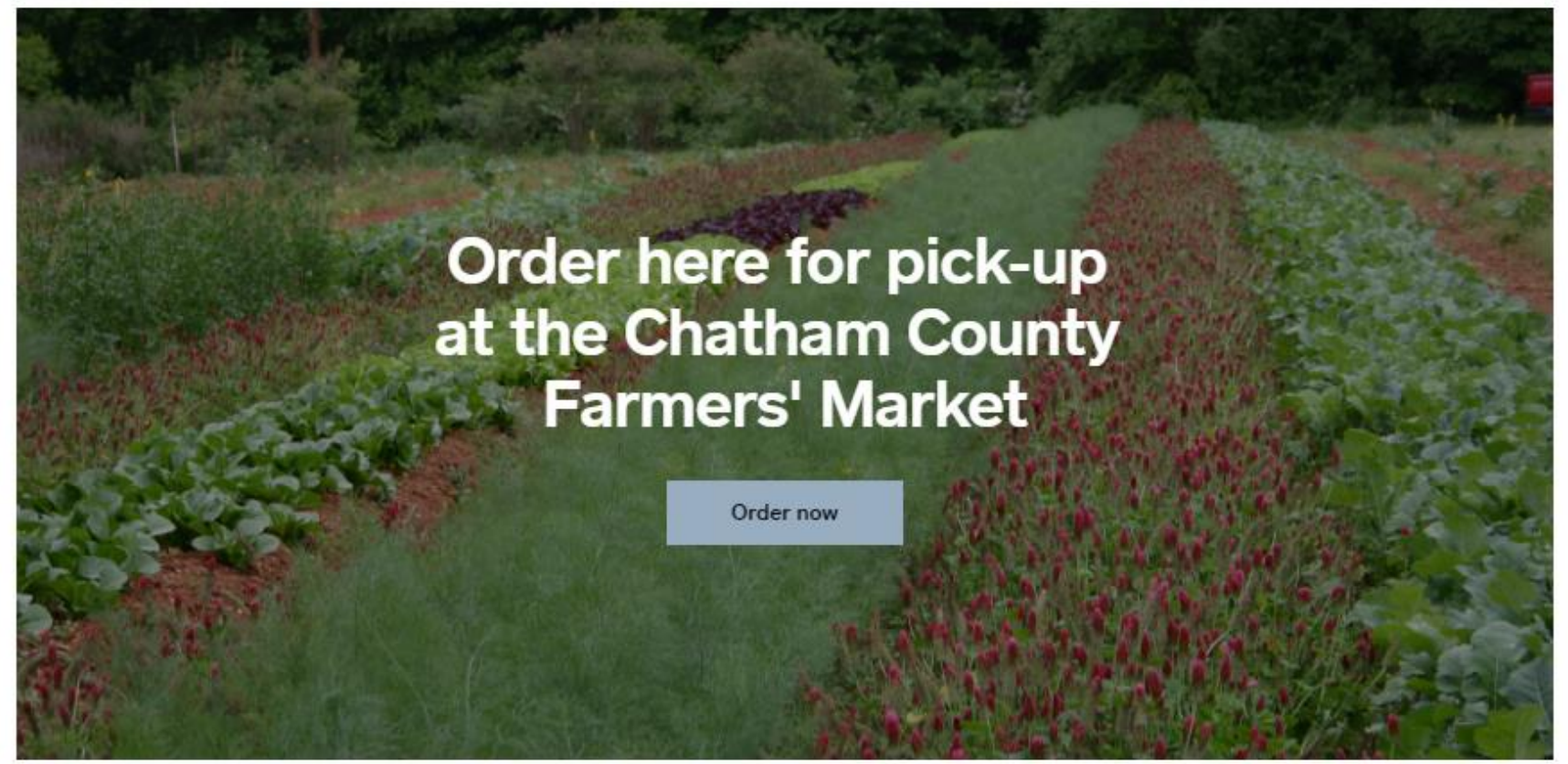
- Header
- Main banner
- Featured menu items
- Location and hours
- Email subscription
- Footer
- Footer branding

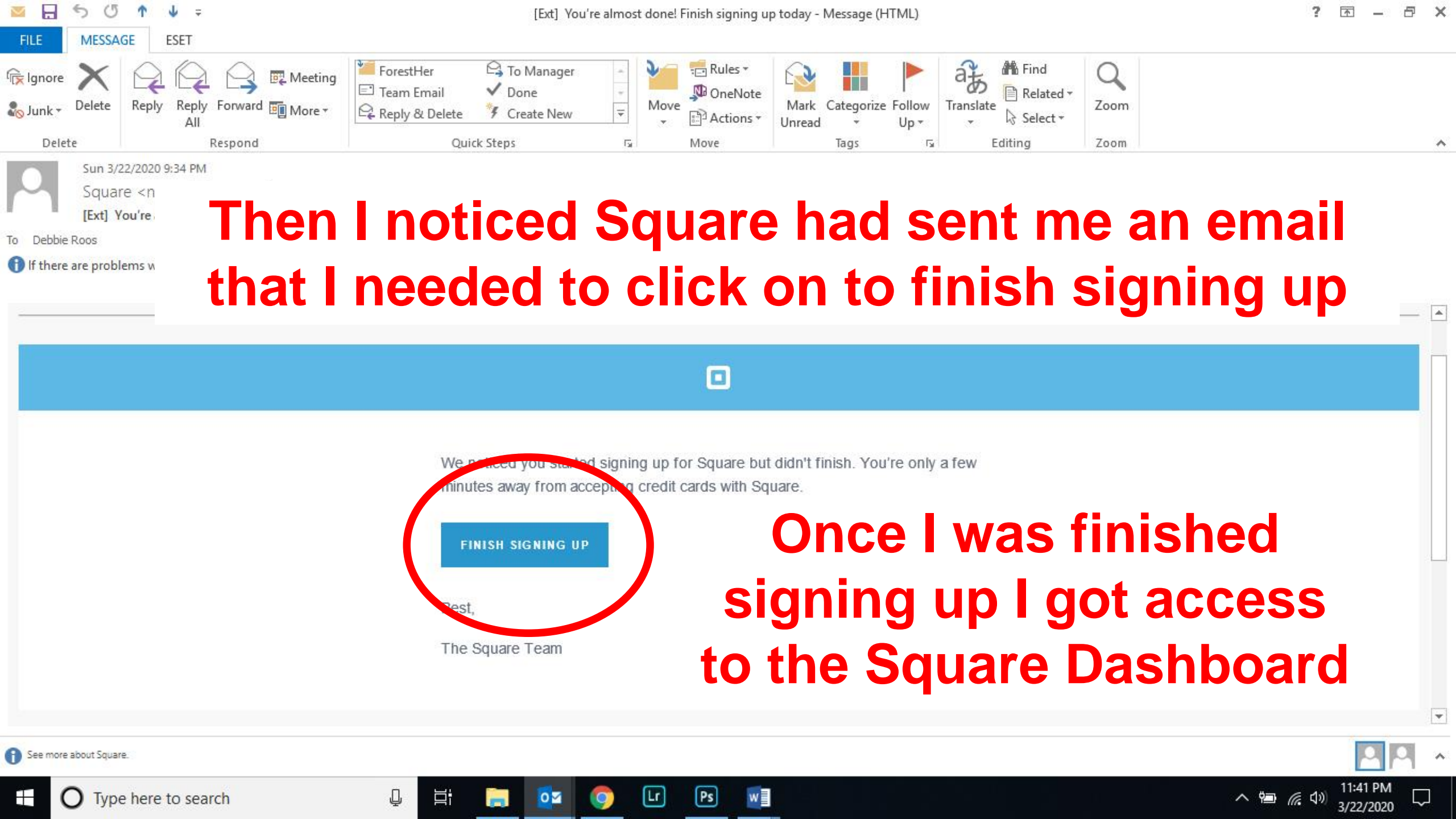
+ Add Section

Site design

Weebly Editor:
from here you can
edit your site

Order now



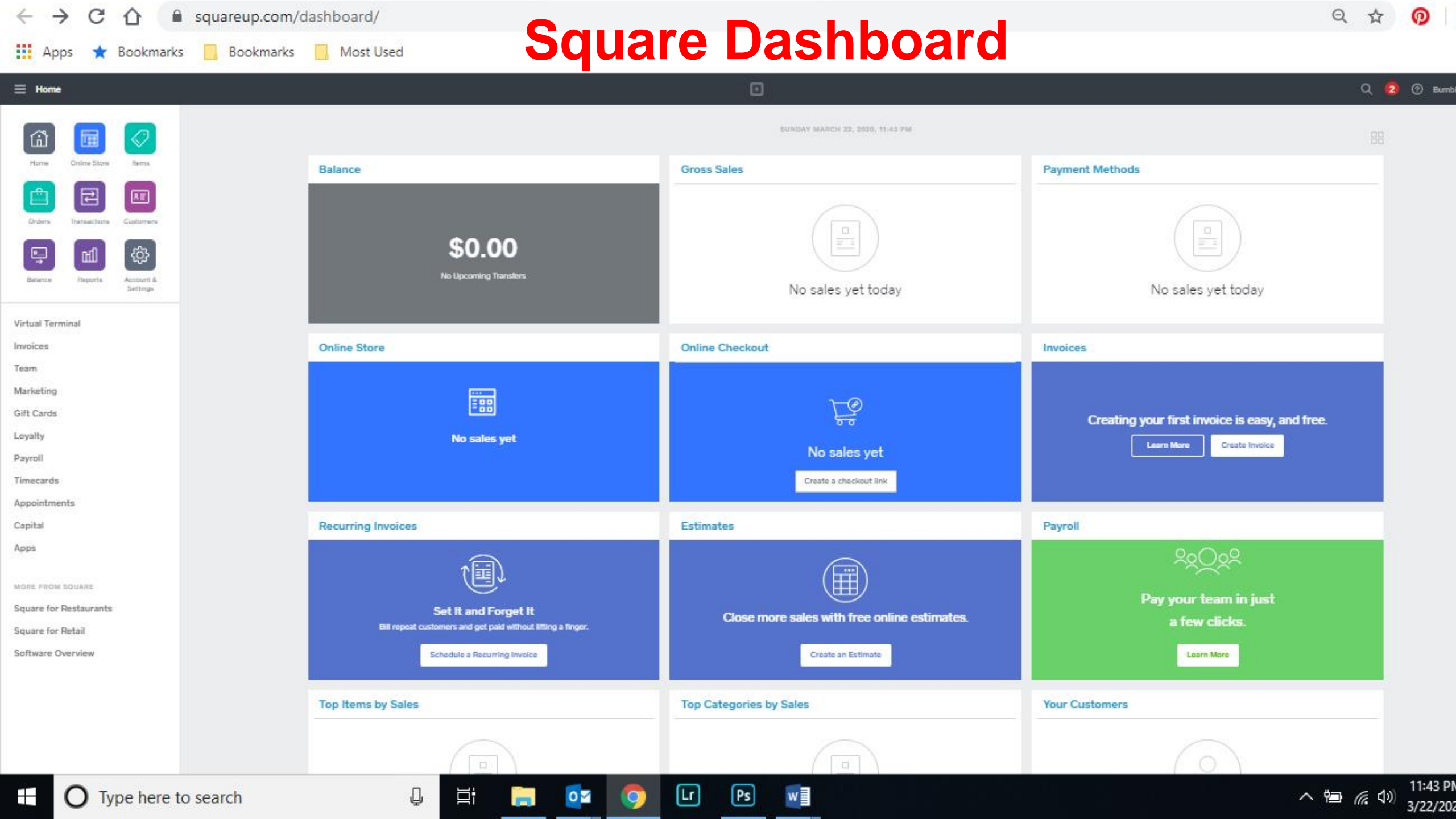


Then I noticed Square had sent me an email that I needed to click on to finish signing up

Once I was finished signing up I got access to the Square Dashboard

Square Dashboard

<https://squareup.com/dashboard/>



Square Dashboard

- Home
- Online Store
- Items
- Orders
- Transactions
- Customers
- Balance
- Reports
- Account & Settings

- Virtual Terminal
- Invoices
- Team
- Marketing
- Gift Cards
- Loyalty
- Payroll
- Timecards
- Appointments
- Capital
- Apps

- MORE FROM SQUARE
- Square for Restaurants
 - Square for Retail
 - Software Overview

Balance

\$0.00

No Upcoming Transfers

Gross Sales

No sales yet today

Payment Methods

No sales yet today

Online Store

No sales yet

Online Checkout

No sales yet

Create a checkout link

Invoices

Creating your first invoice is easy, and free.

Learn More

Create Invoice

Recurring Invoices

Set It and Forget It

Bill repeat customers and get paid without lifting a finger.

Schedule a Recurring Invoice

Estimates

Close more sales with free online estimates.

Create an Estimate

Payroll

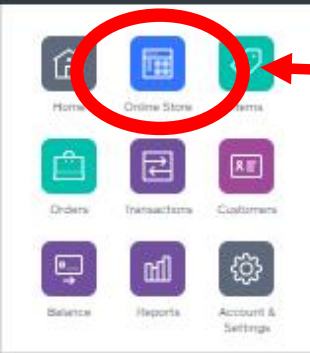
Pay your team in just a few clicks.

Learn More

Top Items by Sales

Top Categories by Sales

Your Customers



Virtual Terminal

Invoices

Team

Marketing

Gift Cards

Loyalty

Payroll

Timecards

Appointments

Capital

Apps

MORE FROM SQUARE

Square for Restaurants

Square for Retail

Software Overview

Balance

\$0.00

No Upcoming Transfers

Gross Sales

SUNDAY MARCH 22, 2020, 11:43 PM

No sales yet today

Payment Methods

No sales yet today

Online Store

No sales yet

Online Checkout

No sales yet

Create a checkout link

Invoices

Creating your first invoice is easy, and free.

Learn More

Create Invoice

Recurring Invoices

Set It and Forget It
Bill repeat customers and get paid without lifting a finger.

Schedule a Recurring Invoice

Estimates

Close more sales with free online estimates.

Create an Estimate

Payroll

Pay your team in just
a few clicks.

Learn More

Top Items by Sales

Top Categories by Sales

Your Customers

Click on "Online Store" to go to Weebly Dashboard



Weebly Dashboard

- Overview
- Website
- Items
- Orders
- Marketing
- Insights
- Photo Studio
- Settings

Bumble Bee Farm

Last published on Mar 24th, 2020 to [bumble-bee-farm.square.site](#)

Edit Website Manage Store

Past 7 days

\$28.00

Sales

3

Page views

2

Unique visits

- Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#)

Dismiss

Setup Guides

7 of 9 completed



Design your website

[Website >](#)



Add an item to sell

[Store >](#)



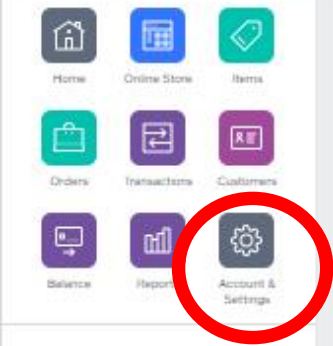
Connect domain

[Website >](#)

Linking Your Bank Account

Square Dashboard

To receive funds from customers you need to set up your bank account. Click on "Account & Settings"



- Virtual Terminal
- Invoices
- Team
- Marketing
- Gift Cards
- Loyalty
- Payroll
- Timecards
- Appointments
- Capital
- Apps
- MORE FROM SQUARE
- Square for Restaurants
- Square for Retail
- Software Overview

\$0.00
No Upcoming Transfers

No sales yet today

No sales yet today

Online Store

No sales yet

Online Checkout

No sales yet

Create a checkout link

Invoices

Creating your first invoice is easy, and free.

Learn More Create Invoice

Recurring Invoices

Set It and Forget It

Bill repeat customers and get paid without lifting a finger.

Schedule a Recurring Invoice

Estimates

Close more sales with free online estimates.

Create an Estimate

Payroll

Pay your team in just a few clicks.

Learn More

Top Items by Sales

Top Categories by Sales

Your Customers

→

↺

🏠

🔒 squareup.com/dashboard/business/bank-accounts-overview

🔍

☆

📌

📌

📌

Apps

★ Bookmarks

📌 Bookmarks

📌 Most Used

Account & Settings

🔍

2

?

Bumble Bee Fa

Account

Personal Information

Bank Accounts

Email Notifications

Authorized Representatives

Security

Get Free Processing

Business

Square Accessories

Bank Accounts

Your funds will only be transferred into a verified bank account. Verification usually takes a few minutes, but for some banks can take up to 4 business days. If you change bank accounts, your money will continue to be transferred into your existing account until the new account is verified.

Once your bank account is verified, card payments are transferred into your account in 1-2 business days. Online sales are transferred the day after you complete the order.

[Learn more about transfers](#)

Location	Account Type	Account Info	Status
Bumble Bee Farm	No Bank Account		Add Bank Account

Type here to search

🔍

📁

📧

🌐

🎨

📄

📶

🔊


11:44 PM

3/22/2020



Bumble Bee Farm

Verify

Account Type	Checking 
Account Holder's Name	Account Holder's Name
Routing Number	Routing Number
Account Number	Account Number
Confirm Account Number	Account Number

By linking your bank account, you're instructing Square to verify your bank account information with a consumer reporting agency for fraud and risk prevention purposes. This will not affect your credit score.

Fill out these sections above



Your bank account has been successfully linked. Funds will be held in your Square balance until your bank account is verified. This verification may take up to 3 business days.

←

→

↺

🏠

🔒 squareup.com/dashboard/business/bank-accounts-overview

🔍

☆

📌

📱 Apps

★ Bookmarks

📁 Bookmarks

📁 Most Used

☰

Account & Settings

🏠

🔍

2

?

Bumble Bee

Account ^

Personal Information

Bank Accounts

Email Notifications

Authorized Representatives

Security

Get Free Processing

Business v

Square Accessories v

Bank Accounts

Your funds will only be transferred into a verified bank account. Verification usually takes a few minutes, but for some banks can take up to 4 business days. If you change bank accounts, your money will continue to be transferred into your existing account until the new account is verified.

Once your bank account is verified, card payments are transferred into your account in 1-2 business days. Online sales are transferred the day after you complete the order. [Learn more about transfers >](#)

Location	Account Type	Account Info	Status	
Bumble Bee Farm	State Employees Credit Union Checking	Debbie Roos	Active Verified 03/22/2020	Change Bank Account

🪟

Type here to search

🖨

📁

📧

🌐

Lr

Ps

W

📶

🔊

11:48 PM
3/22/2020

Once store is created go to
<https://squareup.com/us/en/online-store>

SQUARE ONLINE STORE

Sell in more ways with
a free online store.

Start a free online store

Watch the video

Sign in to edit

Oakdale Nature Club

Home Get Involved About

Search Cart

Testing Your Site

Make Sure and Test Your Site Once It's Published!

- Order some things from yourself and make sure everything goes smoothly – don't worry you are just putting money into your own bank account!
- Look at the email confirmation you get as a buyer and seller

Microgreens

A mixture of microgreens and edible flowers - 5 oz

\$5.00

Anemones

Gorgeous colors, brings cheer to all.

\$8.00



Easter egg radishes

\$4.00

Multicolor mix of round radishes with crunchy goodness.

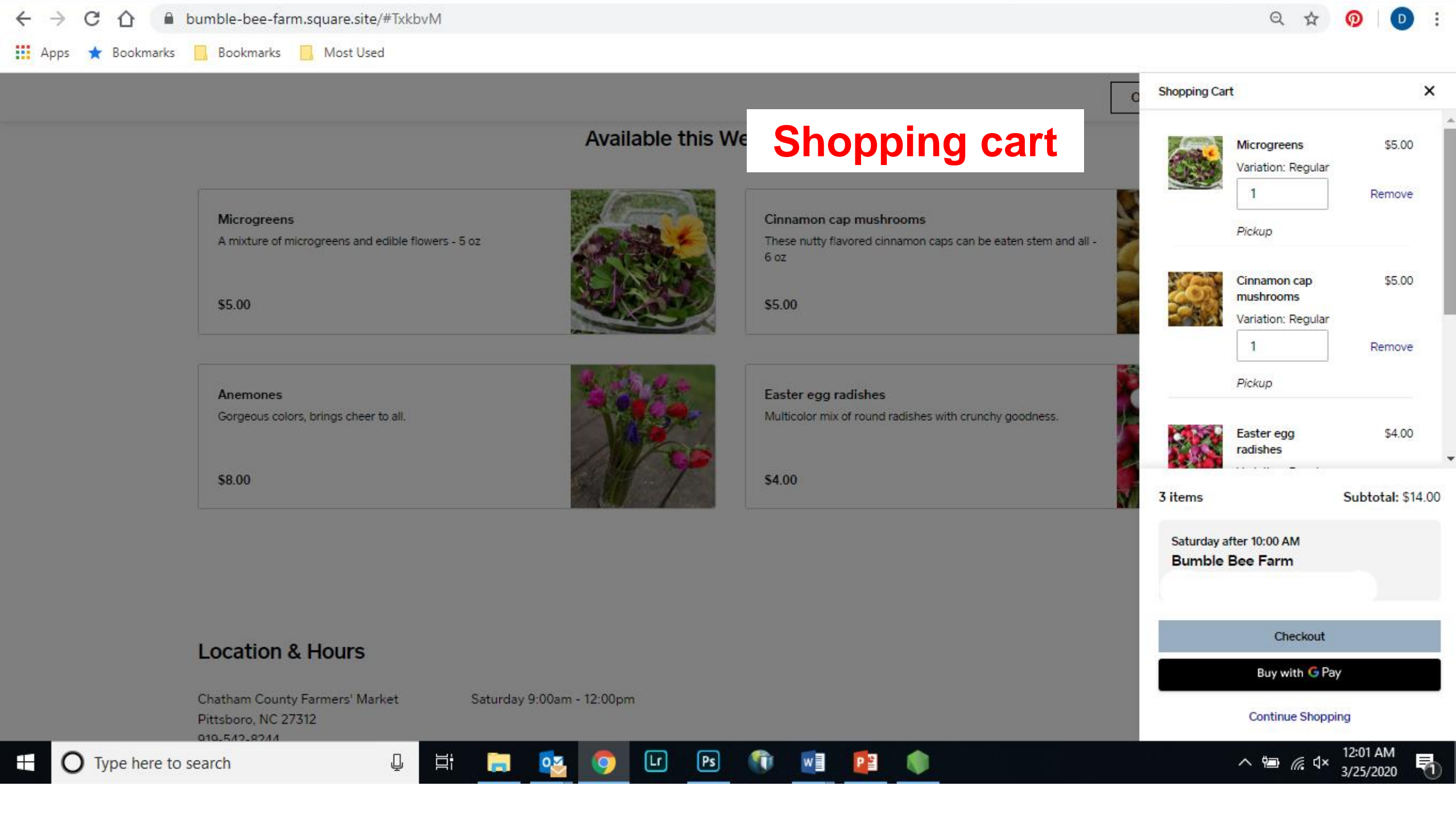
Available for pickup

— 1 +

Add to Cart

\$4.00

Location & Hours



Shopping cart

Shopping Cart



Microgreens \$5.00

Variation: Regular

1

Remove

Pickup



Cinnamon cap mushrooms \$5.00

Variation: Regular

1

Remove

Pickup



Easter egg radishes \$4.00

3 items

Subtotal: \$14.00

Saturday after 10:00 AM

Bumble Bee Farm

Checkout

Buy with Pay

Continue Shopping

Location & Hours

Chatham County Farmers' Market
Pittsboro, NC 27312
919-542-8244

Saturday 9:00am - 12:00pm

Testing the site: checking out

Secure Checkout



PERSONAL INFORMATION

[Edit](#)

Debbie Roos

debbie.roos@chathamnc.org

STORE PICKUP

[Edit](#)

Your order will be ready for pickup
Saturday after 10:00 AM

Bumble Bee Farm

Sanford NC, 27330

PAYMENT INFORMATION

[Edit](#)

VISA ending in

BILLING ADDRESS

Debbie Roos

Sanford North Carolina, 27330
United States

REVIEW & SUBMIT ORDER

ORDER SUMMARY



Microgreens

\$5.00

Qty: 1

Variation: Regular



Cinnamon cap mushrooms

\$5.00

Qty: 1

Variation: Regular



Easter egg radishes

\$4.00

Qty: 1

Variation: Regular

Subtotal	\$14.00
In-store pickup	\$0.00
Taxes	\$0.00
Order Total	\$14.00

Your order has been received

Thank you for shopping! You should receive a confirmation email shortly.

[Continue shopping](#)

PICKUP ORDER STATUS

 Your order will be ready for pickup: Saturday after 10:00 AM (3/24/2020, 9:09pm)

Pickup location

Bumble Bee Farm

Sanford NC 27330 US

[Get directions](#)

ORDER DETAILS

Order date 3/25/2020 12:09 AM
Order number 641915497
Your information debbie.roos@chathamnc.org



Microgreens
Qty: 1
Variation: Regular

\$5.00



Cinnamon cap mushrooms
Qty: 1
Variation: Regular

\$5.00



Easter egg radishes
Qty: 1
Variation: Regular

\$4.00

Subtotal \$14.00

In-store pickup \$0.00

Taxes \$0.00

Order total \$14.00

**Testing the site:
order confirmation**

You receive an email
with every order
that says:

You just received an
order! This is a copy of
the email that your
customer received.

This screen shot just
shows part of the
order...

[Ext] Order #641915497 - Message (HTML)

FILE MESSAGE ESET

Delete Respond Quick Steps Move Tags Editing Zoom

Wed 3/25/2020 12:09 AM
Bumble Bee Farm <no-reply@editmysite.com>
[Ext] Order #641915497

To: Debbie Roos

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Order Summary

ITEM DESC	QUANTITY	TOTAL
Microgreens Variation: Regular	1	\$5.00
Cinnamon cap mushrooms Variation: Regular	1	\$5.00
Easter egg radishes Variation: Regular	1	\$4.00
Subtotal		\$14.00
In-store pickup		\$0.00
Tax		\$0.00

Bumble Bee Farm

Updating your On-line Store: Changing your Inventory

Home





PAGE SECTIONS

- Header
- Main banner
- Featured menu items**
- Location and hours
- Email subscription
- Footer
- Footer branding
- + Add Section
- Site design

Click on "Featured menu items"

Order now

Available this Week: March 28

<p>Microgreens</p> <p>A mixture of microgreens and edible flowers - 5 oz</p> <p>\$5.00</p>		<p>Cinnamon cap mushrooms</p> <p>These nutty flavored cinnamon caps can be eaten stem and all - 6 oz</p> <p>\$5.00</p>	
<p>Anemones</p> <p>Gorgeous colors, brings cheer to all.</p> <p>\$8.00</p>		<p>Easter egg radishes</p> <p>Multicolor mix of round radishes with crunchy goodness.</p> <p>\$4.00</p>	

- Menu items
- Microgreens
 - Cinnamon cap mushrooms
 - Anemones
 - Easter egg radishes
- + Add featured menu item

Layout

Section title ☒

Medium

Square Market medium

Section description ☐

Images





Item titles

Item descriptions

Prices

Click on "Section title" to change date, then click in box to edit

Available this Week: March 28

<p>Microgreens</p> <p>A mixture of microgreens and edible flowers - 5 oz</p> <p>\$5.00</p>		<p>Cinnamon cap mushrooms</p> <p>These nutty flavored cinnamon caps can be eaten stem and all - 6 oz</p> <p>\$5.00</p>	
<p>Anemones</p> <p>Gorgeous colors, brings cheer to all.</p> <p>\$8.00</p>		<p>Easter egg radishes</p> <p>Multicolor mix of round radishes with crunchy goodness.</p> <p>\$4.00</p>	

Menu Items

- Microgreens
- Cinnamon cap mushrooms
- Anemones
- Easter egg radishes
- + Add featured menu item**

Layout

Section title ☒ Medium

B I H L U M Medium

Square Market medium A

Section description ☐

Images

Item titles

Item descriptions

Prices





Details lightbox

Click on "Add featured menu item"

Your domain is your brand identity. [Get a custom domain.](#)

Order now

Available this Week: March 28

<p>Microgreens</p> <p>A mixture of microgreens and edible flowers - 5 oz</p> <p>\$5.00</p>		<p>Cinnamon cap mushrooms</p> <p>These nutty flavored cinnamon caps can be eaten stem and all - 6 oz</p> <p>\$5.00</p>	
<p>Anemones</p> <p>Gorgeous colors, brings cheer to all.</p> <p>\$8.00</p>		<p>MENU ITEM</p> <p>Easter egg radishes</p> <p>Multicolor mix of round radishes with crunchy goodness.</p> <p>\$4.00</p>	

Location & Hours

Chatham County Farmers' Market Saturday 9:00am - 12:00pm

Featured menu items | Weebly

weebly.com/app/website/users/131353621/sites/262136808517016301/dashboard/editor#/page/07617890-6ca7-11ea-8a94-c1eed2753a50/block/17aa33b0-6c...

AppsBookmarksBookmarksMost Used

Click X to go back after saving

Select menu items

Don't forget to click save!





Save

Select menu items to display in your featured menu item section

Search items

Visible

+ Add menu item

	Name	Visibility	Price	Date added
<input checked="" type="checkbox"/>	 Easter egg radishes	visible	\$4.00	3/24/2020
<input checked="" type="checkbox"/>	 Anemones	visible	\$8.00	3/24/2020
<input checked="" type="checkbox"/>	 Cinnamon cap mushrooms	visible	\$5.00	3/22/2020
<input checked="" type="checkbox"/>	 Microgreens	visible	\$5.00	3/22/2020

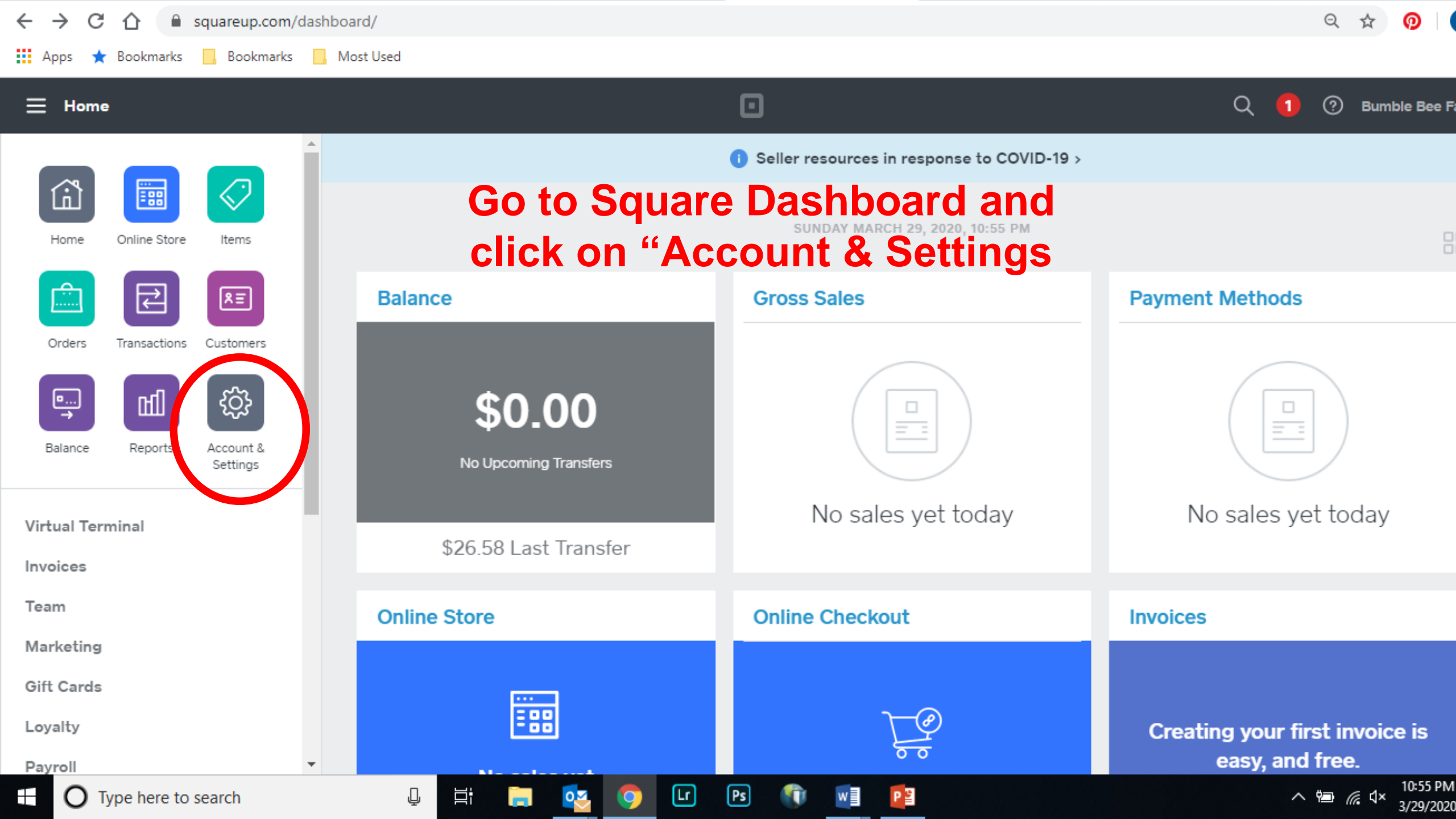
You can uncheck the boxes of items not available that week and/or add new menu items

Type here to search

LrPs

3:44 PM 3/25/2020

How to Add Multiple Pickup Locations



Go to Square Dashboard and
click on "Account & Settings"

← → ↺ 🏠

squareup.com/dashboard/account

🔍 ☆ 📌

📱 Apps

★ Bookmarks

📁 Bookmarks

📁 Most Used

☰ Account & Settings

📺

🔍 1 ? Bumble Bee Fa

📘 Seller resources in response to COVID-19 >

Account ▾

Personal Information

Bank Accounts

Email Notifications

Authorized Representatives

Security

Get Free Processing

Business ▾

Square Accessories ▾

Basic Information

Business Name	Bumble Bee Farm	Edit
Email Address	debbie.roos@chathamnc.org	Change

Password

A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Update Password

Owner Passcode (Point of Sale)

Your Owner Passcode can be used to access all areas of your Square account. For security, we recommend creating a separate Team Passcode at [Security > Team Permissions](#)

Cancel

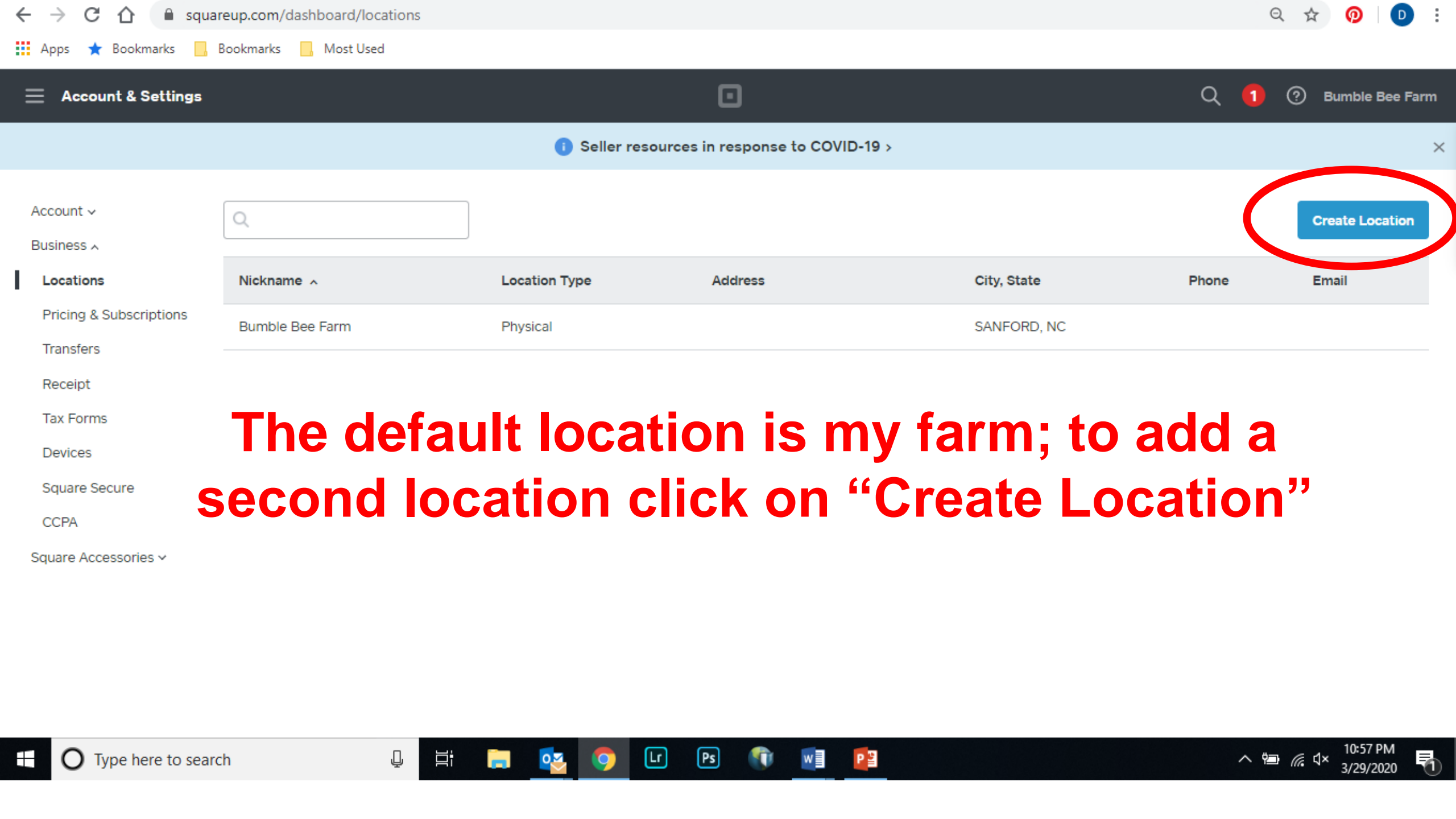
Save

Type here to search

📁 📧 🌐 📄 📄 📄

10:56 PM 3/29/2020

Click on "Business"



The default location is my farm; to add a second location click on "Create Location"

Location Details

Deactivate

Save

Basic Information

Location Business Name	Chatham County Farmers' Market
Nickname	Chatham County Farmers' Market

Your business name appears on your customers' card statements and digital receipts. If you don't have a business name, describe your goods or services and city, e.g., Taxi - New York.

Business Bio	Enter a brief bio about your business. Short descriptions are the most effective.
--------------	---

Location Type	Physical Location
---------------	-------------------

Business Address

Address Line 1	1192 US 64 W Business		
Address Line 2	Address Line 2		
City	Pittsboro		
State	North Carolina	ZIP Code	27312

Contact Information

I added the farmers' market as a location, then clicked Save

Account & Settings

Seller resources in response to COVID-19

Account

Business

Locations

Pricing & Subscriptions

Transfers

Receipt

Tax Forms

Devices

Square Secure

CCPA

Square Accessories

SQUARE TEAM MANAGEMENT

Opening a new location? Manage your team's hours and sales at all your locations.

Try it free

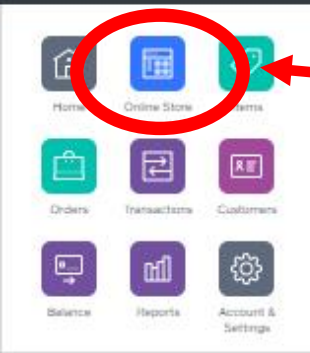
Create Location

Nickname	Location Type	Address	City, State	Phone	Email
Bumble Bee Farm	Physical		SANFORD, NC		
Chatham County Farmers' Market	Physical	1192 US 64 W Business	Pittsboro, NC		dliroos@ncsu.edu

Now I have two locations

Type here to search

11:01 PM 3/29/2020



Virtual Terminal

Invoices

Team

Marketing

Gift Cards

Loyalty

Payroll

Timecards

Appointments

Capital

Apps

MORE FROM SQUARE

Square for Restaurants

Square for Retail

Software Overview

Balance

\$0.00

No Upcoming Transfers

Gross Sales

SUNDAY MARCH 22, 2020, 11:43 PM

No sales yet today

Payment Methods

No sales yet today

Online Store

No sales yet

Online Checkout

No sales yet

Create a checkout link

Invoices

Creating your first invoice is easy, and free.

Learn More

Create Invoice

Recurring Invoices

Set It and Forget It
Bill repeat customers and get paid without lifting a finger.

Schedule a Recurring Invoice

Estimates

Close more sales with free online estimates.

Create an Estimate

Payroll

Pay your team in just
a few clicks.

Learn More

Top Items by Sales

Top Categories by Sales

Your Customers

Click on "Online Store" to go to Weebly Dashboard



Overview

Website

Items

Orders

Marketing

Insights

Photo Studio

Settings

Bumble Bee Farm

Last published on Mar 25th, 2020 to [bumble-bee-farm.square.site](#)

Past 7 days

\$28.00

Sales

22

Page views

5

Unique visits

Edit Website

Manage Store

Click on "Settings"

Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#) [Dismiss](#)

Setup Guides

7 of 9 completed

✓

Design your website

[Website >](#)

✓

Add an item to sell

[Store >](#)

✓

Connect domain

[Website >](#)

Overview

Website Website

Items Items

Orders Orders

Marketing Marketing

Insights Insights

Photo Studio Photo Studio

Settings Settings

General General

Checkout Checkout

Store Emails Store Emails

Abandoned Carts Abandoned Carts

Shipping Shipping

Pickup & Delivery Pickup & Delivery

Taxes Taxes

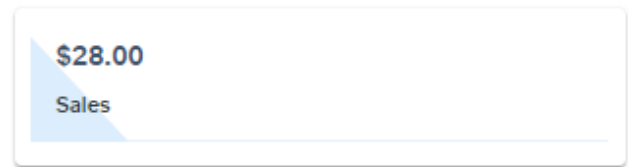
Square sync Square sync

Bumble Bee Farm

Last published on Mar 25th, 2020 to [bumble-bee-farm.square.site](#)

Edit Website Manage Store

Past 7 days



Curbside pickup and local delivery are now available for quick setup. Plus, we're waiving monthly fees for those features for the next 3 months. To enable, go to [Pickup and delivery settings](#) Dismiss

Setup Guides

7 of 9 completed

Design your website

Website >

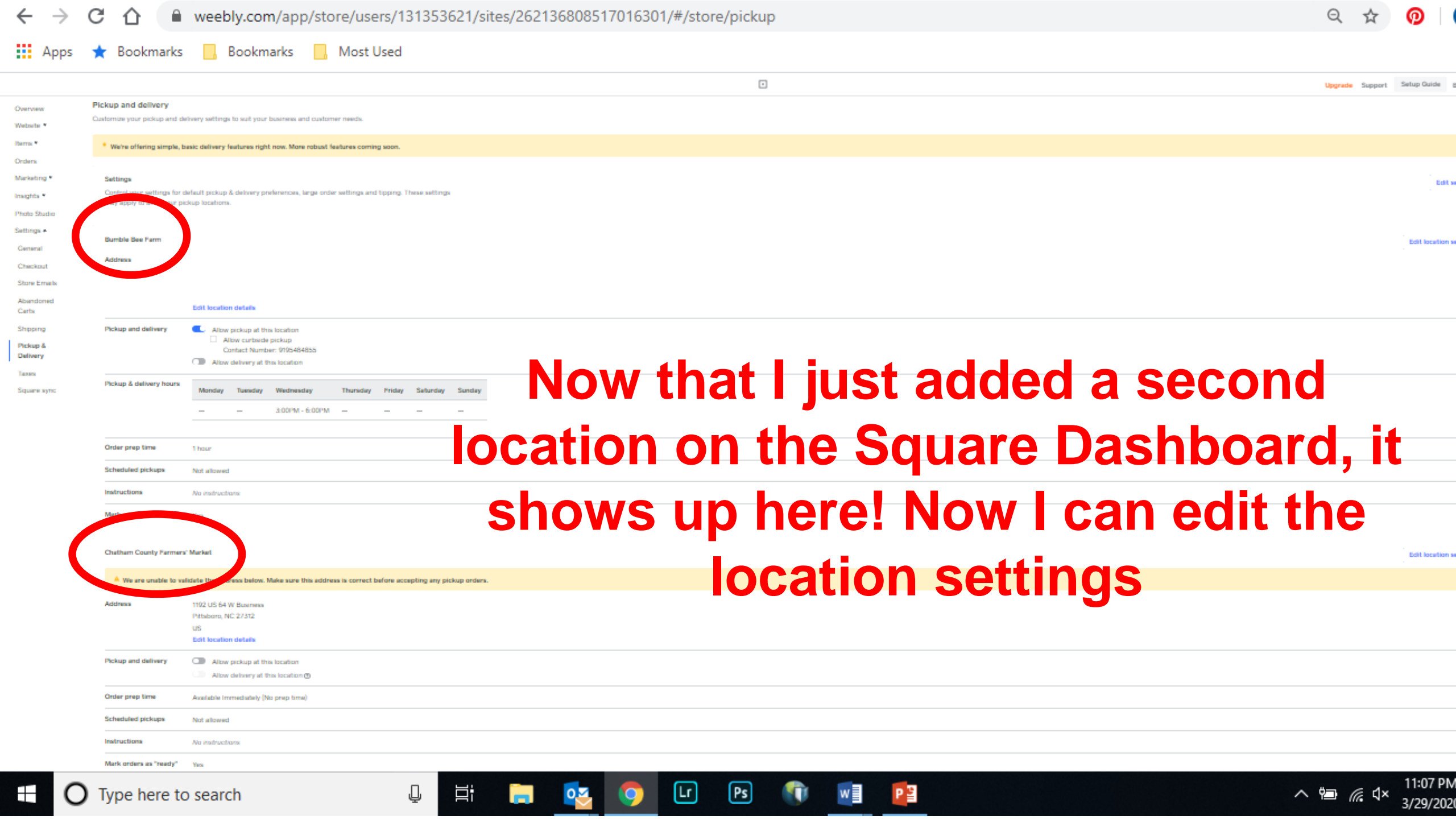
Add an item to sell

Store >

Connect domain

Website >

Click on "Pickup & Delivery"



Now that I just added a second location on the Square Dashboard, it shows up here! Now I can edit the location settings

Order prep time	1 hour
Scheduled pickups	Not allowed
Instructions	No instructions
Mark orders as "ready"	Yes

Let's edit the settings for the farmers' market location

Chatham County Farmers' Market

Edit location settings

We are unable to validate the address below. Make sure this address is correct before accepting any pickup orders.

Address	1192 US 64 W Business Pittsboro, NC 27312 US Edit location details
Pickup and delivery	<input type="checkbox"/> Allow pickup at this location <input type="checkbox"/> Allow delivery at this location
Order prep time	Available Immediately (No prep time)
Scheduled pickups	Not allowed
Instructions	No instructions
Mark orders as "ready"	Yes

Toggle button to right to allow pickup

Days and times

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☒ Saturday

09:00 AM - 12:00 PM

+ Add more

☐ Sunday

I changed the hours
to 9 am-noon on Saturdays

Order prep time

The default time needed to prepare an order. You can add longer prep times at the item level for items that take longer to prepare.

Default prep time

Available Immediately (No prep time)

☐ Allow customers to schedule their preferred pickup time

Customers can select a future date and time to pick up their order, within the hours specified above. Delivery orders cannot be scheduled.

Delivery settings

We're offering simple, basic delivery features right now. More robust features coming soon.

Estimated delivery time

0 minutes to 0 minutes

Marketing

Insights

Photo Studio

Settings

General

Checkout

Store Emails

Abandoned Carts

Shipping

Pickup & Delivery

Taxes

Square sync

Settings

Control your settings for default pickup & delivery preferences, large order settings and tipping. These settings may apply to all of your pickup locations.

Bumble Bee Farm

Address

Edit location details

Pickup and delivery

Pickup & delivery hours

Order prep time

Scheduled pickups

Instructions

Mark orders as "ready"

Chatham County Farmers' Market

Address

Pickup and delivery

Pickup & delivery hours

Order prep time

Scheduled pickups

Instructions

Mark orders as "ready"

Now I have two pickup locations with their own days and hours

Type here to search

Windows Taskbar Icons

System Tray



BUMBLE BEE
FARM

Order now

Order here for pick-up at
the Chatham County
Farmers' Market

I wanted to see if my two locations
showed up on the shopping cart to
give customers a choice so I tested it

Available this Week: March 28

Microgreens

A mixture of microgreens and edible flowers - 5 oz



Cinnamon cap mushrooms

These nutty flavored cinnamon caps can be eaten stem and all - 6 oz



Shopping Cart

X



Microgreens

\$5.00

Variation: Regular

1

Remove

Pickup



Easter egg
radishes

\$4.00

Variation: Regular

1

Remove

Pickup

Subtotal

\$9.00

Fulfillment method

Pickup from Bumble Bee Farm

Pickup Wednesday after 4:00 PM from
Bumble Bee Farm

Sanford 27330

Change

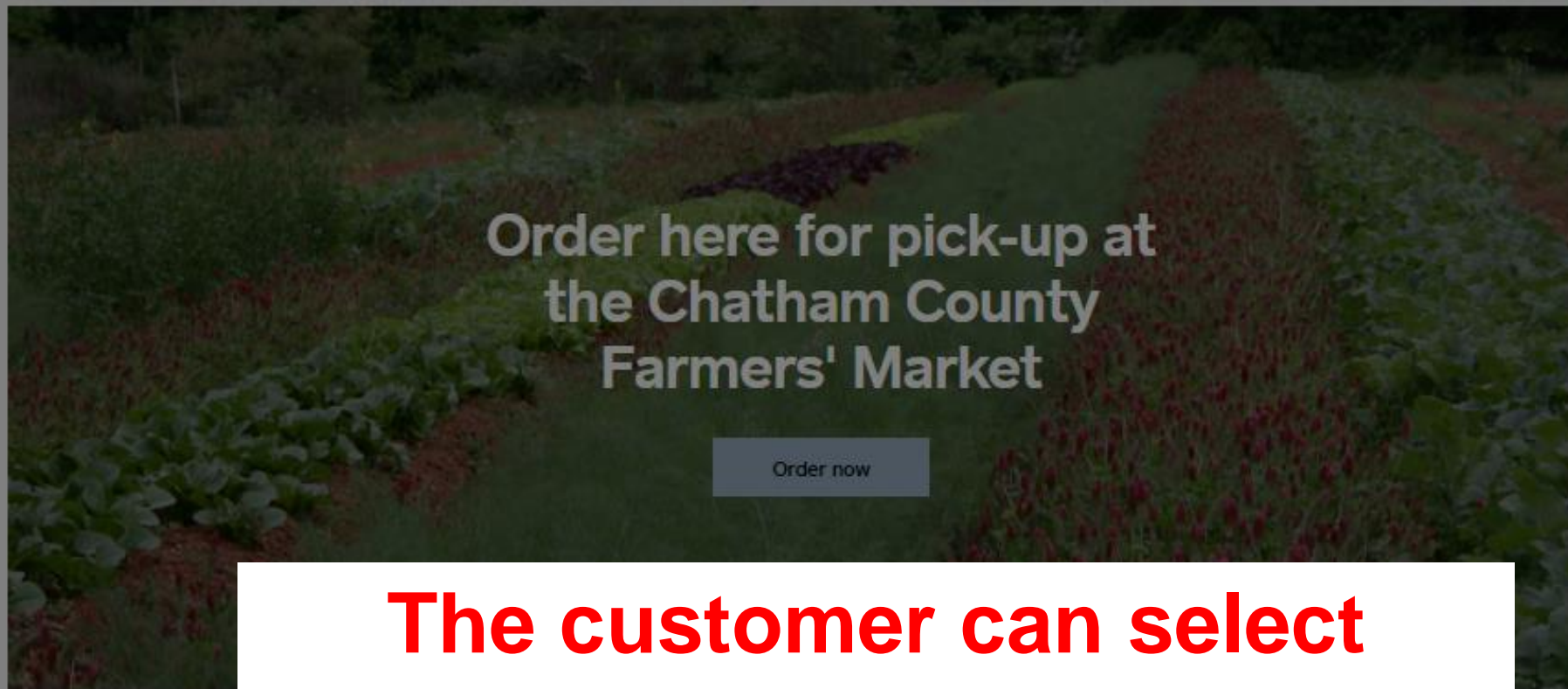
Buy with G Pay

Continue Shopping



BUMBLE BEE
FARM

Order now



Order here for pick-up at
the Chatham County
Farmers' Market

Order now

The customer can select
their pickup location

Available this Week: March 28

Microgreens

A mixture of microgreens and edible flowers - 5 oz



Cinnamon cap mushrooms

These nutty flavored cinnamon caps can be eaten stem and all - 6 oz



Change fulfillment

Select location

☒ Bumble Bee Farm

Sanford 27330

✓ Available

☐ Chatham County Farmers' Market

1192 US 64 W Business
Pittsboro 27312

✓ Available

Done

Have Questions or Need Help
Setting Up Your Store?



How can we help?

How do I transfer my domain?

Search

Square offers
Online Support

⚠ Phone support wait times are longer than usual right now. [Here's a guide with answers to common questions and links to helpful information.](#)

⚠ For Square Online Store sellers, learn more about setting up curbside pickup and delivery [here!](#)

Suggested Articles

Based on your recent activity, we suggest you check out these articles:

How to Use a Domain You Purchased Elsewhere

How Can I Enable SSL?

Use a GoDaddy Domain with Your Site



categories for menu items not showing up on store

Search

81 results for "categories for menu items not showing up or

[Adding Store Items and Categories to Your Emails](#)

Learn how to easily add items or categories from yo

[Adding Items and Categories](#)

Learn how to create items from your online store da

[Add Items and Categories to Your Website](#)

Learn how you can add items to your online store from within the website editor.

[Batch Edit Items Categories and Coupons](#)

This article shows you how to make batch updates to items, categories, and coupons in your online store.

[Add a Booking Link to Your Navigation Menu](#)

Learn how to add a Square Appointments booking link to your website navigation menu to allow

Type in your question and it will suggest articles for you to read; if you don't see one that looks helpful, then reword your question and try again!

Or Call the Square Support Desk:
855-700-6000

After the Webinar

- I have posted this presentation on my website so you can download it and follow my step-by-step instructions
- I also posted some other resources you may find helpful

Good Luck!

Debbie Roos

www.growingsmallfarms.org

North Carolina Cooperative Extension

