

Lists and registries

Last Modified on 29/09/2023 2:10 pm IST

To enable lists & registries, do the following:

1. Log in to the WebStore Manager.
2. Go to **Products > Lists & Registries**.

Enabling lists & registries

To enable customers to create such lists on your WebStore, do the following :

1. Next to **Status**, select the types of lists/registries you wish to enable on your store.
2. Click **Change**.

Status: ▼

3. To specify the types of events that can be created, enter a list of events (such as Birthdays or Weddings), separating each event type with a comma.

Event types:

4. If you do not specify any event types, customers can specify their own types of events.
5. From the drop-down list of shipping methods, select a shipping method.

Shipping Method: ▼

6. The **List and Registries** page now shows that this shipping method is active, so when setting up a registry, registrants will be able to choose it as their default shipping option.

Lists & Registries - My account

To view your lists and registries, do the following:

- Click **My Account**.
- When you select this link, a page is displayed where your customers can manage their lists and account details:

My Account

Please select one of the following:

- [My lists](#)
- [Gift Registries](#)
- [Order History](#)
- [Favorites](#)
- [Update Account Details](#)
- [My Subscriptions](#)
- [Logout](#)

Note: Registries and lists will not be visible if they are no enabled.

From **My Account**, you can do the following:

- View the lists and registries currently available.

My Lists

To view and/or edit a list, please click on its link below.

[Missy's birthday](#)

- Find available registries.

Gift Registries

Hide/Show Info

Find a Registry

Please complete at least one of these fields and click search to find a gift registry:

Registry Name:

Registry #:

First Name:

Last Name:

Date Beginning:

Date Ending:

Search

- Create new lists and registries for your WebStore.

My Registries

[Create a new registry...](#)

Adding an item to a list or registry

1. To add an item to a list, when viewing the item's product page, select **Add to List** or **Add to Registry**, as appropriate.

[Home](#) / [Pet food](#) / [Cats](#) / [Cat Crunch Nuts](#)



Cat Crunch Nuts

€15.00

32767 In Stock

1 ▼

Add To Cart

♥ add to list

📦 add to registry

Description

Reviews

Our cat crunch nuts are filled with nutrients for the healthy well being of your cat.

2. In the drop-down list, either select an existing list (or registry) or select **New List** (or **New Registry**) and enter the name of a new list or registry.

Add to List

×

List: ▼

Name:

OK

Cancel

3. When you view the list, the selected items are now included. In the **Requested** column, select the desired quantity of each item, then click **Update List**.

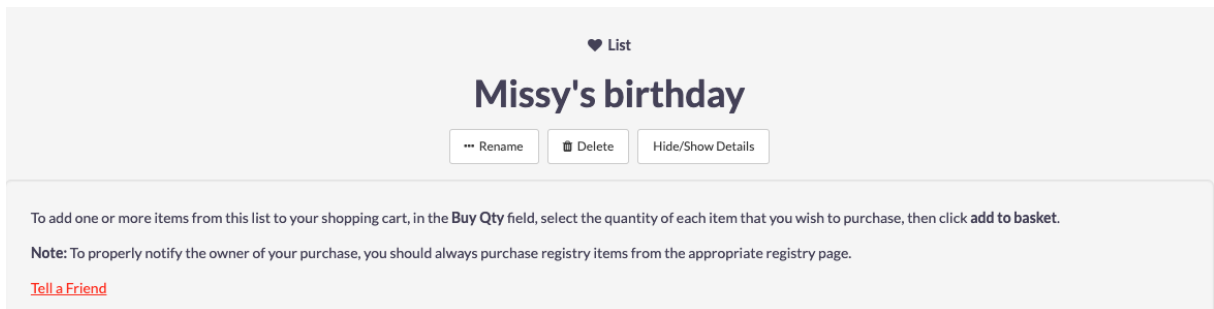
Note: Items included in the registry are sorted according to their department and category.

- To assist registrants in writing thank-you notes to those who have purchased items from the registry, a report of the registry activity sorted by the purchaser is available.
- To view this report, select **View Thank You List Report**.

Tell a friend

To send a list or registry to someone, do the following:

1. Select a list or registry.
2. Click **Show Details**.
3. Click **Tell a friend**.



♥ List

Missy's birthday

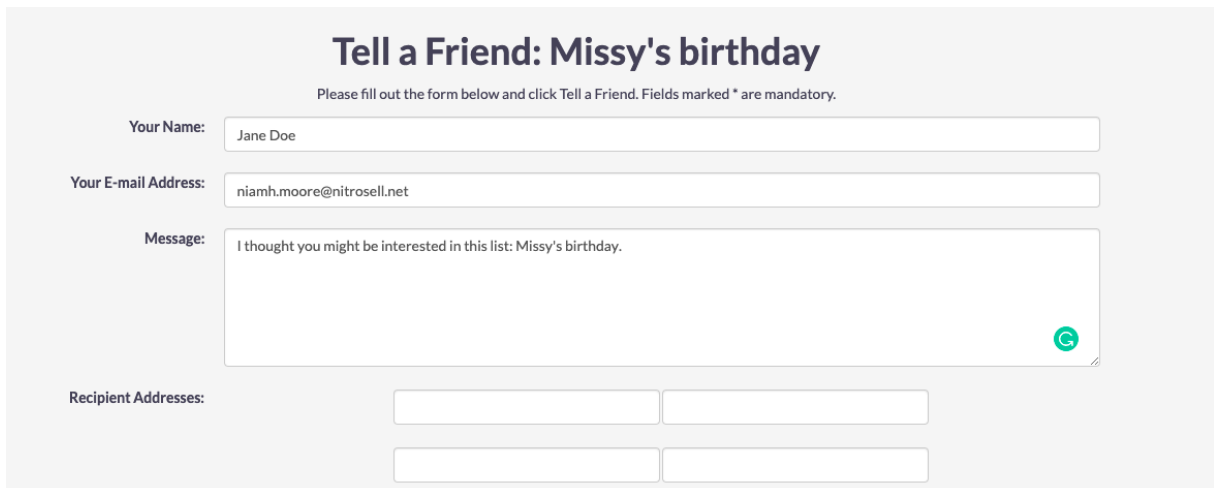
⋮ Rename 🗑 Delete Hide/Show Details

To add one or more items from this list to your shopping cart, in the **Buy Qty** field, select the quantity of each item that you wish to purchase, then click **add to basket**.

Note: To properly notify the owner of your purchase, you should always purchase registry items from the appropriate registry page.

[Tell a Friend](#)

4. Enter the necessary information.



Tell a Friend: Missy's birthday

Please fill out the form below and click Tell a Friend. Fields marked * are mandatory.

Your Name:

Your E-mail Address:

Message:

Recipient Addresses:

5. If you select the **Include list items** checkbox, the e-mail will contain a list of the list items.
 6. Otherwise, the e-mail will contain only a link to the list page.
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