



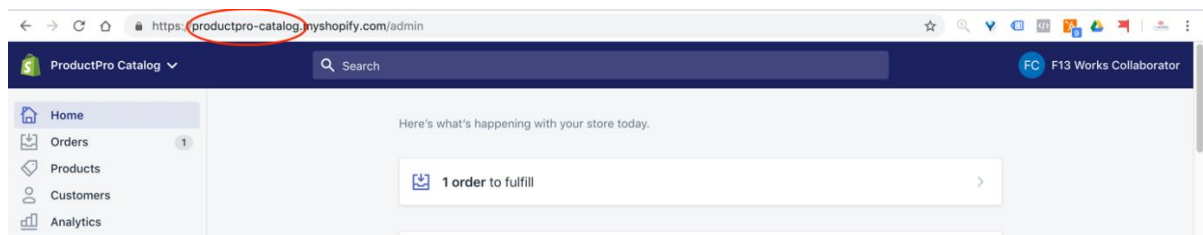
How to upload products/services to Chamber Market using Shopify

Please note this platform is in development and we are adding new features and vendors, and populating the site with new products every day.

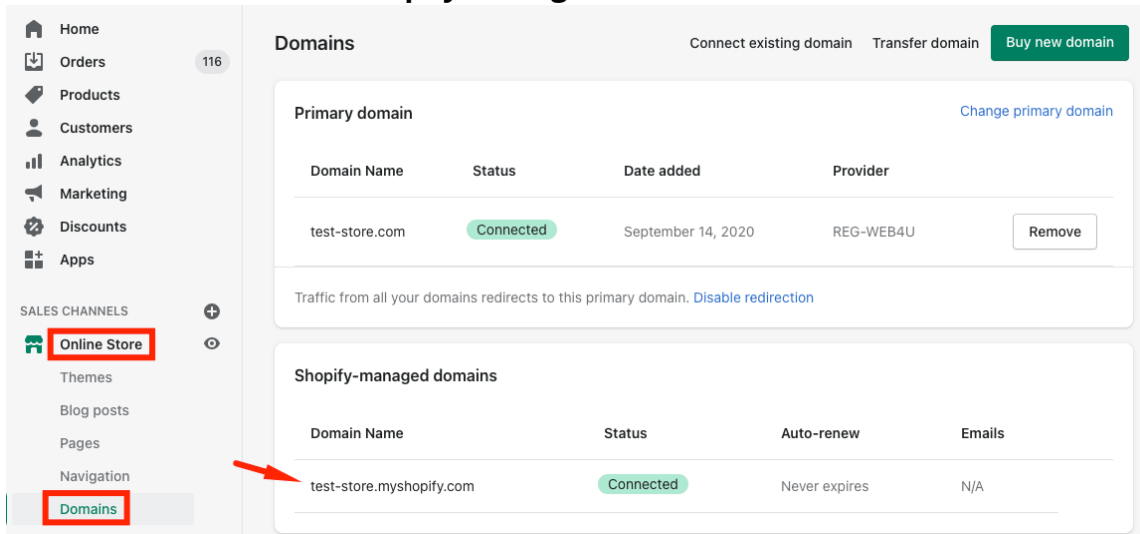
1. Watch the "[How to Sync Shopify to ChamberMarket](#)" demo video and review the FAQ's at the end of this document before you begin syncing your Shopify account to your ChamberMarket.
2. Log into your Chamber Market Account
 - a. Go to ChamberMarket.ca
 - b. Click the little person icon  beside the Sign Up button
 - c. Use your email and password to log in.
 - d. Click the little person icon  and select **Access Control**
3. Enter the **Shopify ID**
 - a. On the **General** tab next to **Shopify ID** add your Shopify ID (*how to below*).
 - b. Scroll to the bottom of the page and click **Save**.

How to find my Shopify ID? (3 different ways)

- I. **Use the Shopify URL:** Your Shopify ID will be in the format **[your-shop-name].myshopify.com** and is the default URL provided to you by Shopify when you first created your store.
- II. **Log into your Shopify Admin Account:** If you can't remember your shop URL you can find it by **logging into your Shopify admin** and your URL should display your store URL:



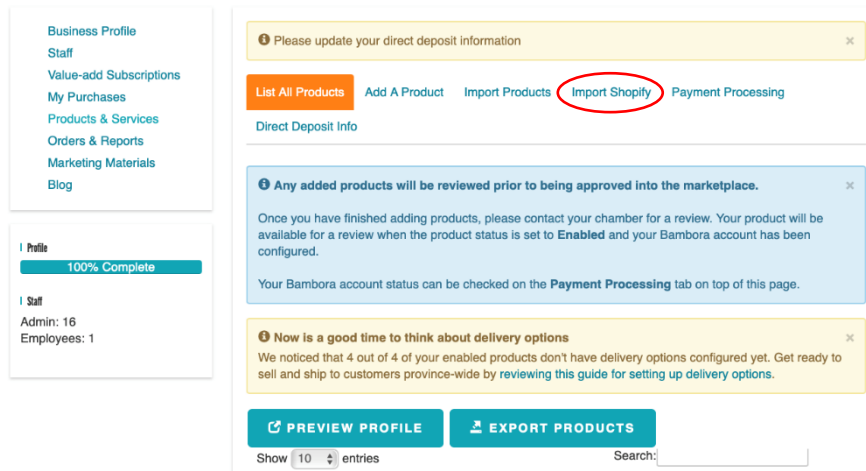
You can also look for the **Shopify managed domain** located in the second tab:



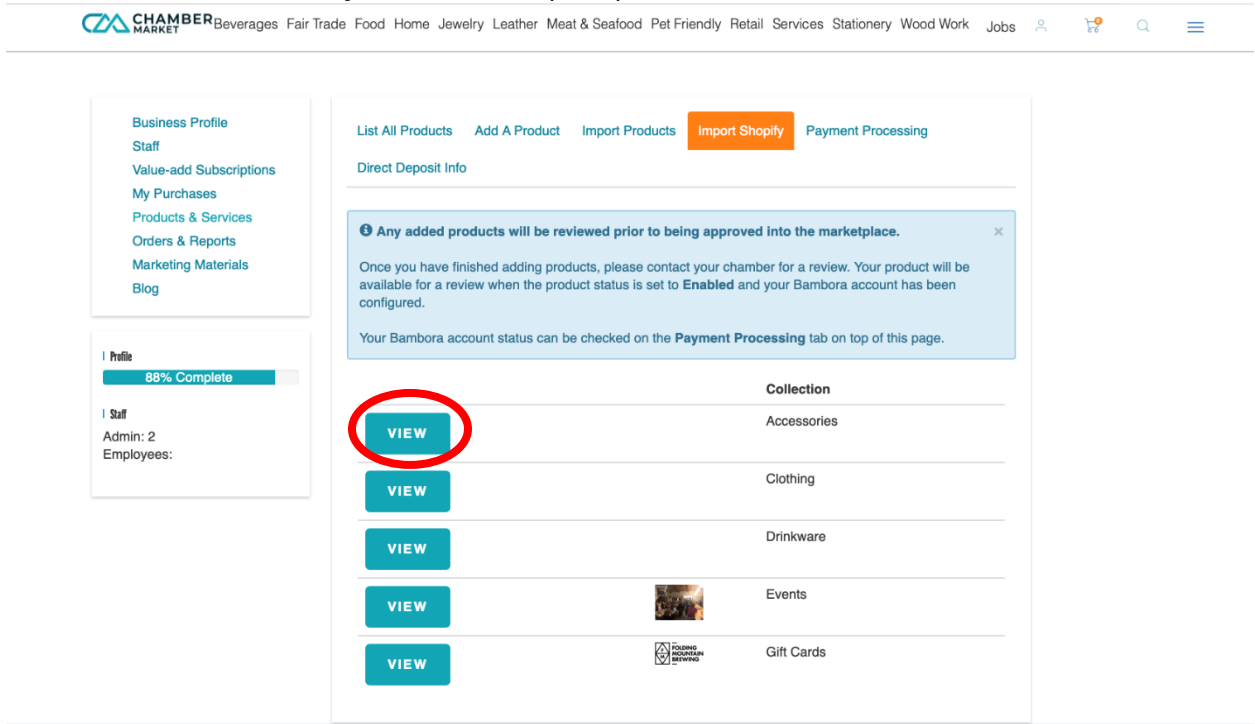
- III. **View Page Source Code:** If you are not the store owner and do not have admin access, you can go to the Shopify or powered by Shopify store, right click on the page, and select View Page Source in Google Chrome. Or Show Page Source in Safari. Once you will see the HTML code of the store find on page "myshopify.com" (press CTRL + F in Windows or Command ⌘ + F in macOS, and enter "myshopify.com").

```
18 <script id="shopify-features" type="application/javascript">
19 <script>(function(){if ("sendBeacon" in navigator
20 <script>var Shopify = Shopify || {};
21 Shopify.shop = "test-store.myshopify.com";
22 Shopify.locale = "cs";
23 Shopify.currency = {"active":"CZK","rate":"1.0"};
24 Shopify.country = "CZ";
```

4. Next, on the left side of your screen, click on **Products & Services**.
5. Click on the **Import Shopify** tab to the right of the orange **List All Products** tab.



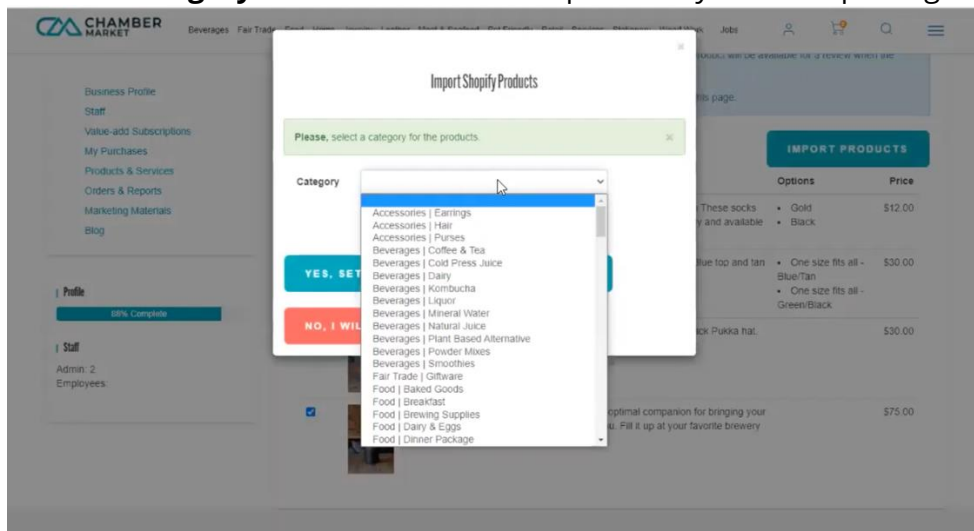
6. Click **View** the collection you want to import products/services from.



7. Select the products you want to import below the **Import** column. You can pick and choose which items you would like to import or import all of the items.

8. Click the blue **Import Products** button.

9. Choose the **Category** that best matches the products you are importing.



10. Click **Yes, Set All Products to This Category** *or* **No, Will Set a Category Later**. NOTE: A category will need to be selected prior to your product passing Quality Assurance guidelines.
11. Repeat steps 6 through 10 to import additional items from Shopify.
12. To check your products were successfully imported click on the **List All products** tab at the top menu.
13. Update **Category, Delivery Options, and Inventory Quantity**.
 - a. Follow the [How to Upload Products](#) document to update individual products or bulk update multiple products at once.
 - b. Click the **Sync Shopify** button to manually update Shopify imported products.
**Please note: Eventual integrations will include the auto sync option.

The screenshot shows a web interface with a top navigation bar containing tabs: 'List All Products', 'Add A Product', 'Import Products', 'Import Shopify', 'Payment Processing', and 'Direct Deposit Info'. Below the navigation is a light blue informational box with a close icon (X) in the top right corner. The text in the box reads: 'Any added products will be reviewed prior to being approved into the marketplace.' followed by 'Once you have finished adding products, please contact your chamber for a review. Your product will be available for a review when the product status is set to **Enabled** and your Bambora account has been configured.' and 'Your Bambora account status can be checked on the **Payment Processing** tab on top of this page.' Below this box are two buttons: a teal button with a circular refresh icon and the text 'SYNC SHOPIFY' (circled in red) and a teal button with a document icon and the text 'COPY'. The main section is titled 'Product Information' and contains a form with three fields: 'Product Name' with the value 'FMB Socks' and a 'Required' label; 'Category' with a dropdown menu and a 'Required' label below it, with a note 'If you'd like to submit a suggestion for a new category, please fill out this form.'; and 'Description' with a text area containing the text 'Now this is a foot prison we'd be ok being in! \n These socks are just the best and soooo comfy! Made in Italy and available in two colours :) One size fits all'.

Your products will go to [Quality Assurance](#) for review prior to being approved onto the marketplace. Once approved, you will not be able to edit your product. If you need to edit your approved product, contact your local Chamber for support.

SUPPORT:

For help adding your products/services to ChamberMarket.ca using Shopify contact your Local Chamber of Commerce.

FAQ's**Does the Shopify integration sync inventory quantities?**

No, Shopify integration does not sync Inventory Quantities. Chamber Market will just indicate in stock or not in stock based on Shopify's product stock numbers.

Does the Shopify Integration sync product descriptions?

Yes, descriptions should be updated on Shopify and synced to Chamber Market.

Will Chamber Market product updates be reflected on my Shopify?

No, product updates on Chamber Market will only be visible and updated on Chamber Market, this will not be reflected in Shopify.