

Add a product

Add something to sell, choose its type, set a price and decide when shoppers can see it.

Add-on [Online store](#)

Every product lives in your product catalog. Add one there and a product page for it is created automatically.

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

Steps

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Catalog**.
3. Click **Product Catalog**, then **+Add a product**.
4. Choose the type:
 - **Physical product** for things you ship or hand over.
 - **Digital product** for downloads such as e-books or music.
 - **Service** for classes, events or gift vouchers.
 - **Donation** for gifts and fundraising.
5. Fill in the fields. Which ones show depends on the type:
 - **Title:** the product's name.
 - **Description:** what it is, in your own words.
 - **Product Images:** up to 20 photos. See [Add product photos](#).
 - **Pricing:** the **Price**, and a **Sale Price** you switch on when the product is on sale.
 - **Inventory:** how many you have. See [Track your stock](#).
 - **Shipping:** switch it off for anything that doesn't need shipping.
 - **Options:** sizes, colors and the like. See [Add sizes, colors and other options](#).
6. Set the **Status**:
 - **Active:** shoppers can see it in your store.
 - **Inactive:** hidden from shoppers, though you can still check how it will look.
 - **Draft:** kept in your catalog, not shown in your store yet.
7. Click **Save**.

Change or remove a product

To change a product, go to **Store**, then **Catalog**, then **Product Catalog**. Click the product, make your changes and click **Save**. The product page updates itself.

To delete one, click the three dots next to it and choose **Delete product**. A deleted product can't be brought back.

Tips

- With many products, use the catalog's search box to find one by name. **Filter** narrows the list by status, type, category or stock, and **Sort** reorders it, for example by price.
- Use **Draft** while you are still writing a description or waiting for photos.
- Adding dozens of products? A spreadsheet is quicker. See [Import or update products from a spreadsheet](#).

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want us to add products? Email your business name with each product's name, price, description and photos, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Add sizes, colors and other options](#) · [Add product photos](#) · [Organize products into categories](#) · [Track your stock](#) · [Sell a digital download](#)

More guides: the [Zossoz Help Center](#) · Questions? Email hello@zossoz.com