

How to Build a “Buy Online, Pickup Curbside” store

Let's show COVID-19 what's up

What is this?

The local stores I love need to find new ways to stay engaged with their customers and sell their products during the COVID-19 crisis.

I've created this guide to help local stores owners easily set-up online stores, while also enabling curbside pickup for their customers.

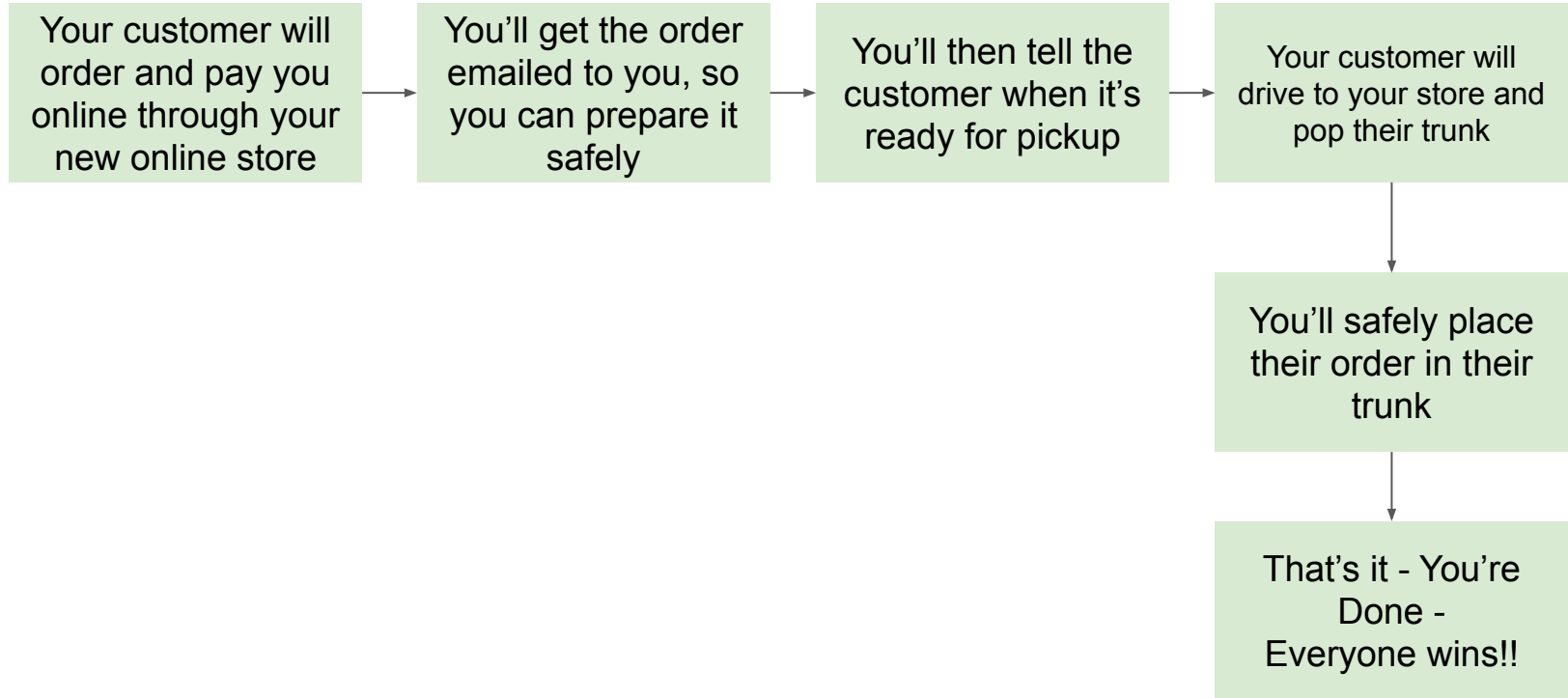
This is for stores that are brand new to Shopify. Please take inspiration though if you're already up and running with us!

This should take you no more than an hour (unless you want to get fancy;))

Please let me know if there are any issues with this tutorial (DM me on twitter:

[@katiecerar](https://twitter.com/katiecerar))

How selling online and curbside pick-up works



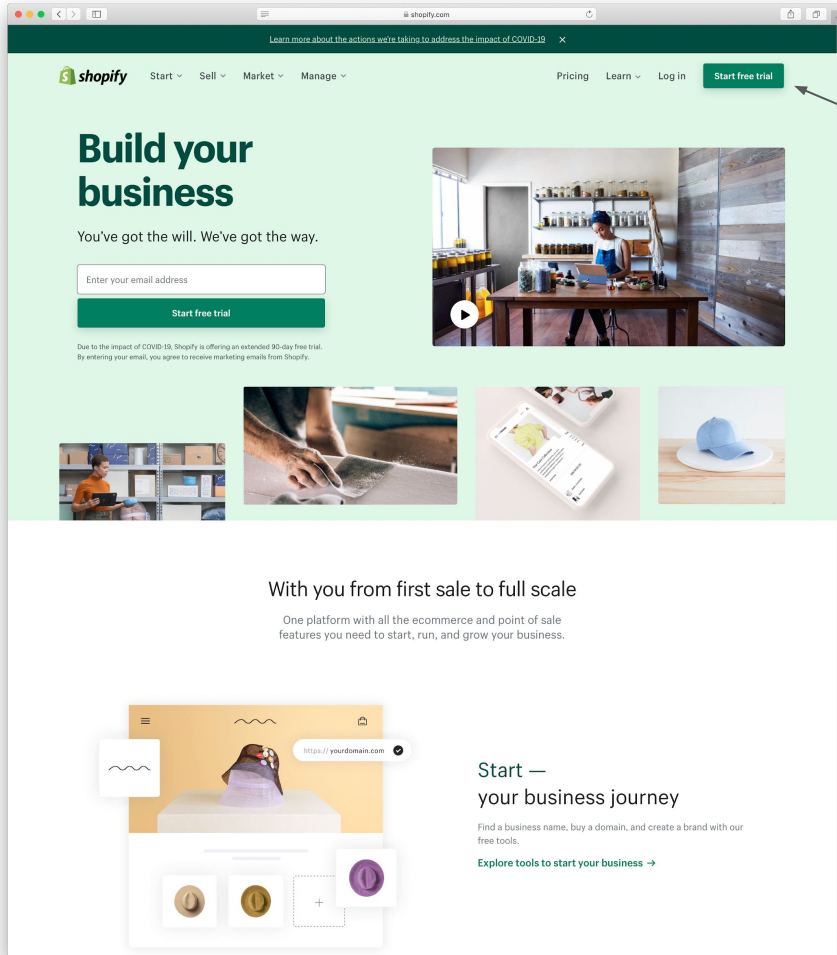
Before you start, you'll need:

- ☐ Photos of your store
- ☐ Any logos or brand assets
- ☐ Product descriptions
- ☐ Product photos

This process will take somewhere between 10 minutes and an hour, depending on how many products you wish to offer.

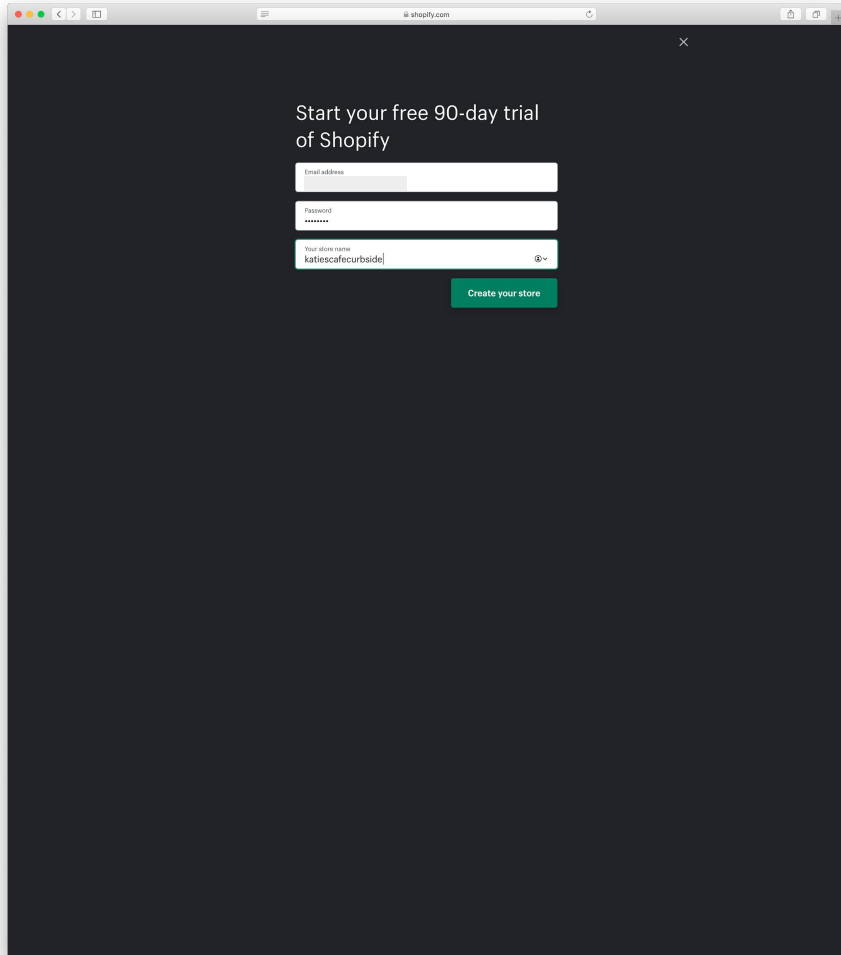
Ready?

Let's start building your online store!



Head over to www.shopify.com

Click "Start free trial"

A screenshot of a web browser window showing the Shopify sign-up page. The browser's address bar displays 'shopify.com'. The page has a dark background with white text. At the top, it says 'Start your free 90-day trial of Shopify'. Below this, there are three input fields: 'Email address', 'Password', and 'Your store name'. The 'Your store name' field contains the text 'katiescafecurbside' and has a small '@' icon to its right. A green button labeled 'Create your store' is positioned below the input fields.

Start your free 90-day trial of Shopify

Email address

Password

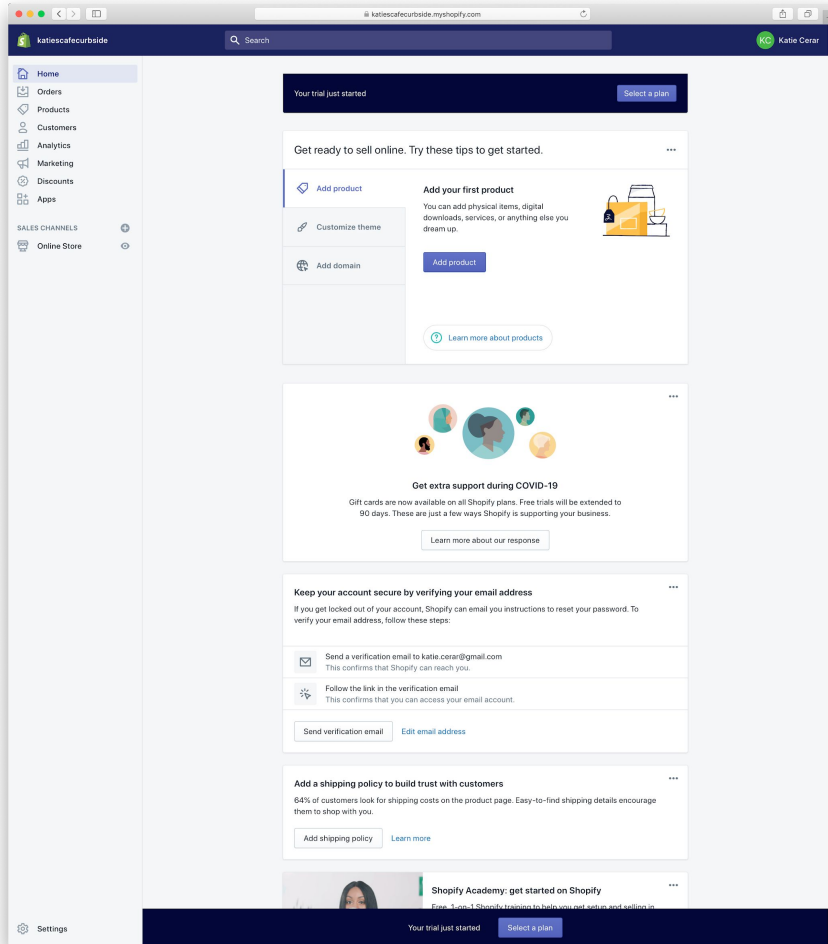
Your store name
katiescafecurbside

Create your store

Your store name will become your domain (or the URL that your customers will go to when they want to order from your store).







By default, it will be yourstorename.myshopify.com - in my tutorial example my URL will be katiescafecurbside.myshopify.com because my store name is katiescafecurbside.

You can purchase a better domain later, or just use this one.

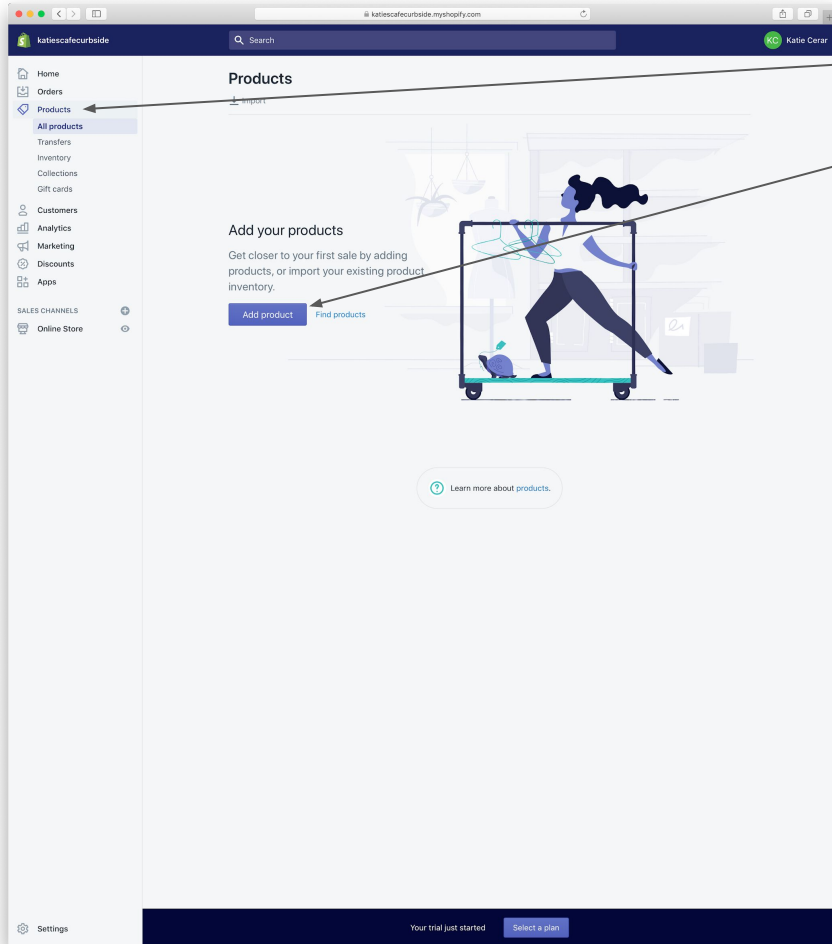


Welcome to Shopify!

Here's what we need to do:

-  [Create our products](#)
-  [Customize our theme](#)
-  [Customize our emails](#)
-  [Launch our store!](#)
-  [Start taking orders](#)
-  [Get set up to get paid](#)

Create your products



Head to the products section

Click "Add product"

shopify

Home

Orders

Products

All products

Transfers

Inventory

Collections

Gift cards

Customers

Analytics

Marketing

Discounts

Apps

SALES CHANNELS

Online Store

Unsaved product

DiscardSave

Products

Add product

Title

Our world famous croissant

Description

We can't stop baking these. Buttery delicious layers made by our master baker, Katie. What a great treat to share with your family while socially distancing!

Product availability

Manage

Available on 1 of 1 channels and apps

Online Store

Organization

Product type

e.g. Shirts

Vendor

Long Nike

Collections

Search for collections


Add this product to a collection so it's easy to find in your store.

Tags

Vintage, cotton, summer

Media

Add media from URL



Add media or drop files to upload

Pricing

Price

\$ 4.00

Compare at price

\$ 0.00

Cost per item

\$ 0.00

Margin

-

Profit

-

Customers won't see this

☒ Charge tax on this product

Inventory

SKU (Stock Keeping Unit)

Barcode (ISBN, UPC, GTIN, etc.)

☐ Track quantity

Shipping

☐ This is a physical product

Customers won't enter their shipping address or choose a shipping method when buying

Settings

Your trial just started

Select a plan

Add a name and description for each of your products. Make sure you include images.

shopify

Unsaved product

Discard Save

Products

Add product

Title

Our world famous croissant

Description

We can't stop baking these. Buttery delicious layers made by our master baker, Katie. What a great treat to share with your family while socially distancing!

Product availability

Available on 1 of 1 channels and apps

Online Store

Organization

Product type

e.g. Shirts

Vendor

e.g. Nike

COLLECTIONS

Search for collections

Add this product to a collection so it's easy to find in your store.

Tags

Vintage, cotton, summer

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Add media from URL

Add media or drop files to upload

Pricing

Price

\$ 4.00

Compare at price

\$ 0.00

Cost per item

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Profit

Customers won't see this

☒ Charge tax on this product

Inventory

SKU (Stock Keeping Unit)

Barcode (ISBN, UPC, GTIN, etc.)

☐ Track quantity

Shipping

☐ This is a physical product

Customers won't enter their shipping address or choose a shipping method when buying

Settings

Your trial just started

Select a plan

If you only have a certain number (inventory) of this product, make sure to select “track inventory”.

For curbside, you won't be doing any shipping, so uncheck “This is a physical product”.

Use variants if your item has options, but keep it simple.

Variants

☒ This product has multiple options, like different sizes or colors

OPTIONS

Option 1

Milk 2% X Whole X Oat X

Add another option

shopify

Home

Orders

Products

All products

Transfers

Inventory

Collections

Gift cards

Customers

Analytics

Marketing

Discounts

Apps

SALES CHANNELS

Online Store

Unsaved product

DiscardSave

< Products

Add product


Title

Our world famous croissant

Description

We can't stop baking these. Buttery galette-like layers made by our master baker, Katie. What a great treat to share with your family while socially distancing!

Media



Add media or drop files to upload

Add media from URL

Pricing

Price

\$ 4.00

Compare at price

\$ 0.00

Cost per item

\$ 0.00

Margin

-

Profit

-

Customers won't see this

☒ Charge tax on this product

Inventory

SKU (Stock Keeping Unit)

Barcode (ISBN, UPC, GTIN, etc.)

☐ Track quantity

Shipping

☐ This is a physical product

Customers won't enter their shipping address or choose a shipping method when buying

Product availability

Manage

Available on 1 of 3 channels and apps

Online Store

Organization

Product type

e.g. Shirts

Vendor

e.g. Nike

Collections

Search for collections

Add this product to a collection so it's easy to find in your store.

Tags

Vintage, cotton, summer

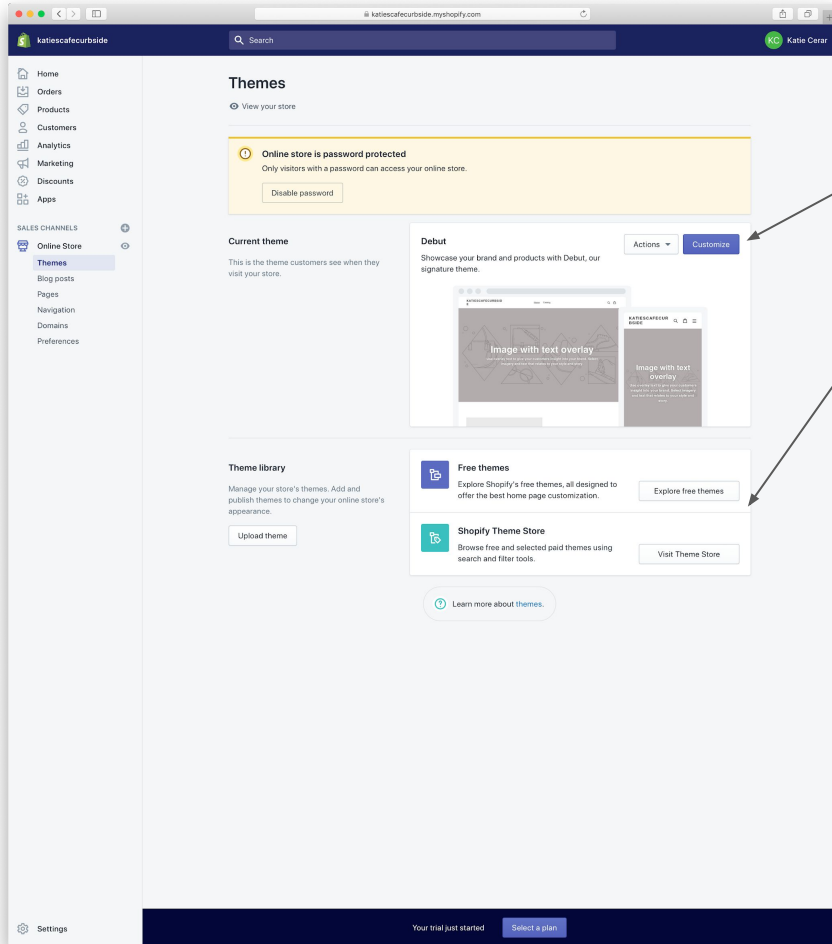
Settings

Your trial just started

Select a plan

Once you're happy with all your products, head over to customize your online store.

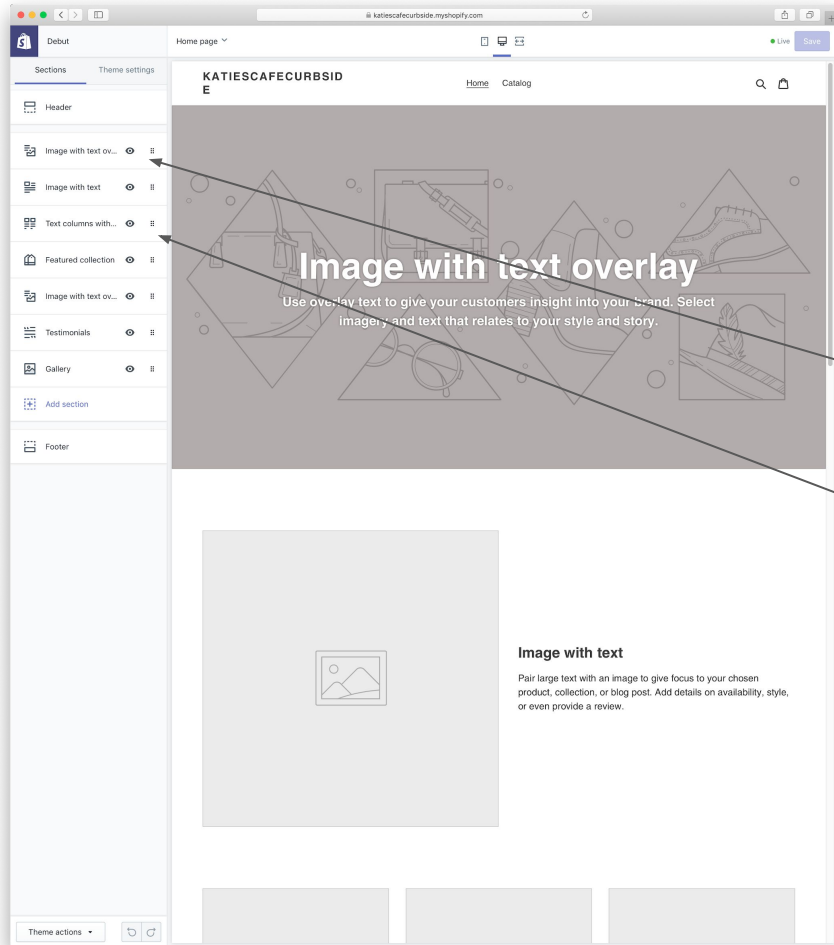
Customize your Store



Now we'll make your online store!

Choose "customize"

You can choose one of the free themes or explore the theme store for more options. I'm using a theme called "Debut" for this tutorial.




This is the theme editor.

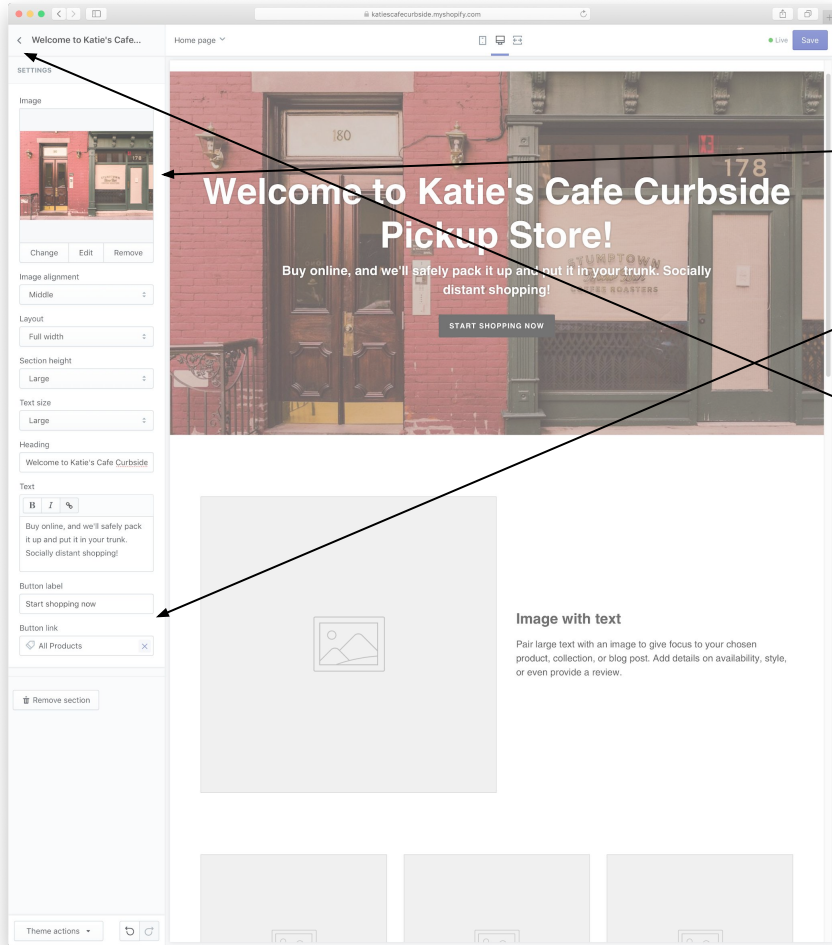
We're editing the "Home Page" of your online store right now.

You can play with all the sections to get this right for you, but for this tutorial we will use:

Image with text overlay to introduce our store to our customers.

Text columns with images to explain how curbside pickup works.

Remove the rest by clicking on each of them and clicking the "remove section" button. Or simply hide them by clicking on the  logo. You'll see the sections disappear from the preview on the right if you've successfully removed or hidden them.

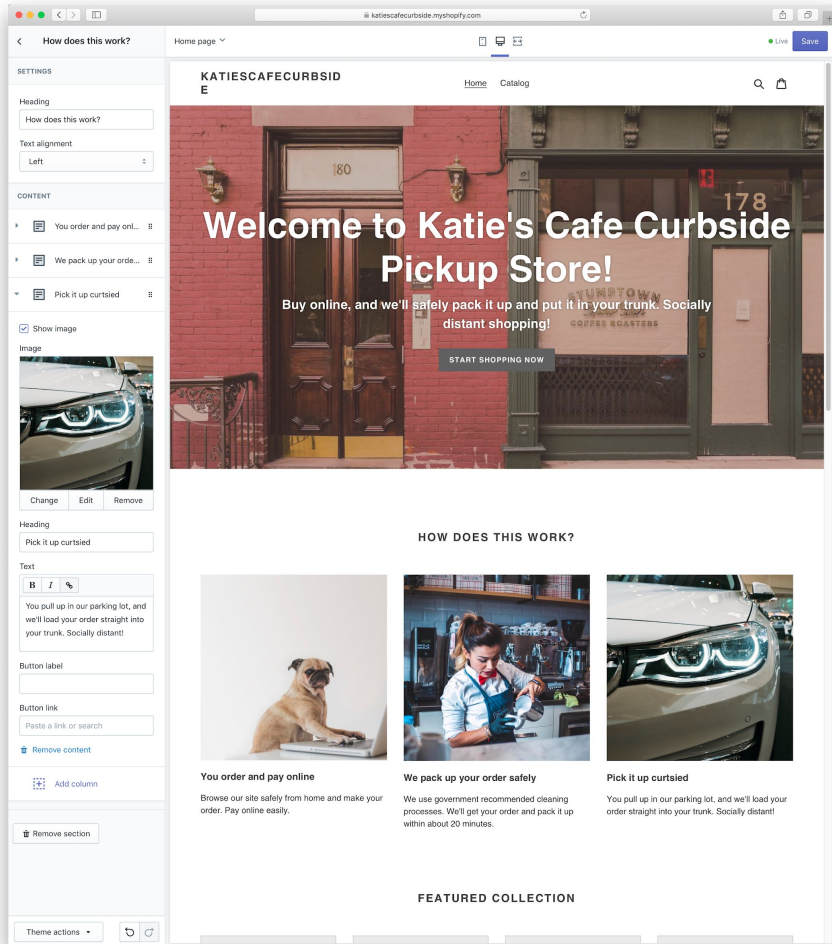


Click “Image with text overlay” to start.

Add a great photo of your business and customize the heading and text.

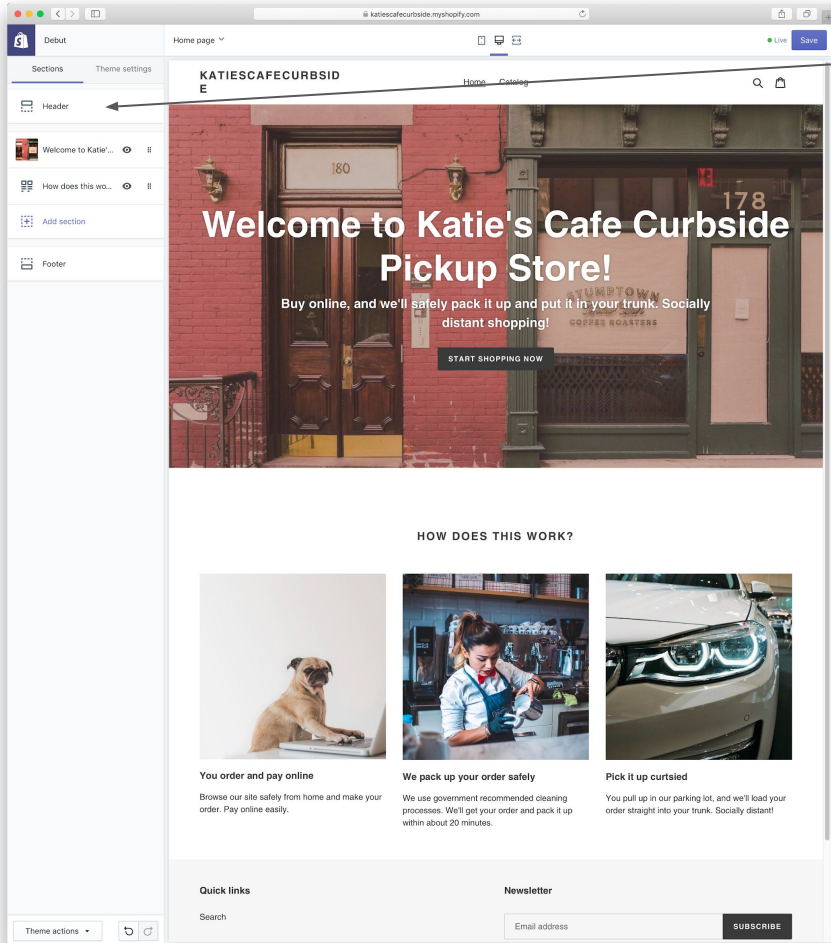
Add a button for customers to start shopping. Select “All Products” as the Button link.

Hit the back button when you’re happy with how it looks.



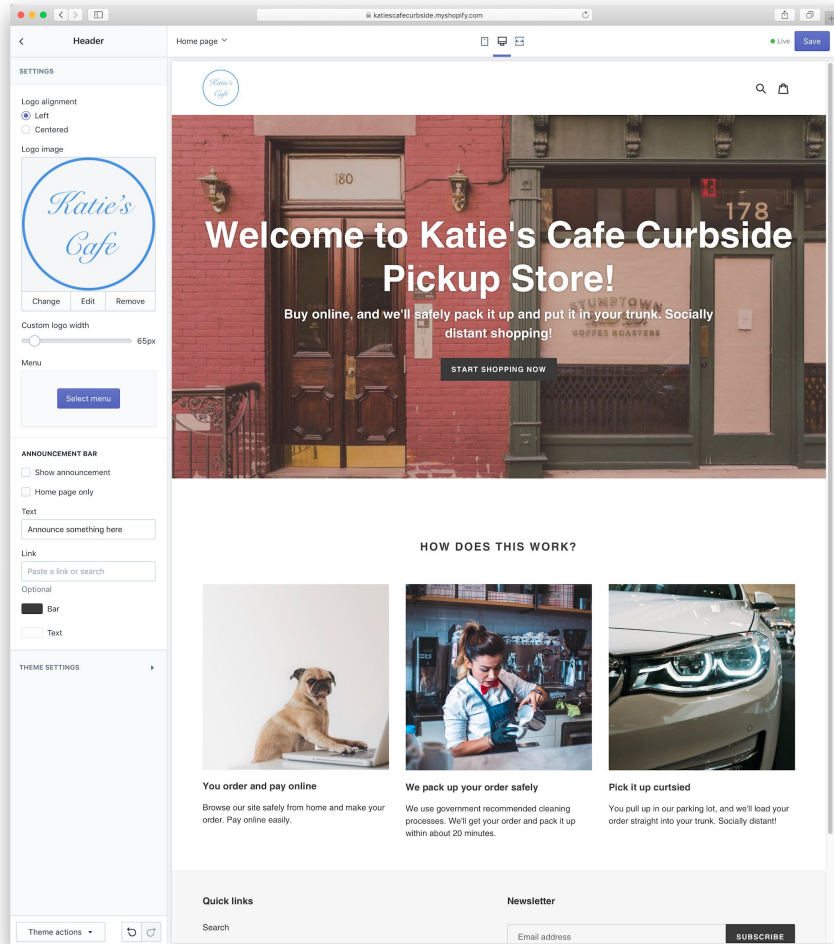
Now let's configure the "Text columns with images"

I'm using these to explain the process. Add images and words to explain to your customers as you see fit.

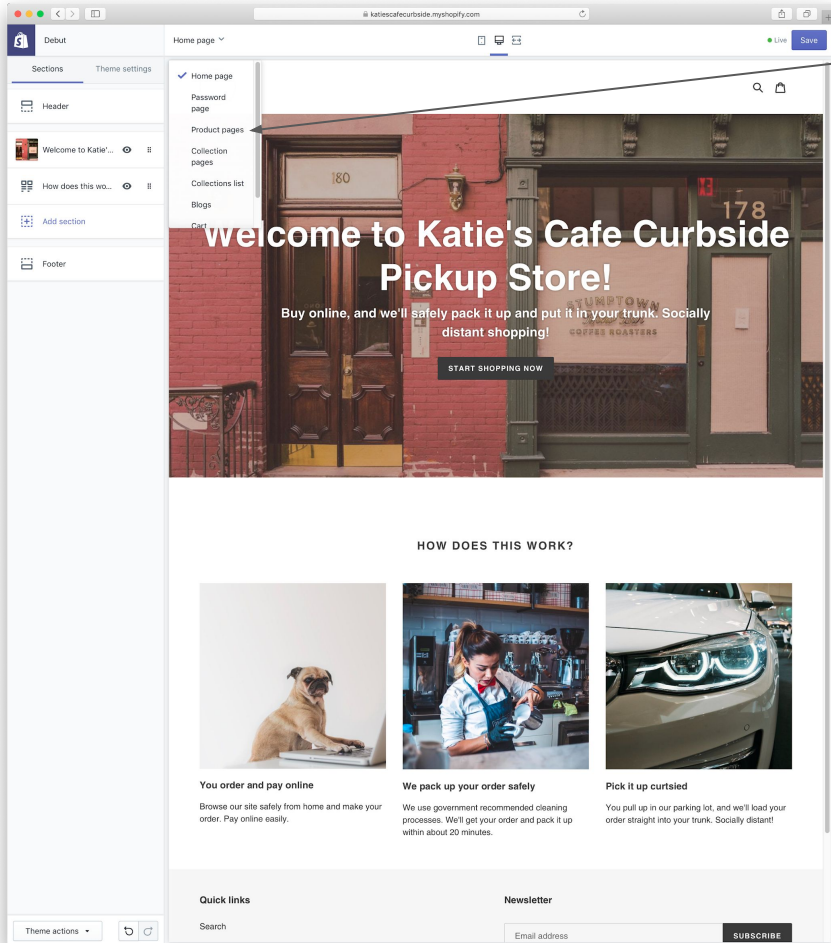


Let's also customize the top of your website (where you see KATIESCAFE CURBSIDE at the top in this site preview).

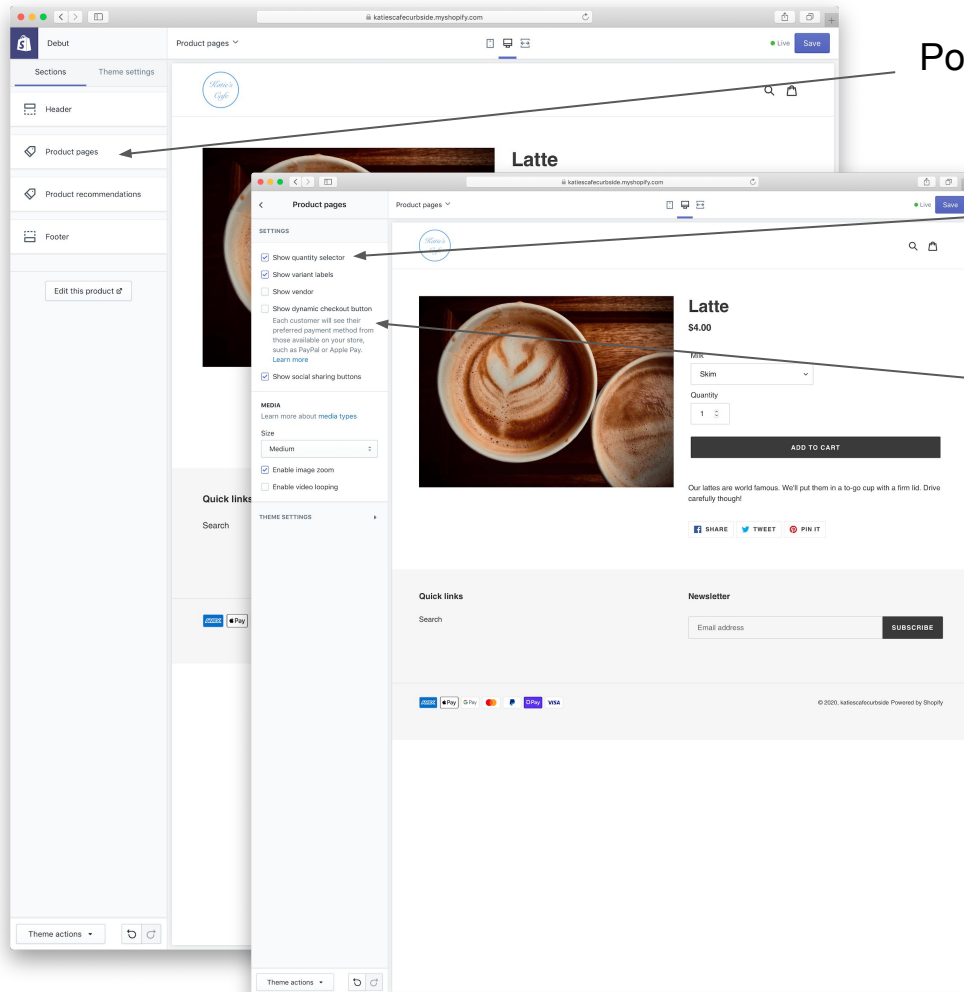
This part is called the “header”.



Add your logo and whatever customizations you want here.



Now let's customize your product pages

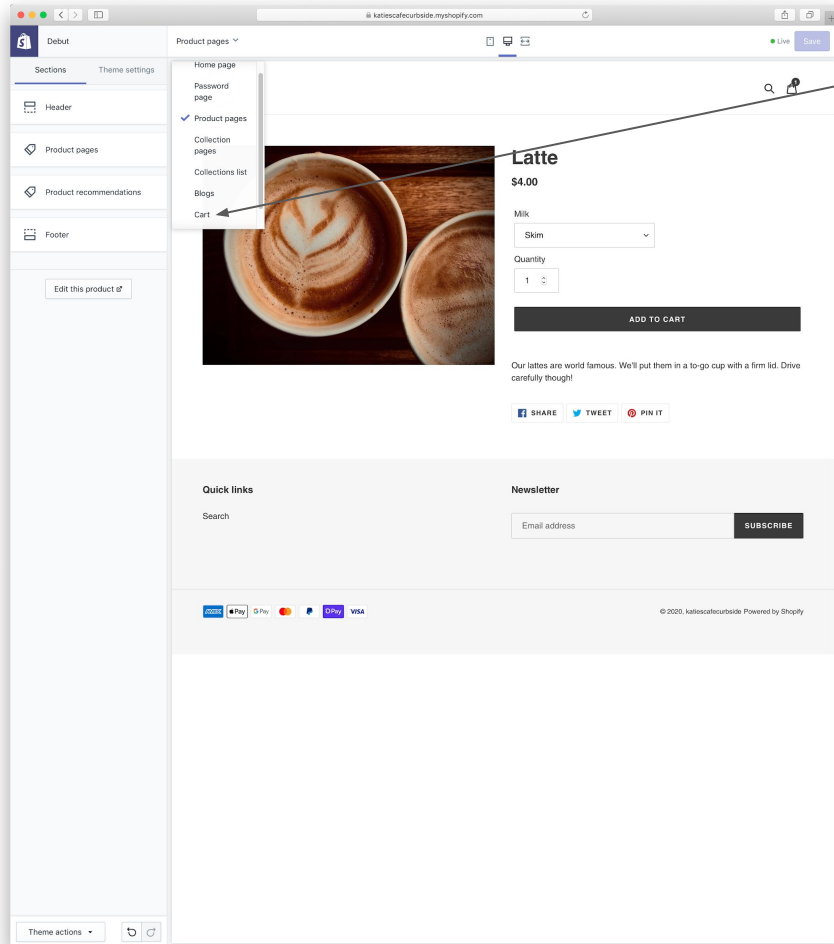


Pop in to here to change a few settings.

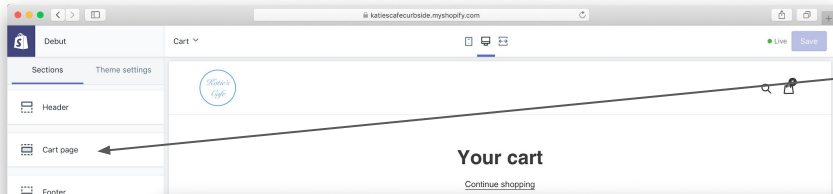
Allow your customers to choose how many of each item they want.

Remove the dynamic checkout button - you need them to go through the cart to add their license plate information.

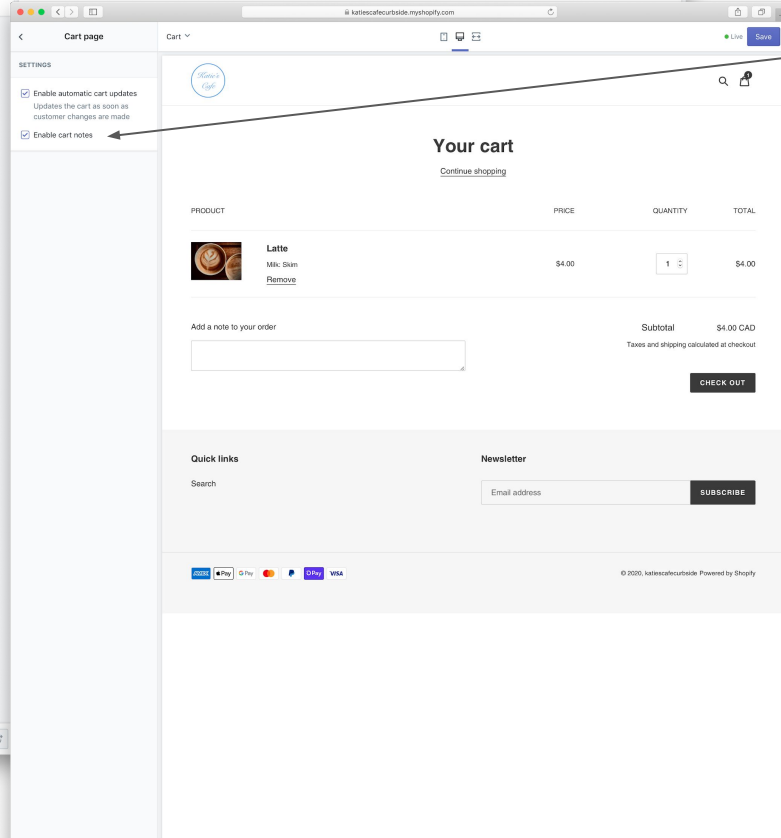
To preview the cart functionality, go ahead and add one of these products to your cart!



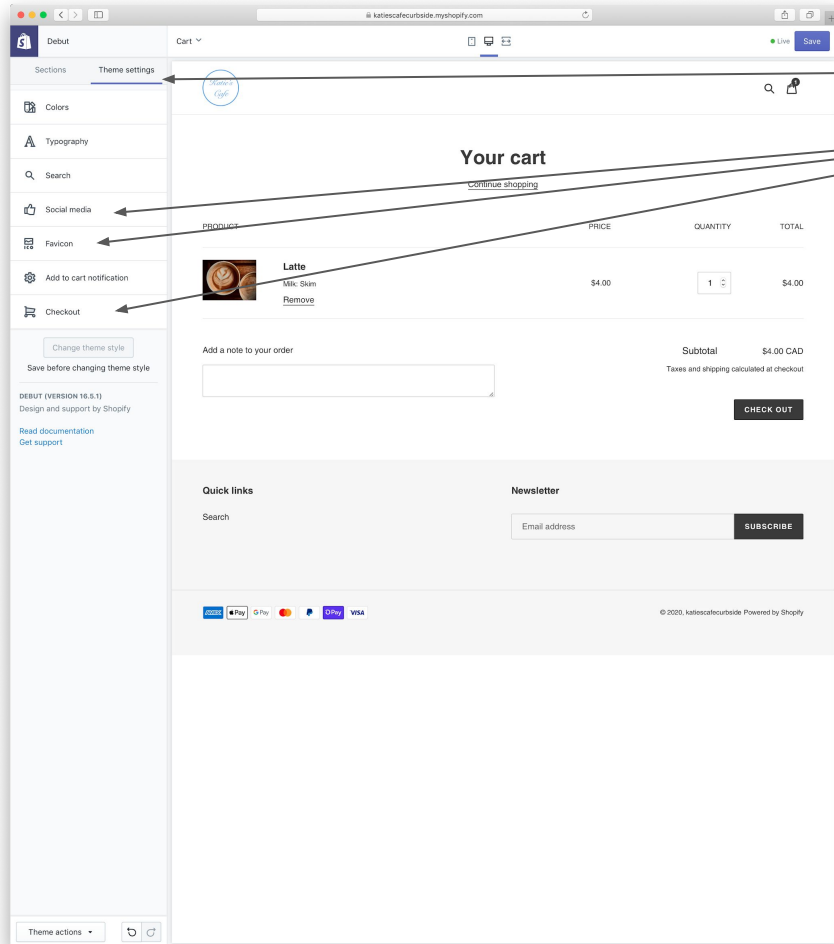
Next up, the shopping cart!



Let's edit the cart page



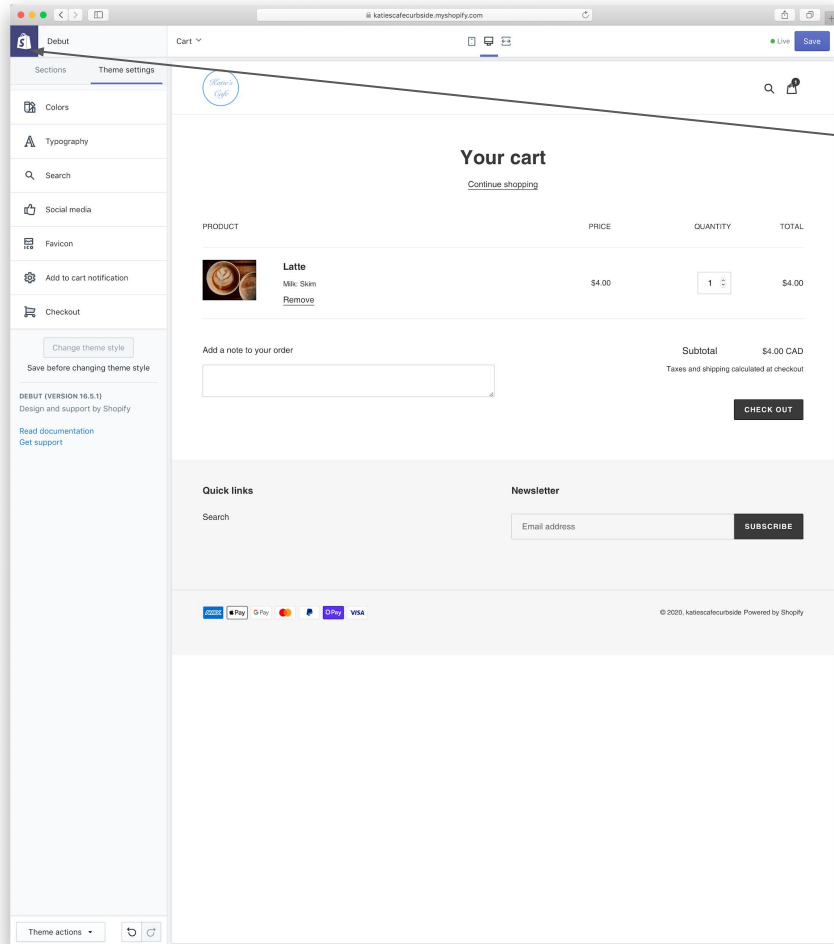
We need the cart notes so that customers can add their license plate. We will change the instructions later, I promise!



Play around with your theme settings.

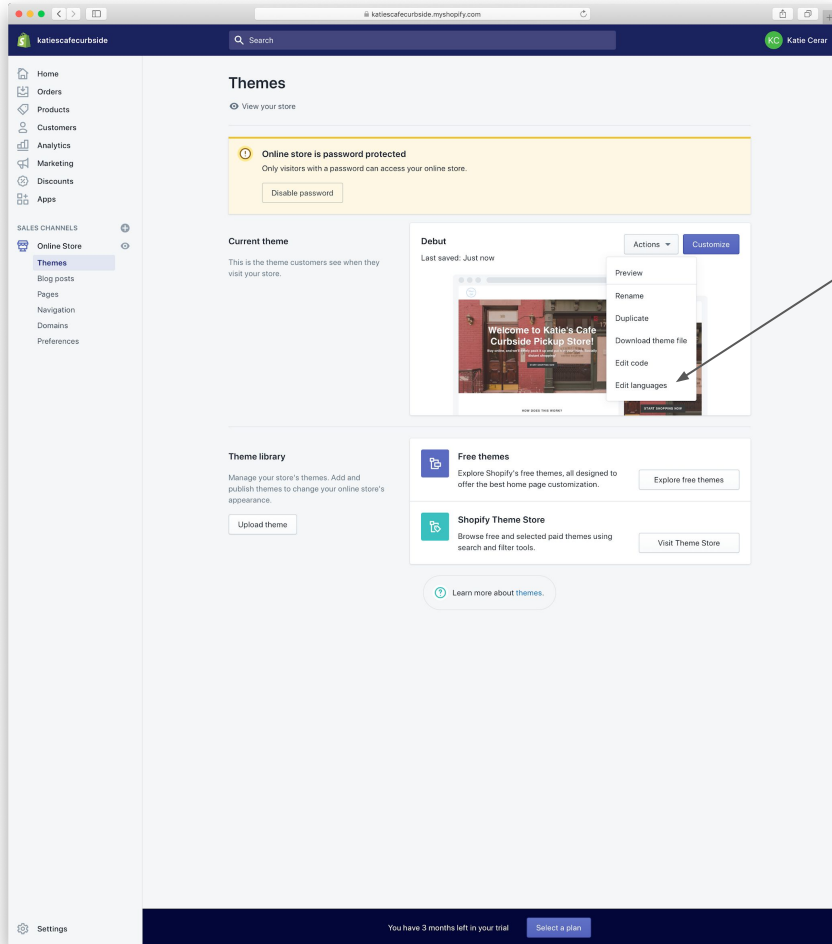
I'd recommend adding your social media if you have it, adding your logo as a favicon, and customizing your checkout with your logo as well. None of this is required but it helps make your site feel professional and personal to your business.

Otherwise, click around and make sure you're happy with how everything looks in your theme



Once you're happy, hit save.

Then let's go back to Shopify to finish our configuration.



Remember that cart note? Let's customize the instructions in there so that we can use it to collect the customer's license plate.

Choose Actions > Edit languages

Shopify Admin Interface - Cart Settings

Language (English) [Save]

General | Blogs | Cart | Collections | Contact | Customer | Homepage | Layout | Products | Gift cards | Sections | Checkout & system

Filter Search translations

General

Title
Your cart

Note
Please indicate your license plate number and car make/model

Removed item html
Removed {{ quantity }} {{ link }} from your cart.

Remove
Remove

Subtotal
Subtotal

Savings
You're saving

Taxes and shipping at checkout
Taxes and shipping calculated at checkout

Taxes and shipping policy at checkout html
Taxes and shipping calculated at checkout

Taxes included but shipping at checkout
Tax included and shipping calculated at checkout

Taxes included and shipping policy html
Tax included. Shipping calculated at checkout.

Update
Update

Checkout
Check out

Empty
Your cart is currently empty.

Cookies required
Enable cookies to use the shopping cart

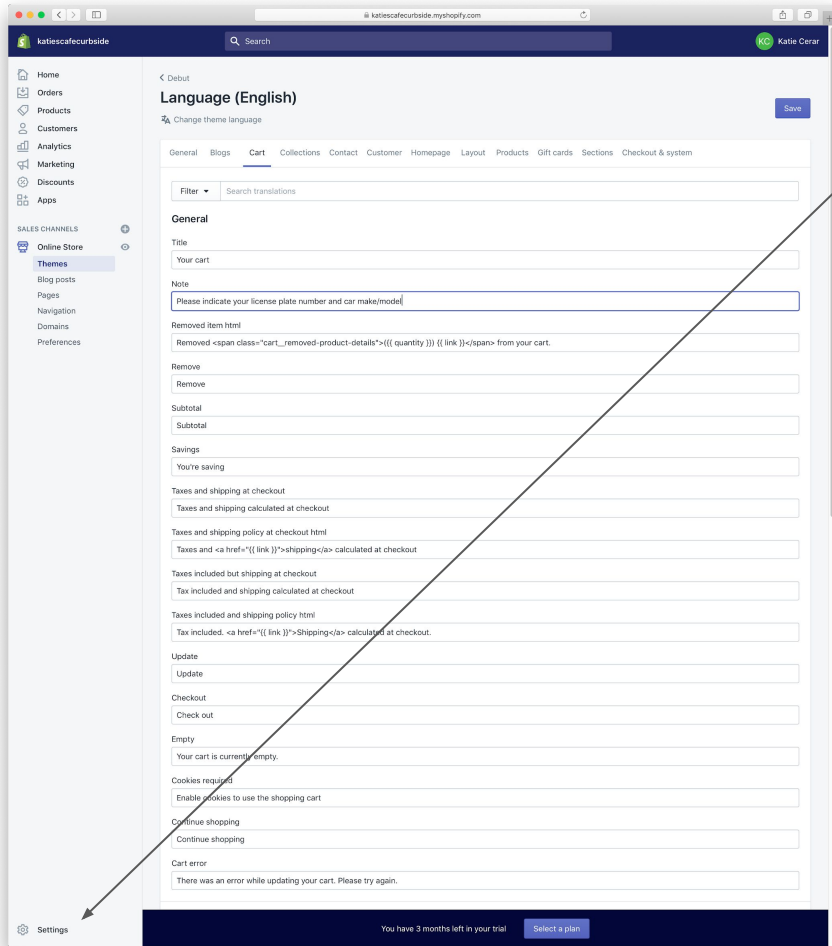
Continue shopping
Continue shopping

Cart error
There was an error while updating your cart. Please try again.

Settings | You have 3 months left in your trial | Select a plan

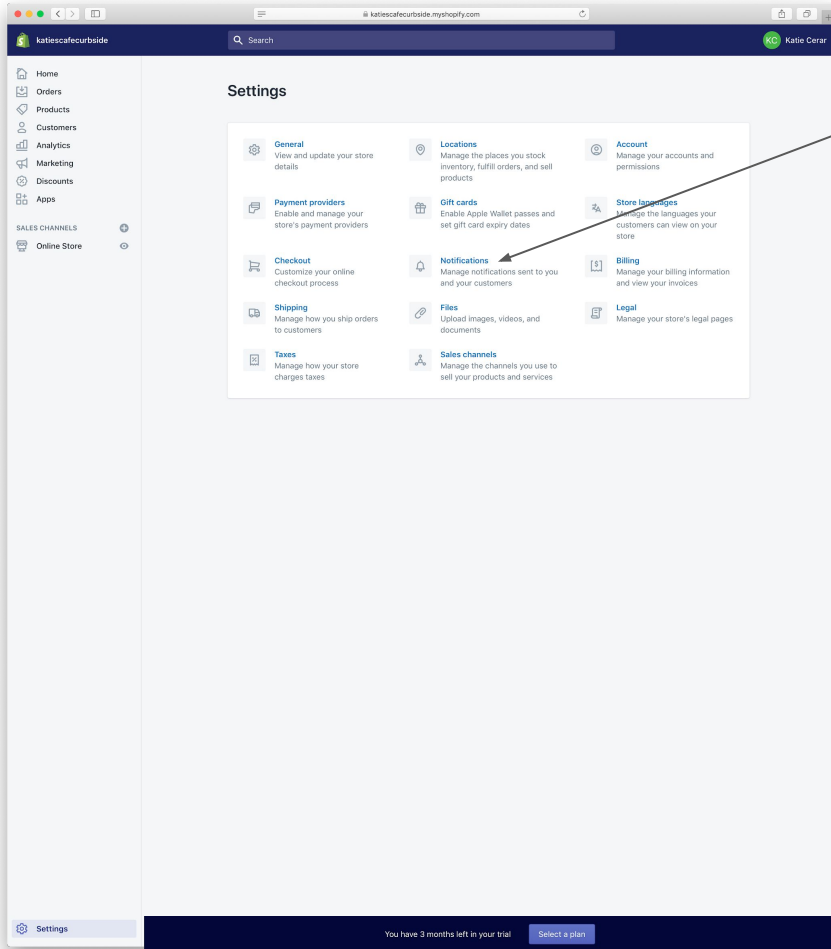
Under cart, add your instructions in the field that called "Note"

Then hit save.



We're almost ready to go! Let's configure the emails your customers will receive from you

Customize your emails



Notification emails are what we'll use to let your customers know when it's time to come pick up their order!

Notifications

Customers notifications

These notifications are automatically sent out to the customer. Click on the notification template to edit the content. See also the [templates variables documentation](#).

[Customize](#)

Orders

- [Order confirmation](#) Sent automatically to the customer after they place their order.
- [Order edited](#) Sent to the customer after their order is edited (if you select this option).
- [Order edited invoice](#) Sent to the customer after their order is edited and they owe money (if you select this option).
- [Order canceled](#) Sent automatically to the customer if their order is canceled (if you select this option).
- [Order refund](#) Sent automatically to the customer if their order is refunded (if you select this option).
- [Draft order invoice](#) Sent to the customer when a draft order invoice is created. You can edit this email before you send it.
- [Email cart from POS](#) Sent to the customer when you email their cart from POS. Includes a link to buy online.
- [Abandoned checkout](#) Sent to the customer if they leave checkout before they buy the items in their cart. Configure options in "[checkout settings](#)".
- [POS Exchange Receipt](#) Sent to the customer after they complete an exchange in person and want to be emailed a receipt.
- [Gift card created](#) Sent automatically to the customer when you issue or fulfill a gift card.
- [Payment error](#) Sent automatically to the customer if their payment can't be processed.

Shipping

- [Fulfillment request](#) Sent automatically to a third-party fulfillment service provider when order items are fulfilled.
- [Shipping confirmation](#) Sent automatically to the customer when their order is fulfilled (if you select this option).
- [Shipping update](#) Sent automatically to the customer if their fulfilled order's tracking number is updated (if you select this option).
- [Return label instructions](#) Sent to the customer after creating a return label.

Delivery

Optional emails to provide additional delivery updates to customers.

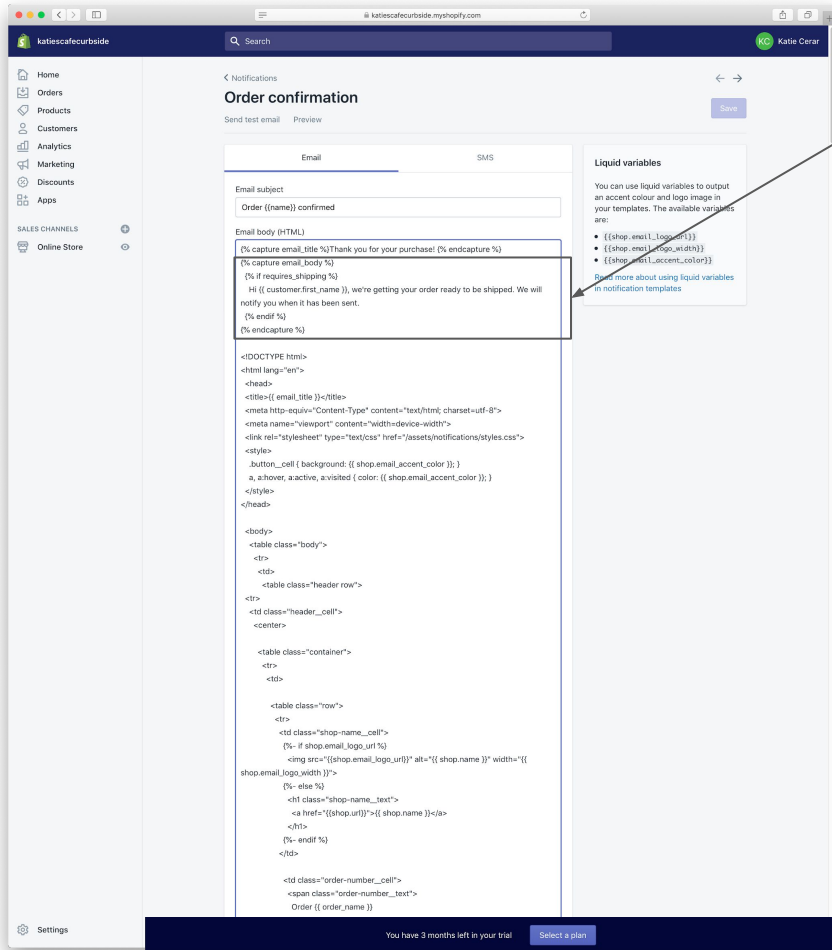
- [Shipment out for delivery](#) ☒ Send to the customer automatically after orders with tracking information are out for delivery.
- [Shipment delivered](#) ☒ Send to the customer automatically after orders with tracking information are delivered.

Customer

- [Customer account invite](#) Sent to the customer with account activation instructions. You can edit this email before you send it.

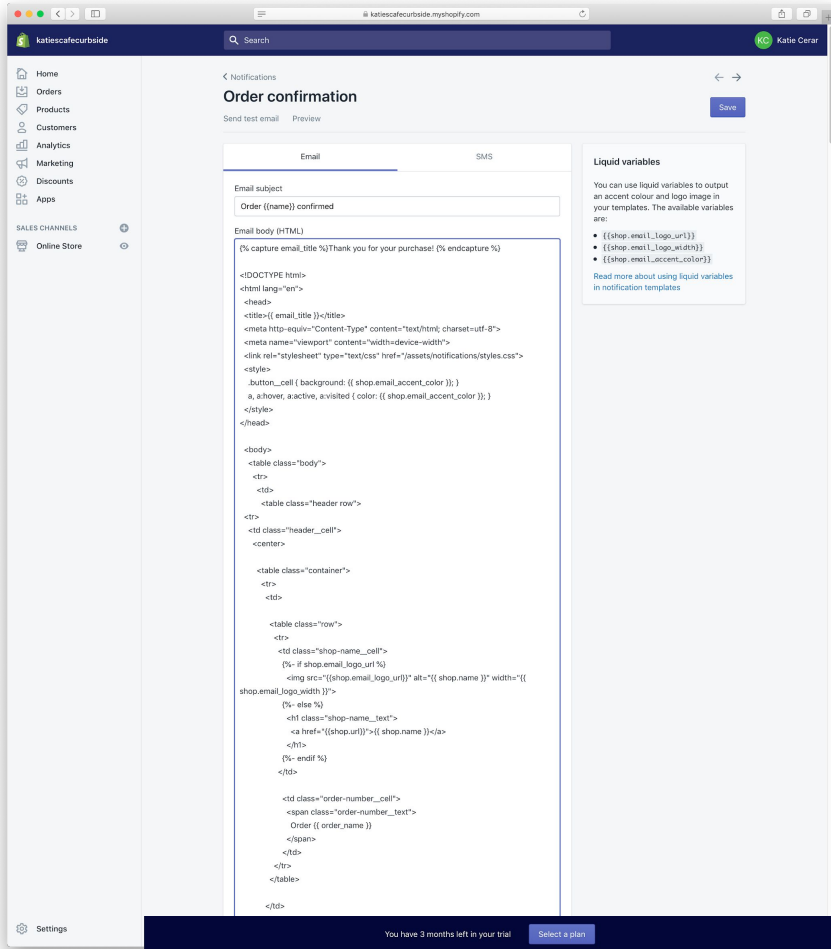
Footer: You have 3 months left in your trial. [Select a plan](#)

“Order Confirmation” is the email that’ll be sent when a customer orders. Let’s customize that first.

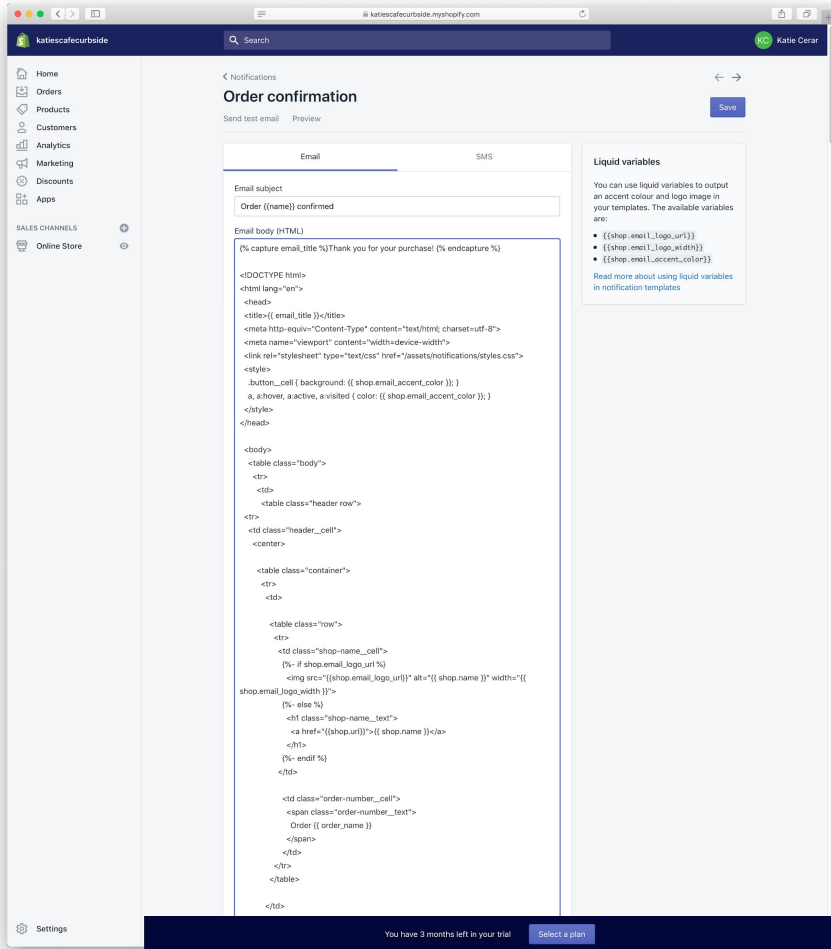


Yes, you're going to edit a bit of code! Don't worry, it's super easy.

First, select the text in this box (and only this bit!) and delete it.



It should look like this now.



Highlight the code below (green text) and copy it.

```
{% capture email_body %}
```

```
Hi {{ customer.first_name }}, thanks so much for
your order! We're getting your order ready for
pickup. We will notify you by email when it is ready
for pickup!
```

```
{% endcapture %}
```

Order confirmation

Send test email Preview

Email SMS

Email subject
Order {{name}} confirmed

Email body (HTML)

Save

Liquid variables

You can use liquid variables to output an accent colour and logo image in your templates. The available variables are:

- {{shop_email_logo_url}}
- {{shop_email_logo_width}}
- {{shop_email_accent_color}}

[Read more about using liquid variables in notification templates](#)

```
{% capture_email_title %}Thank you for your purchase! {% endcapture %}

<!DOCTYPE html>
<html lang="en">
<head>
<title>{{ email_title }}</title>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8">
<meta name="viewport" content="width=device-width">
<link rel="stylesheet" type="text/css" href="/assets/notifications/styles.css">
<style>
.button_cell { background: ({{ shop_email_accent_color }});
a: hover, a: active, a: visited { color: ({{ shop_email_accent_color }}); }
</style>
</head>

<body>
<table class="body">
<tr>
<td>
<table class="header row">
<tr>
<td class="header_cell">
<center>

<table class="container">
<tr>
<td>

<table class="row">
<tr>
<td class="shop-name_cell">
<div-if shop_email_logo_url %>

<div-else %>
<div class="shop-name_text">
<a href="{{shop.url}}">{{ shop_name }}</a>
</div>
<div-if %>
</div>

<td class="order-number_cell">
<div class="order-number_text">
Order {{ order_name }}
</div>
</td>
</tr>
</table>

</td>
</tr>
</table>

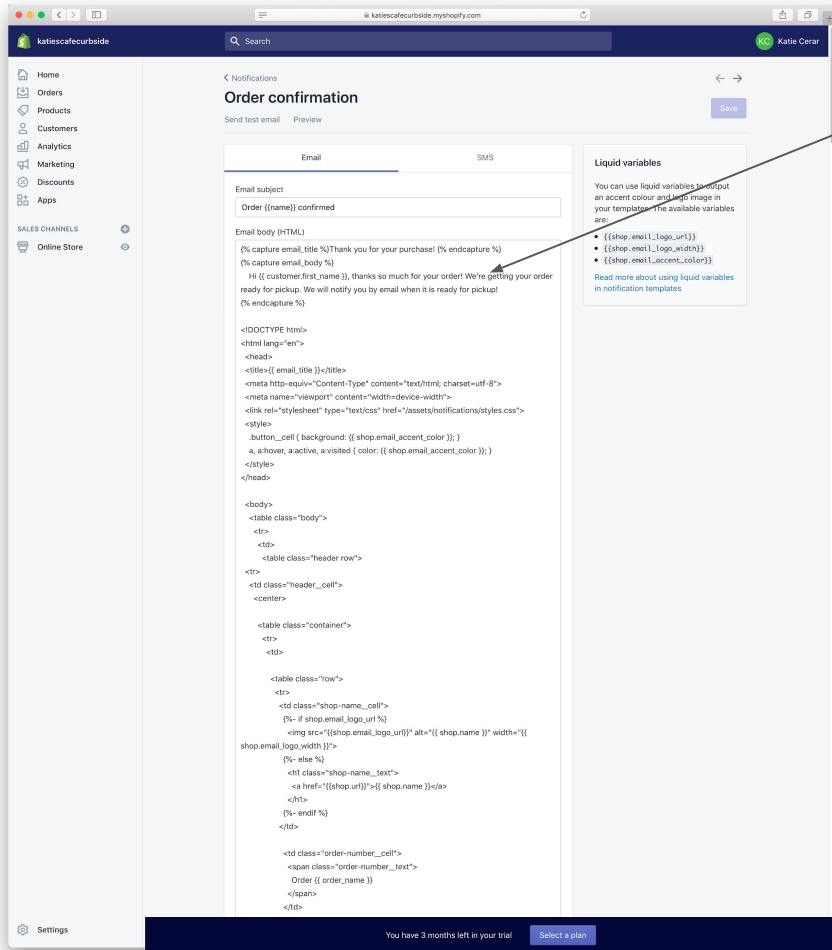
</td>
```

Settings

You have 3 months left in your trial

Select a plan

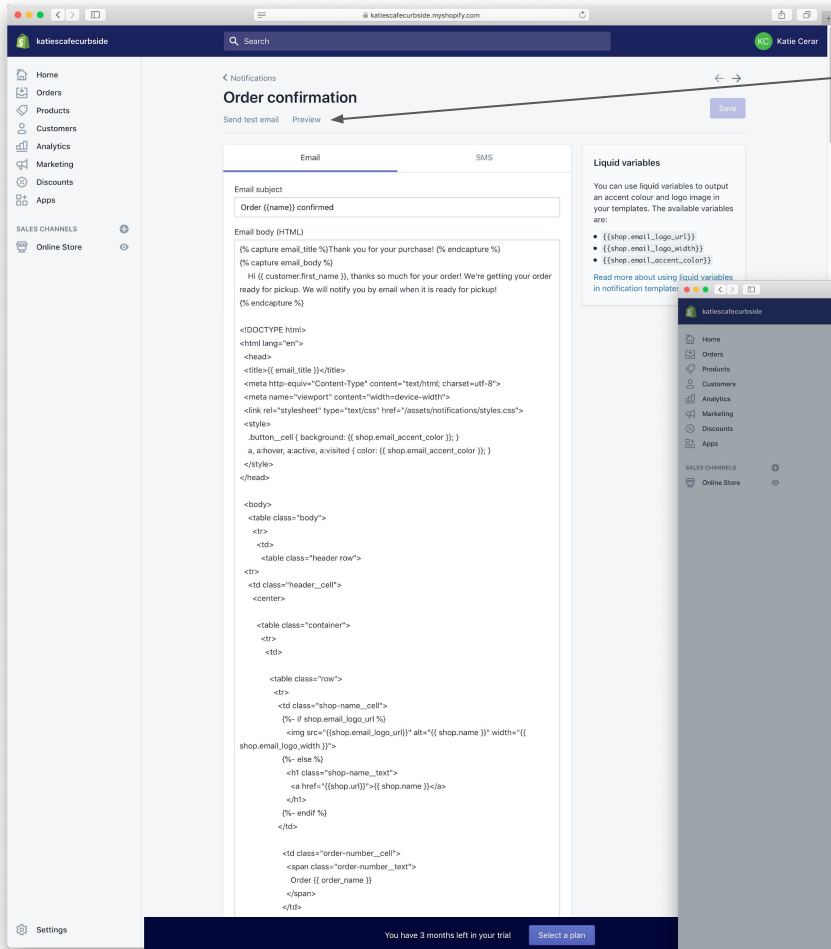
Paste the code here on the second line.



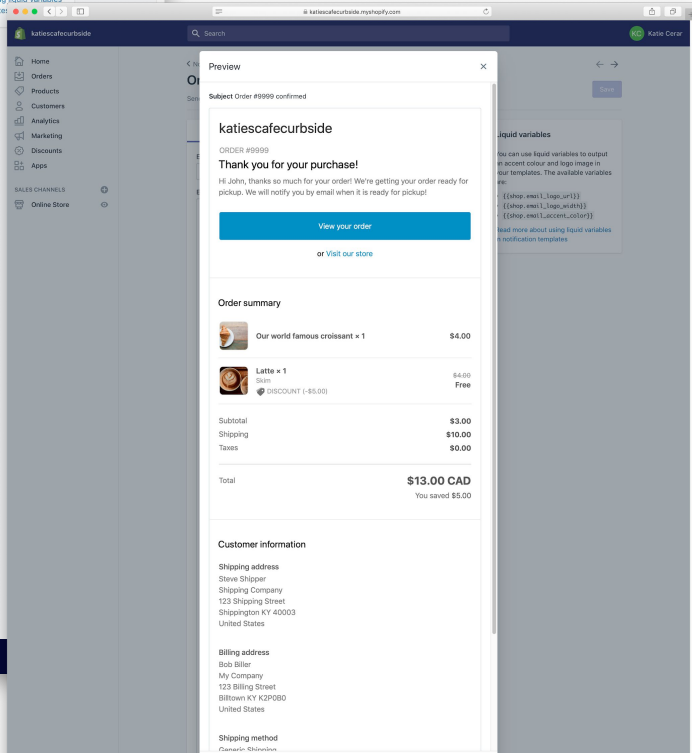
This is what you should see.

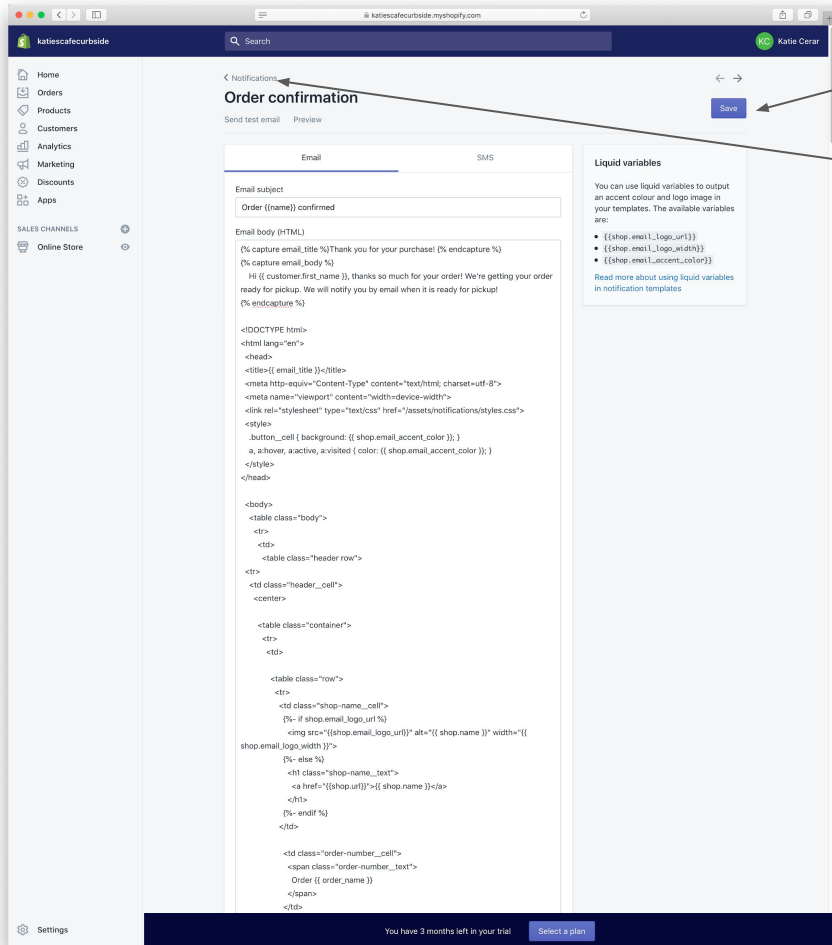
If you'd like, edit the text that says *"Hi {{customer.first_name}}, thanks so much for your order! We're getting your order ready for pickup. We will notify you by email when it is ready for pickup!"* but don't touch anything else.

That's it - you just wrote code!



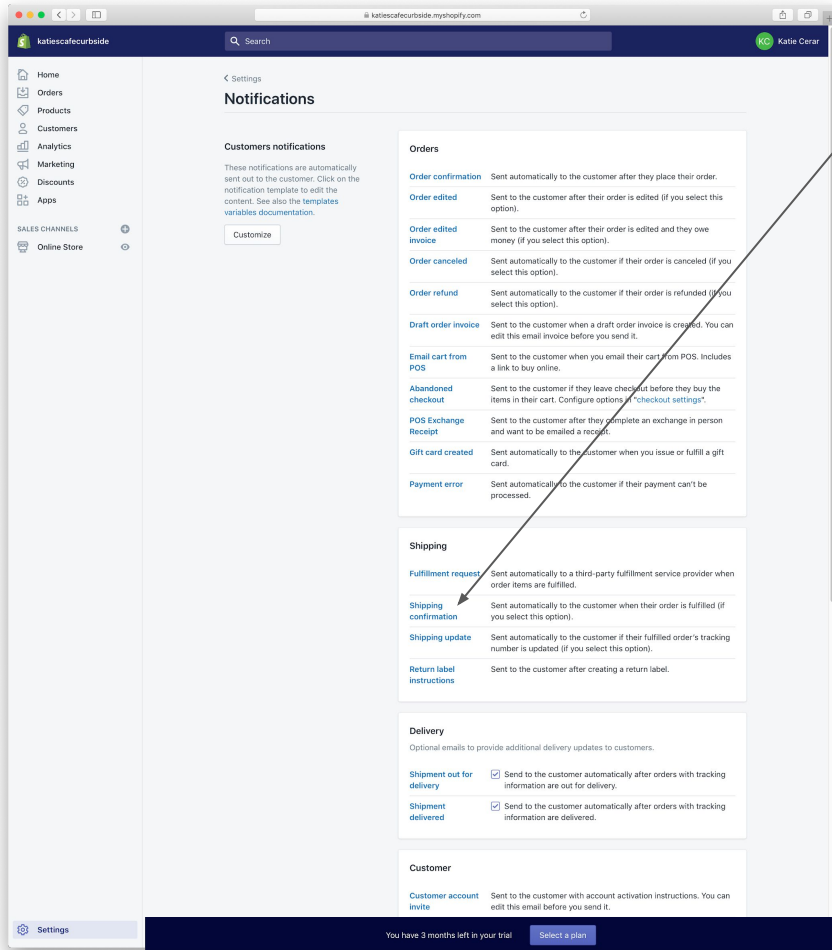
Preview it to make sure you're happy.





Save the email template

Then go back to the notifications list to edit another email template.



This is the email we'll send when the order is ready.
Let's customize it!

The screenshot shows the Shopify email editor interface. The top navigation bar includes the Shopify logo, a search bar, and the user's name 'Katie Cear'. The sidebar on the left contains navigation links for Home, Orders, Products, Customers, Analytics, Marketing, Discounts, Apps, and Sales Channels. The main editing area is titled 'Shipping confirmation' and has tabs for 'Email' and 'SMS'. The 'Email' tab is active, showing a preview of the email subject and body, and a code editor for the HTML body. The 'Liquid variables' sidebar on the right explains that liquid variables can be used to output an accent color and logo image in templates, and lists the available variables: `{{shop.email.logo.url}}`, `{{shop.email.logo.width}}`, and `{{shop.email.accent_color}}`. The code editor shows the HTML body of the email, which includes a conditional statement for fulfillment status and a button for tracking the shipment.

Home
Orders
Products
Customers
Analytics
Marketing
Discounts
Apps
SALES CHANNELS
Online Store

Notifications
Shipping confirmation
Send test email
Preview
Save

Email
SMS

Email subject
A shipment from order {{ name }} is on the way

Email body (HTML)

```
{% if fulfillment.item_count == item_count %}
{% capture email_title %}Your order is on the way{% endcapture %}
{% capture email_body %}Your order is on the way. Track your shipment to see the
delivery status.{% endcapture %}
{% else %}
{% if fulfillment.item_count > 1 %}
{% capture email_title %}The last items in your order are on the way{% endcapture %}
{% capture email_body %}The last items in your order are on the way. Track your
shipment to see the delivery status.{% endcapture %}
{% else %}
{% capture email_title %}Some items in your order are on the way{% endcapture %}
{% capture email_body %}Some items in your order are on the way. Track your
shipment to see the delivery status.{% endcapture %}
{% endif %}
{% else %}
{% if fulfillment.status == 'fulfilled' %}
{% capture email_title %}The last item in your order is on the way{% endcapture %}
{% capture email_body %}The last item in your order is on the way. Track your
shipment to see the delivery status.{% endcapture %}
{% else %}
{% capture email_title %}One item in your order is on the way{% endcapture %}
{% capture email_body %}One item in your order is on the way. Track your shipment
to see the delivery status.{% endcapture %}
{% endif %}
{% endif %}

{% capture email_emphasis %}Estimated delivery date: <strong>
{{fulfillment.estimated_delivery_at | date: "%B %d, %Y"}}</strong>{% endcapture %}

<DOCTYPE html>
<html lang="en">
<head>
<title>{{ email_title }}</title>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8">
<meta name="viewport" content="width=device-width">
<link rel="stylesheet" type="text/css" href="/assets/notifications/styles.css">
<style>
button__cell { background: {{ shop.email.accent_color }};
a, a:hover, a:active, a:visited { color: {{ shop.email.accent_color }};
</style>
</head>
<body>
<table class="body">
<tr>
<td>
<table class="header row">
<tr>
<td class="header__cell">
```

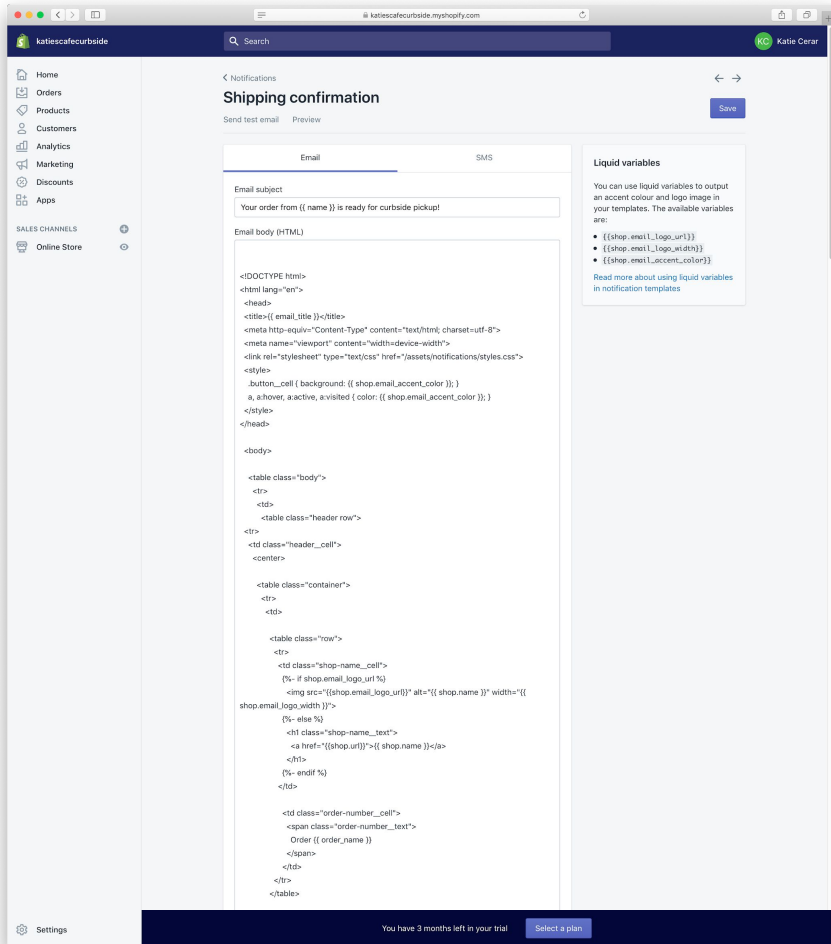
Liquid variables

You can use liquid variables to output an accent colour and logo image in your templates. The available variables are:

- `{{shop.email.logo.url}}`
- `{{shop.email.logo.width}}`
- `{{shop.email.accent_color}}`

[Read more about using liquid variables in notification templates](#)

You're going to follow the same steps with this email. Start by deleting this code from the email template.



Highlight the code below (green text) and copy it.

`{% capture email_body %}`

`Hi {{ customer.first_name }}, thanks so much for
your order! It's now ready for pickup. Please head to
our storefront and pop your trunk. We'll check your
license plate and put your order in the trunk!`

`{% endcapture %}`

Shipping confirmation

Send test email Preview

Email SMS

Email subject
Your order from {{ name }} is ready for curbside pickup!

Email body (HTML)

```
<!DOCTYPE html>
<html lang="en">
<head>
<title>{{ email_title }}</title>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8">
<meta name="viewport" content="width=device-width">
<link rel="stylesheet" type="text/css" href="/assets/notifications/styles.css">
<style>
.button_cell { background: ({{ shop_email_accent_color }});
a: hover, a: active, a: visited { color: ({{ shop_email_accent_color }}); }
</style>
</head>
<body>
<table class="body">
<tr>
<td>
<table class="header row">
<tr>
<td class="header_cell">
<center>
<table class="container">
<tr>
<td>
<table class="row">
<tr>
<td class="shop-name_cell">
{% if shop_email_logo_url %}

{% else %}
<div class="shop-name_text">
<a href="{{ shop_url }}" {{ shop_name }}</a>
</div>
{% endif %}
</td>
<td class="order-number_cell">
<div class="order-number_text">
Order ({{ order_name }})
</div>
</td>
</tr>
</table>
</td>
</tr>
</table>
```

Liquid variables

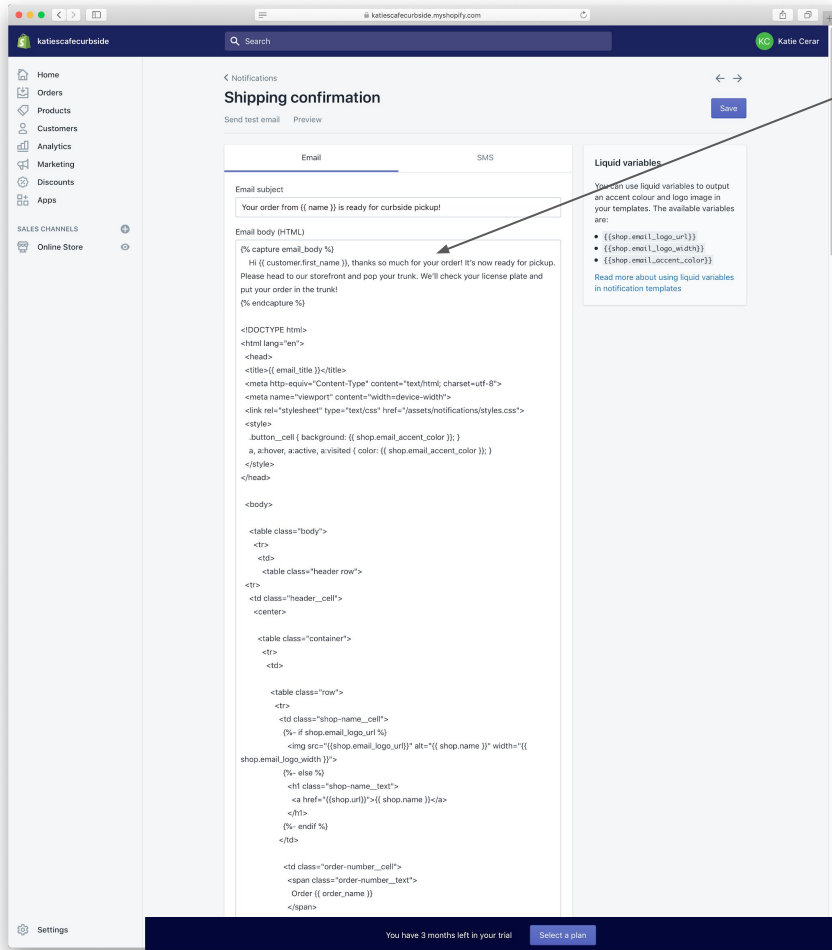
You can use liquid variables to output an accent colour and logo image in your templates. The available variables are:

- {{shop_email_logo_url}}
- {{shop_email_logo_width}}
- {{shop_email_accent_color}}

[Read more about using liquid variables in notification templates](#)

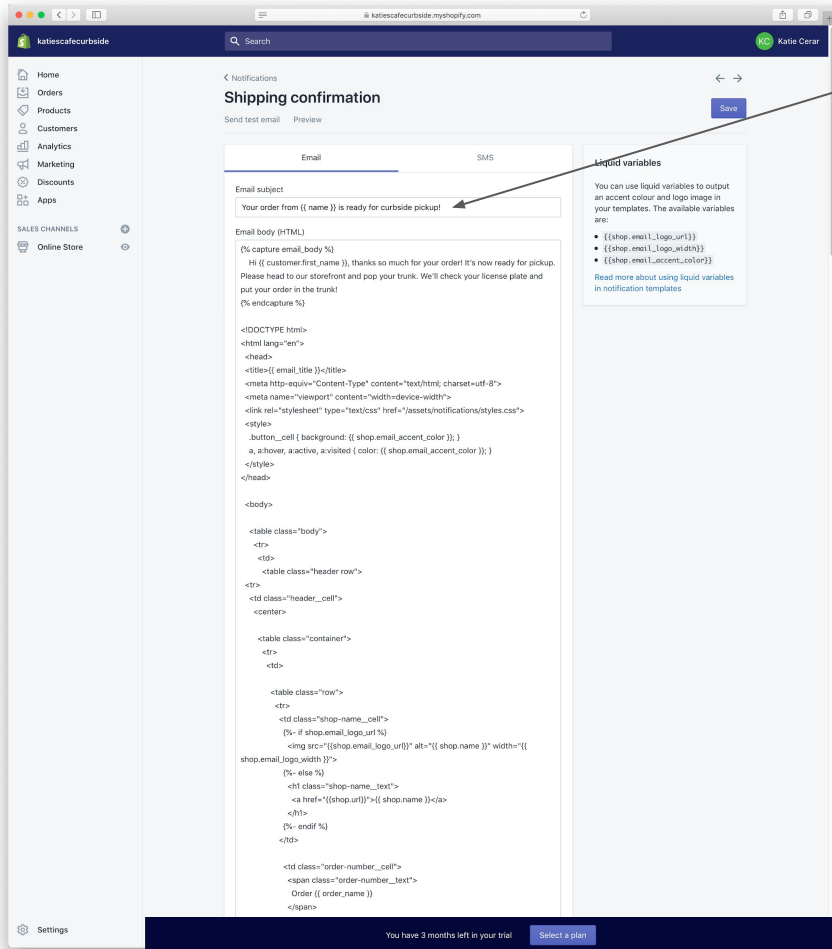
Settings You have 3 months left in your trial Select a plan

Paste the code here on the first line.



This is what you should see.

If you'd like, edit the text that says *"Hi {{ customer.first_name }}, thanks so much for your order! It's now ready for pickup. Please head to our storefront and pop your trunk. We'll check your license plate and put your order in the trunk!"* but don't touch anything else.

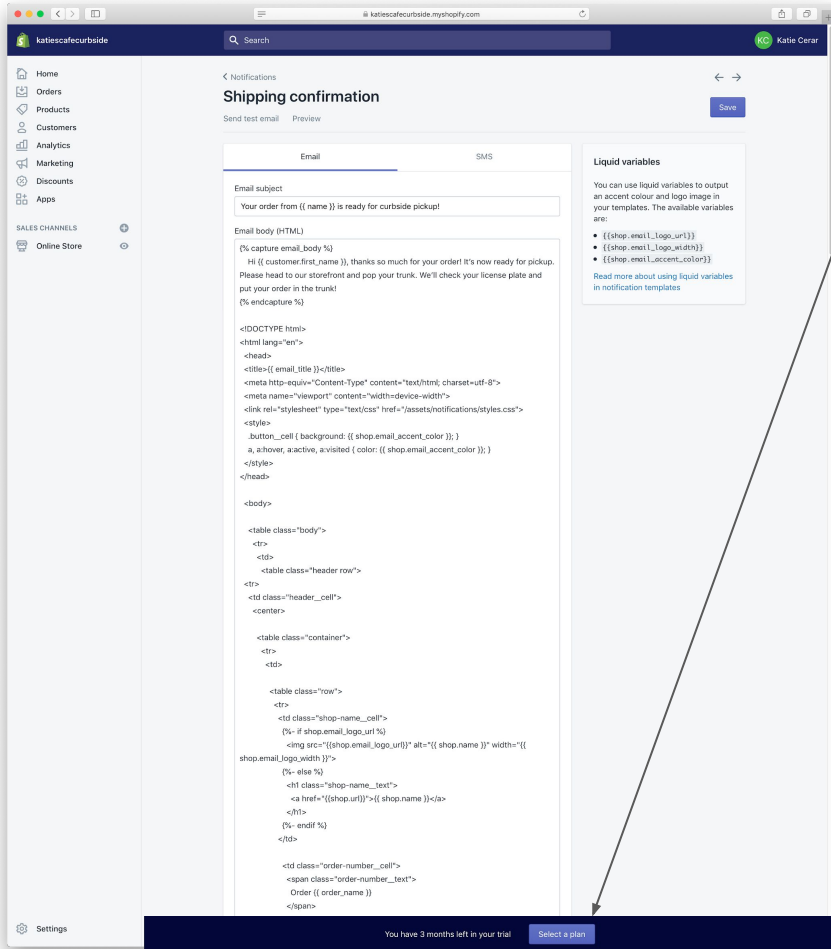


Update the subject line too :)

Preview and save.

You are now ready to launch your store!

Launch your store!



Time to choose a plan

Shopify Account

Pick a plan for your store

Pick a plan to use when your free trial ends

There is no risk—if Shopify isn't right for you, cancel before June 19 and we won't charge you.

Your plan includes: [online store](#), [Add payment](#)

Most popular

Basic Shopify	Shopify	Advanced Shopify
\$ 29 /month Choose this plan	\$ 79 /month Choose this plan	\$ 299 /month Choose this plan
Basic Shopify Start selling your products online with your secure, beautiful store, and in person at events, fairs, or markets.	Shopify Add features like gift cards, retail hardware support, and professional reports to sell online or at a retail store.	Advanced Shopify Scale your business online and in person with advanced reporting, and third-party calculated shipping rates.
Credit card rates ⓘ Domestic: 2.9% + 30¢ International: 3.5% + 30¢ In Person: 2.7% + 0¢ ⓘ	Credit card rates ⓘ Domestic: 2.7% + 30¢ International: 3.4% + 30¢ In Person: 2.6% + 0¢ ⓘ	Credit card rates ⓘ Domestic: 2.4% + 30¢ International: 3.3% + 30¢ In Person: 2.4% + 0¢ ⓘ
Staff accounts 2 ⓘ	Staff accounts 5 ⓘ	Staff accounts 15 ⓘ
Shipping discount Good ⓘ	Shipping discount Better ⓘ	Shipping discount Best ⓘ
Locations 4 ⓘ	Locations 5 ⓘ	Locations 8 ⓘ
Shopify for retail Shopify POS for markets and events	Shopify for retail Shopify POS for retail stores and pop-up shops ⓘ	Shopify for retail Shopify POS for retail stores and pop-up shops ⓘ

Remove your online store
Sell with Buy Button, on Facebook, and in person with point of sale for only \$9/month.

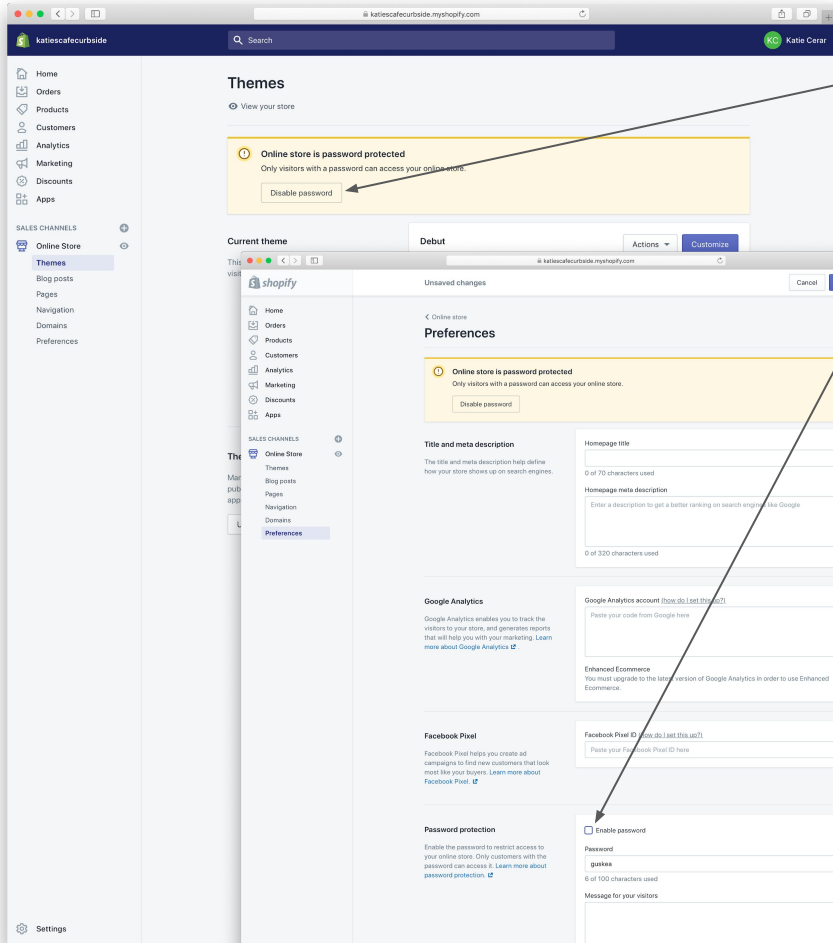
[Remove online store](#)

[Learn more about pricing on \[shopify.com\]\(#\)](#)

Settings

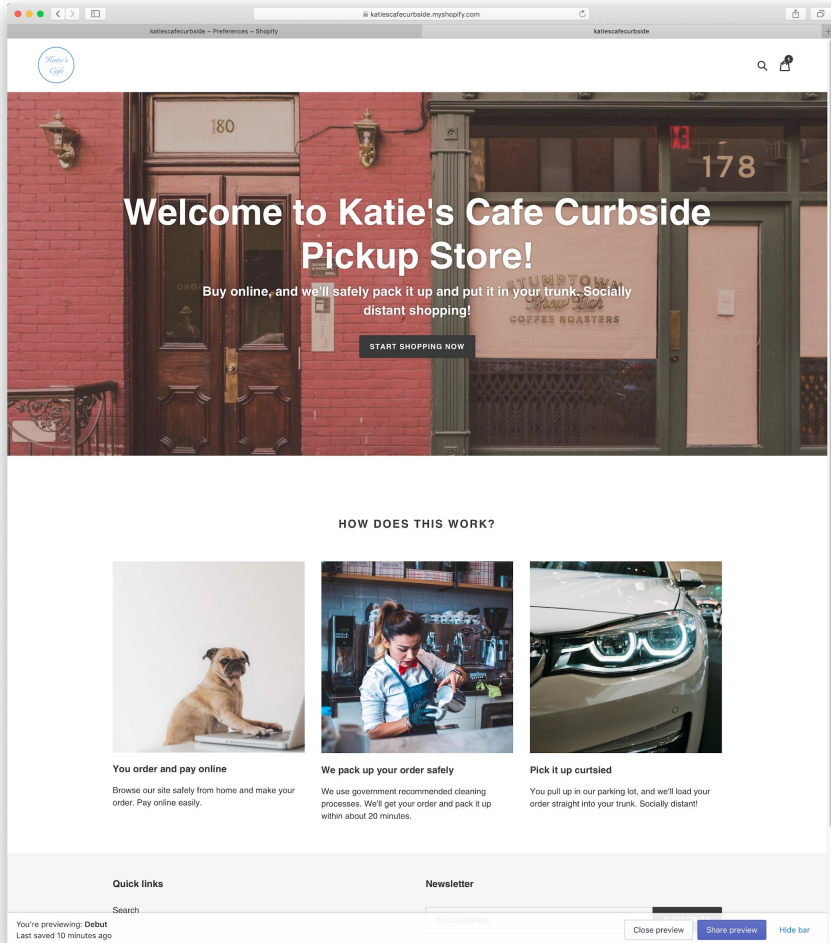
Choose the plan you want. This plan is likely all you need to start.

You'll be prompted for payment information but you won't be charged for 90 days.



Alright let's launch this! Hop back to your online store and disable the password protection on your site.

Once you hit save, your site is live!



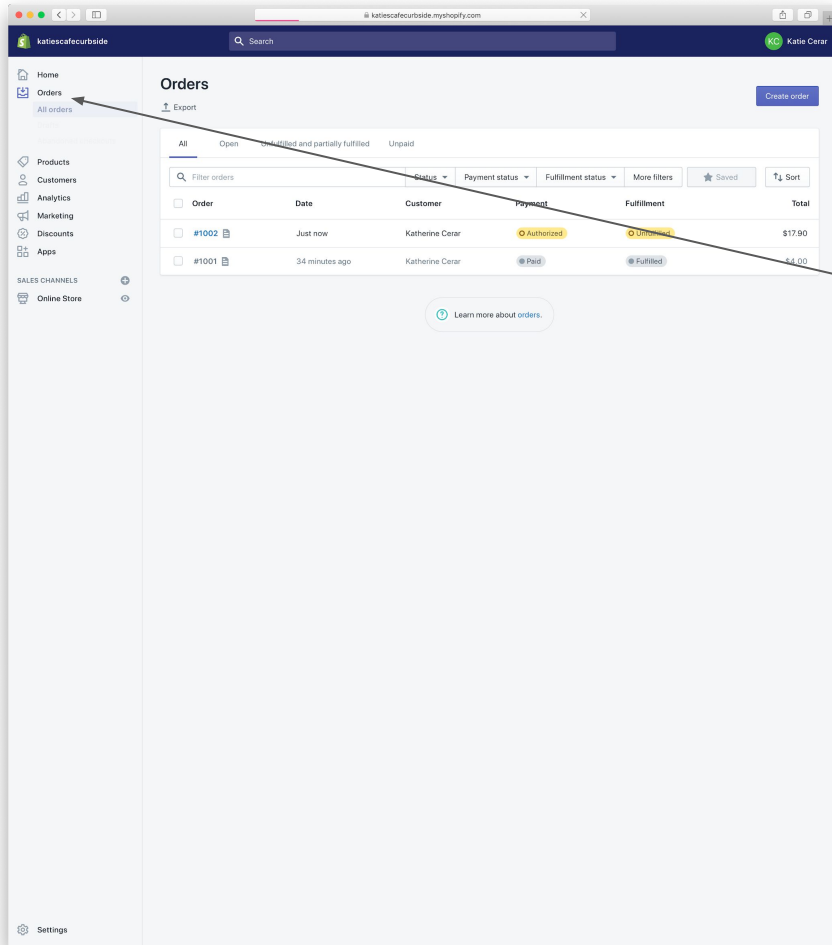
Nice site!

You can start marketing this however you want - through social media, through email, word of mouth. Be creative. Shopify has lots of great marketing features too that you can explore!

Your site URL is what you signed up with, but you can customize the domain in Shopify if you want something more fancy.

Now that you have built and launched your store, it's time to explain how you will take and fulfill orders from customers.

Taking orders



When you get an order, you'll receive an email from Shopify to the address you signed up with. You can also log back into Shopify at www.shopify.com to check your orders at anytime.

Orders will show up in the Orders section of Shopify.

katiescafeurbide.myshopify.com

Home Orders Drafts Abandoned checkouts Products Customers Analytics Marketing Discounts Apps SALES CHANNELS Online Store

Orders #1001 March 21, 2020 at 11:18 am from Online Store Payment authorized Unfulfilled

Print Restock Edit More actions

Unfulfilled (1)

Latte Skim \$4.00 x 1 \$4.00

Shipping not required

Mark as fulfilled

Payment authorized

Subtotal 1 item \$4.00

Tax \$0.00

Total \$4.00

Paid by customer \$0.00

Capture Payment

Timeline Show comments

Leave a comment... Post

Today

Order confirmation email was sent to Katherine Cerar (katie.cerar@gmail.com). 10 minutes ago

Resend email

\$4.00 CAD was authorized on the Mastercard ending in 4661 via Shop Pay. 10 minutes ago

Katherine Cerar added a note to this order at checkout. 10 minutes ago

Katherine Cerar placed this order on Online Store (checkout #12468119530653). 10 minutes ago

Notes ABC123 Blue Carrry Edit

Customer Katherine Cerar 1 order Edit

CONTACT INFORMATION No phone number Edit

SHIPPING ADDRESS No shipping address Edit

BILLING ADDRESS

Conversion summary

This is their 1st order

1st session was direct to your store

1 session over 1 day

View conversion details

Fraud analysis

LOW MEDIUM HIGH

Characteristics of this order are similar to non-fraudulent orders observed in the past.

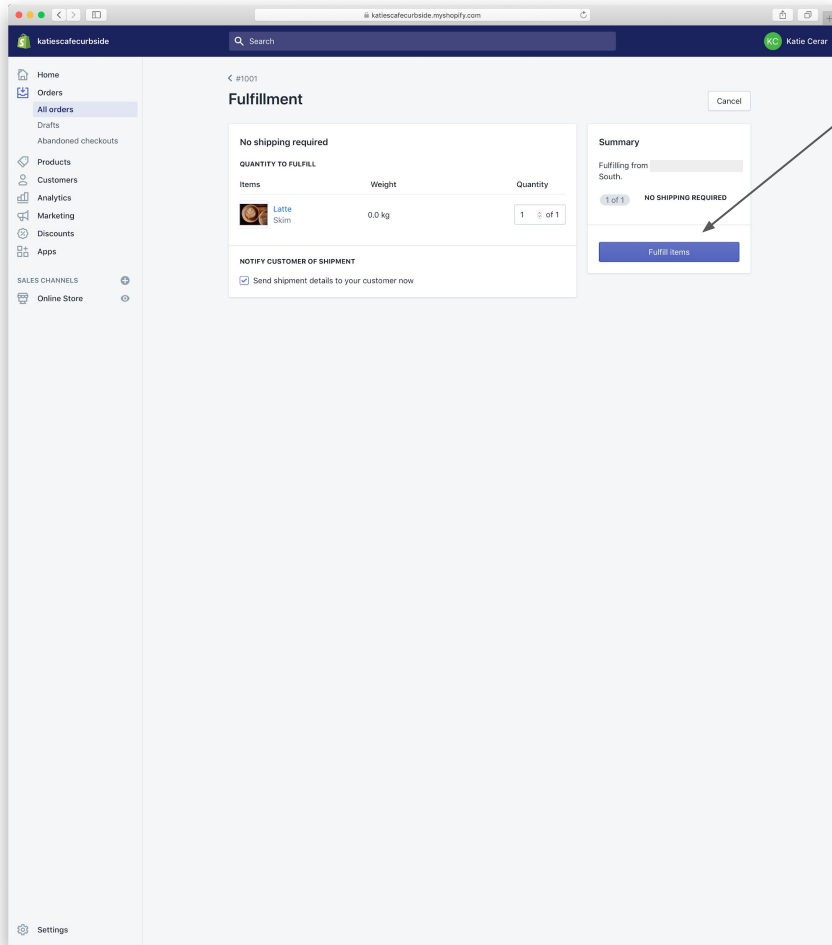
Billing address ZIP or postal code matches the credit card's registered address

View Full Analysis

Tags View all tags

Reviewed, packed, delivered

Once an order is ready for pickup, capture the payment and then “Mark as fulfilled”. This will capture payment from their card, and send the customer an email notifying them that their order is ready for pickup.



Finish the fulfillment to send the email to your customer to come pick up their order

shopify

Unsaved changes

Discard Save

Home

Orders

All orders

Drafts

Abandoned checkouts

Products

Customers

Analytics

Marketing

Discounts

Apps

SALES CHANNELS

Online Store

Fulfilled (1) #1001-F1

Latte Skim \$4.00 x 1 \$4.00

Shipping not required

More Add tracking

Paid

Subtotal 1 item \$4.00

Tax \$0.00

Total \$4.00

Paid by customer \$4.00

Timeline

Show comments

KG Leave a comment... Only you and your future staff can see comments

TODAY

- This order was archived. 27 minutes ago
- You sent a shipping confirmation email to Katherine Cerar (katie.cerar@gmail.com). 27 minutes ago
Resend email
- You fulfilled 1 item from 1805-1 Victoria Street South. 27 minutes ago
- \$3.58 CAD will be added to your next payout. 28 minutes ago
- You captured \$4.00 CAD on the Mastercard ending in 4661. 28 minutes ago
- Order confirmation email was sent to Katherine Cerar (katie.cerar@gmail.com). 39 minutes ago
Resend email
- \$4.00 CAD was authorized on the Mastercard ending in 4661 via Shop Pay. 40 minutes ago
- Katherine Cerar added a note to this order at checkout. 40 minutes ago
- Katherine Cerar placed this order on Online Store (checkout #12468119830663). 40 minutes ago

Notes

ABC123 Blue Camry

Customer

Katherine Cerar 2 orders

CONTACT INFORMATION

No phone number

SHIPPING ADDRESS

No shipping address

BILLING ADDRESS

Conversion summary

This is their 1st order

1st session was direct to your store

1 session over 1 day

View conversion details

Fraud analysis

LOW MEDIUM HIGH

Characteristics of this order are similar to non-fraudulent orders observed in the past

Billing address ZIP or postal code matches the credit card's registered address

View Full Analysis

Tags

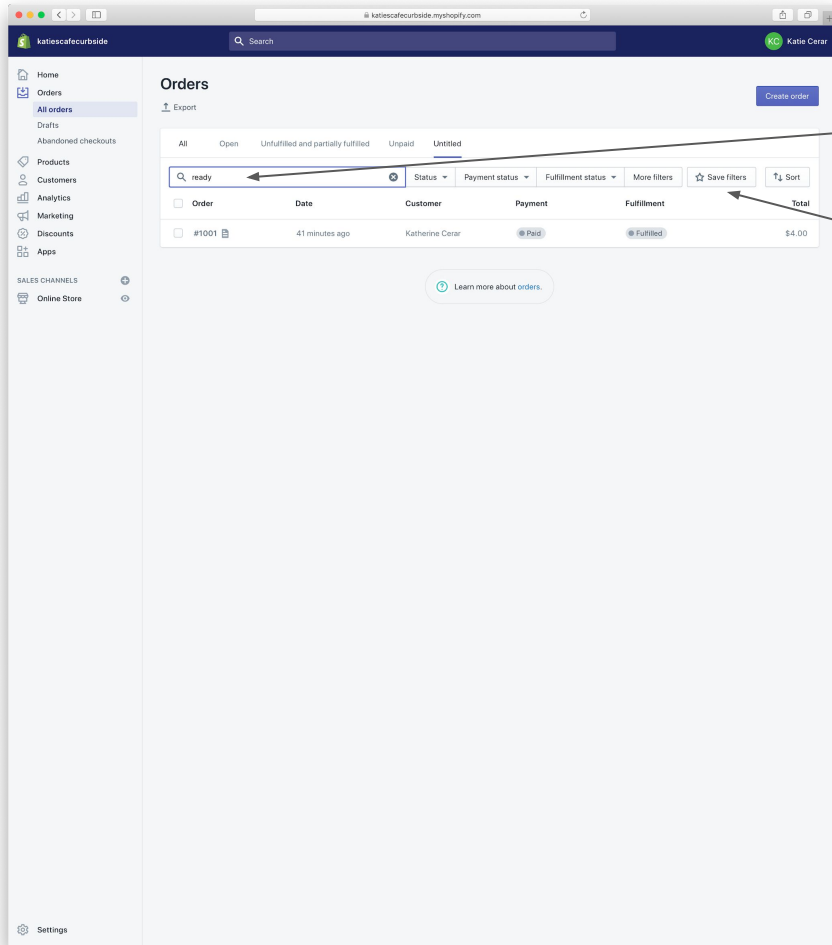
View all tags

Reviewed, paid, delivered

ready x

Save

I recommend tagging the order as “ready” so that you can find all the ready orders easily



On your orders page, now you can search for “ready” to find all the orders that are ready for pickup.

Save the filter so it’s easy to find later!

The screenshot shows the KatiesCafeCurbside app interface. The top navigation bar includes a search bar and the user's name, Katie Cerar. The left sidebar lists various sections: Home, Orders (with 'All orders' selected), Drafts, Abandoned checkouts, Products, Customers, Analytics, Marketing, Discounts, Apps, and Sales Channels (Online Store). The main content area displays details for order #1001, dated March 21, 2020, at 11:18 am from the Online Store. The order status is 'Fulfilled (1)' with a sub-status of 'Paid'. The item list shows 'Latte Skim' for \$4.00. The timeline section shows a series of events, including 'This order was archived', 'You sent a shipping confirmation email to Katherine Cerar', 'You fulfilled 1 item from 1805-1 Victoria Street South', '\$3.58 CAD will be added to your next payout', 'You captured \$4.00 CAD on the Mastercard ending in 4661', 'Order confirmation email was sent to Katherine Cerar', '\$4.00 CAD was authorized on the Mastercard ending in 4661 via Shop Pay', and 'Katherine Cerar placed this order on Online Store (checkout #12468119830663)'. On the right side, there are sections for 'Notes' (containing 'ABC123 Blue Camry'), 'Customer' (Katherine Cerar), 'CONTACT INFORMATION', 'SHIPPING ADDRESS', 'BILLING ADDRESS', 'Conversion summary', 'Fraud analysis' (showing a low risk level), and 'Tags' (containing 'Reviewed', 'checked', 'delivered', and 'ready'). Annotations with arrows point to the 'Notes' field and the 'ready' tag.

On each of the ready orders, you can find the license plate here.

Simply remove your “ready” tag once you’ve delivered to your customer’s trunk!

Follow this link to

[Make sure you are set up to get paid](#)

That's it! You are ready to go. Nice work.

If you want more advanced advice, the next slide will link to Shopify tutorials for other common considerations.

Some more ideas for your store

- [Sell gift cards](#) (now available on all Shopify plans!)
- [Add a custom domain](#) so your store has a better URL
- [Advertise and market your store online](#)
- Explore our [themes](#) and [app store](#) to make your site even better
- [Use our mobile app](#) to get orders directly to your phone
- [Add your staff members](#)
- Determine if and how you might [take returns](#) or [issue refunds](#)
- Read about [shipping using Shopify](#)
- [Consider using Shopify POS for pickup](#)

Please let me know if there are any issues with this tutorial (DM me on twitter: [@katiecerar](https://twitter.com/katiecerar))

If you like this and want to help others, consider donating to <https://www.foodbankscanada.ca/> to help the hardest hit in our community. xo