

# Upsell products in checkout

Organizers can manage **upsell products** that participants see during registration or checkout (e.g. event t-shirts, insurance, extra services). This is done in the organizer console under **Shop → Products**.

## URL (example):

`https://distantrace.com/en/console/{org_code}/shop/products/`

## 1. Products list (Upsell products)

The main view lists all products for your organization.

### Columns

Column	Description
<b>Title</b>	Product name (click to edit).
<b>Event</b>	Event the product is linked to.
<b>Kind</b>	e.g. Apply form product, Add-on product, Participant/Distance replacement.
<b>Price</b>	Single price, or <b>“min - max”</b> with currency when the product has <b>variations</b> (e.g. Early bird / Standard).
<b>Available from / till</b>	Date range when the product is available.
<b>Is published?</b>	Whether the product is visible to participants.

### Filters

- **Search** - By product title, short name, or description.
- **Event** - Limit to one event or “All events”.
- **Availability** - **Active** (available till  $\geq$  today or no end date) or **Expired** (available till  $<$  today).
- **Is published?** - Yes / No.

### Actions

- **Create product** - Opens the new product form.

- **Export XLSX** – Exports the product list. The file is generated in the background and can be downloaded from **Documents**.
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## 2. Create / Edit product

Create a new product or open an existing one from the list to edit.

### Basic fields

- **Event** – Event this product belongs to (required). Only future events shown for new products.
- **Distance** – Optional; tie the product to a specific distance.
- **Title** – Display name.
- **Help text** – Shown next to the product in the flow.
- **Short name** – Internal or short label.
- **Price** – Amount and currency (single price when you are not using variations).
- **Available from / Available till** – When the product can be purchased.
- **Is published?** – If unchecked, the product is hidden from participants.
- **Is required?** – Whether the participant must choose something (e.g. accept or pick an option).
- **Default value** – Pre-selected value: , a choice key from **Product choices**, or a product variation code.
- **Description** – Rich text (WYSIWYG) for product details.
- **Image background color** – Background colour behind the product image (optional).

### Product type (Kind)

You can choose one of:

- **Apply form product** – Shown in the apply/registration form. Can use either **Product variations** or **Product choices/stock** (not both).
- **Add-on product participant** – Add-on that is assigned per participant.
- **Add on product** – Add-on with a **Product class** (e.g. Single-choice product, Insurance, Omniva).
- **Participant Replacement** – For changing participants in the start list.
- **Distance Replacement** – For changing a participant's distance.

If you choose **Add on product**, the **Product class** field is shown and is required (e.g. Single-choice product, Insurance, Omniva).

### Product variations (Apply form product only)

For **Apply form product** you can define **variations** (e.g. “Early bird”, “Standard”) instead of using choices/stock.

- **Title** – Variation name (e.g. “Early bird”).
- **Price** – Price for this variation (amount and currency on one line).
- **Group name** – Groups variations together in the UI.
- **Published** – Whether this variation is available.

Use **Add variation** to add more rows.

You cannot use both **Product variations** and **Product choices / stock** for the same product; the form will hide one section once you start using the other, and the server will show an error if both are filled.

## Product choices / stock (Apply form product only)

For **Apply form product** you can define **choices** (e.g. sizes, options) and optional stock instead of using variations.

- **Manage stock** – Switch to show/hide **Initial stock** and **Stock left** columns.
- Table columns:
  - **Choice key** – Internal key (e.g. , , )
  - **Choice name** – Label shown to participants.
  - **Initial stock / Stock left** – Shown only when “Manage stock” is on.
  - **Disabled** – Hides that option from selection.

Use **Add choice** to add rows.

As above, you cannot combine this with **Product variations** for the same product.

## Other options

- **Main image** – Product image.
- **Add to event / Add to child events** – Whether the product is offered on the event and/or its child events.

## Saving and deleting

- **Save** – Saves the product and stays on the edit page.
- **Delete** – Only on edit; deletes the product after confirmation.

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# 3. Bought products

This view lists **purchased** products (each row is a product bought by a participant).

## Columns

Column	Description
<b>Participant</b>	Name (racer or challenger). Click to open their start list or challenge participant page.
<b>Product</b>	Product title.
<b>Variation</b>	Variation title if applicable.
<b>Cart status</b>	Order status (e.g. New, Payment received).
<b>Bought</b>	When the cart was created.
<b>Price</b>	Final price paid.

## Filters

- **Search** - By product title or participant name/email.
- **Event** - Limit to products of one event.
- **Cart status** - Filter by order status.

## Export

- **Export XLSX** - Exports the bought products list. The file is generated in the background and is available in **Documents**.

## Summary

Section	Purpose
<b>Products list</b>	View, filter, and export upsell products; create or edit a product.
<b>Create/Edit product</b>	Define product type, pricing (single price, variations, or choices/stock), availability, and content.
<b>Bought products</b>	See what was purchased, by whom, and when; filter and export.

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