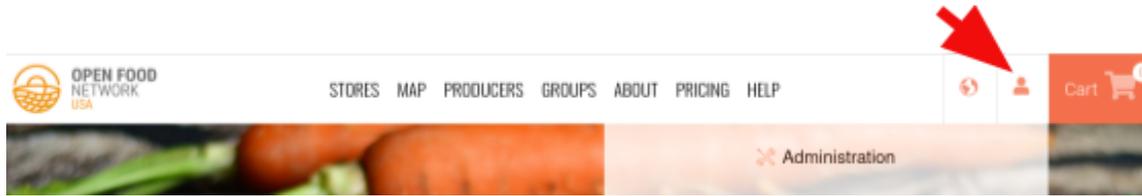This is an adapted version of the steps in the "Quick Start Guide" for people who have a profile on OFN and want to open an online shop. Here are the steps you'll need to go through to set up your own online shop:

1. Log in to openfoodnetwork.net, click on "Administration" under the person shape in the upper right corner (which will put you in what we call "the back office").



Change your "package type" to "shop": Here's the link in the User Guide for changing your package type.



You might also see a link to change your package type in the upper right area as soon as you are in the back office -- either method will work.
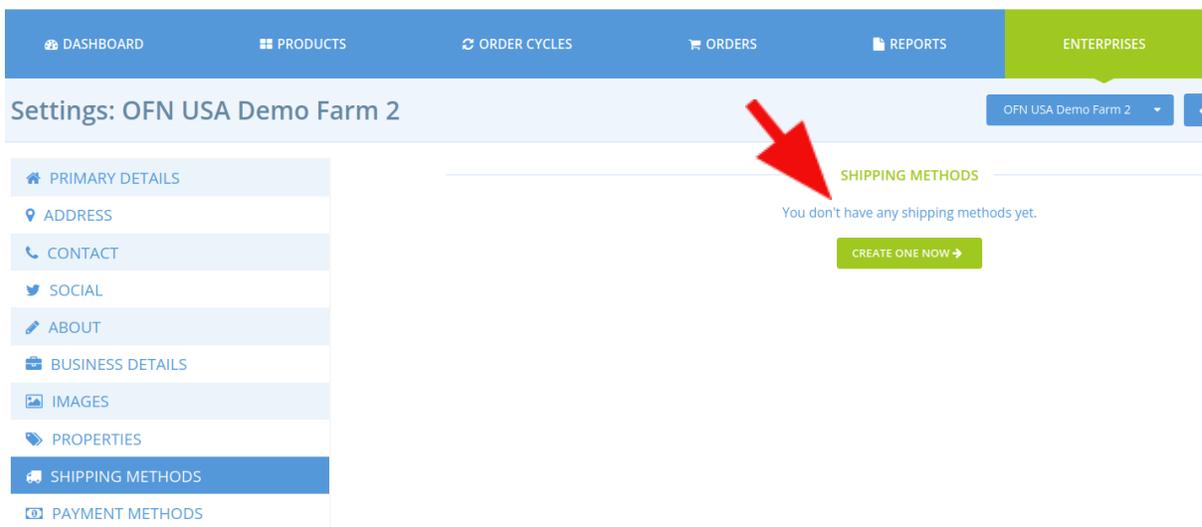
2. Double check your settings to make sure everything looks okay (since you have a shop, you'll have a chance to communicate a lot more with your customers so you can add extra information). You can also give a Hub permission to sell your products under "Enterprise Permissions". Here's an overview of Enterprise Settings.



3. Set up at least one "payment method" (a lot of people just start with cash on delivery).

4. And at least one "shipping/delivery method":



5. Add some products to your shop

6. Create an order cycle. When your order cycle is open, your shop is open!
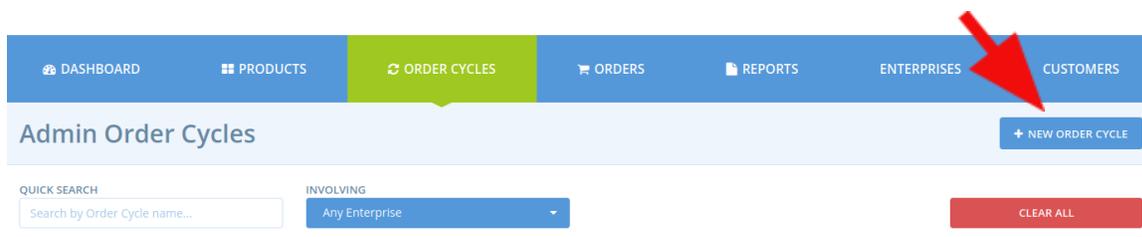


Let us know if you get hung up anywhere. We usually have an open Zoom call on Mondays at noon Eastern time, so you could drop in then or just send us an email. We'll do our best to help and if you need a call or zoom we can set that up too.