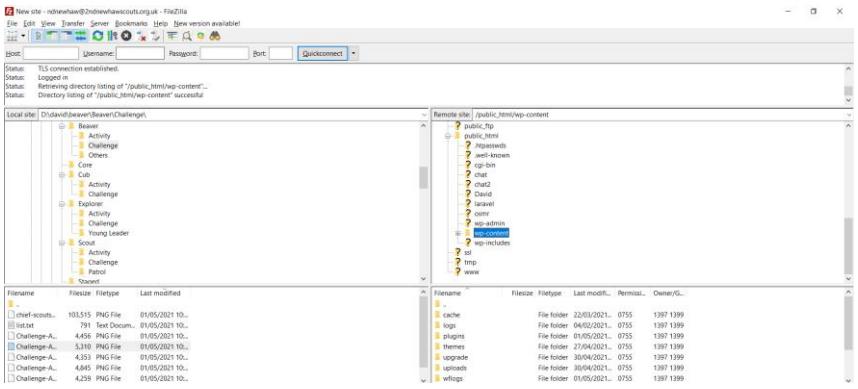
Woocommerce Quick Start for Badges

Images

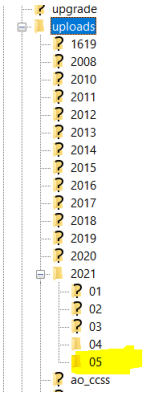
To load the badge images you need to do the following.

1. Install an FTP client on your PC – we use https://filezilla-project.org/
2. Obtain the FTP details for your wordpress server – you'll need a user ID and password
3. Test your connection by logging into your server using FileZilla – you should see the various Wordpress directories



4. Goto the folder **/wp-content/uploads/** this is where Wordpress uploads all your images

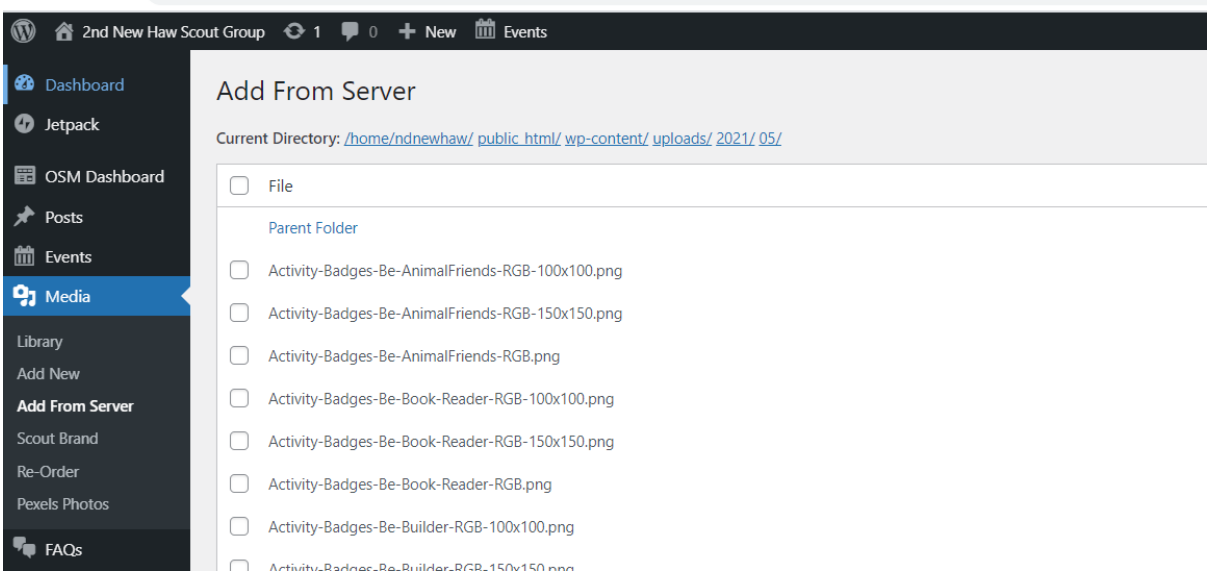
5. Find the folder for the current year and month – if one doesn't exist you can create one – we are writing this in May 2021 so our folder will be **/wp-content/uploads/2021/05**



6. Using your FTP tool copy all the images from images folder in this archive to the folder on the Wordpress folder – this may take a little while.

7. Install this plugin into Wordpress https://wordpress.org/plugins/add-from-server/ which will enable us to add the images we have uploaded into the media library.

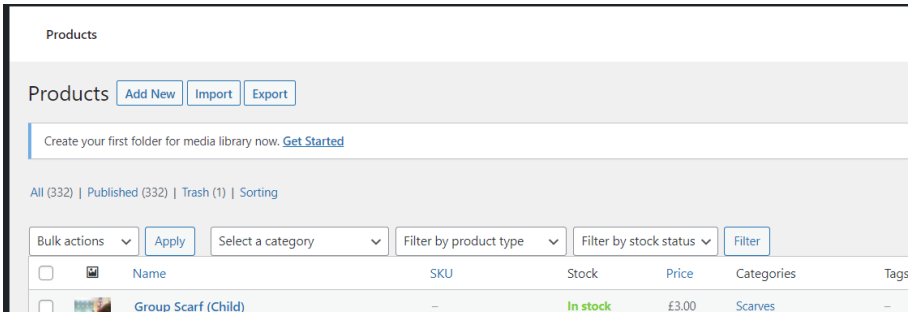
8. Open the plugin and goto the folder we have loaded all the images into – select them and press the import button which is at the bottom of the screen.



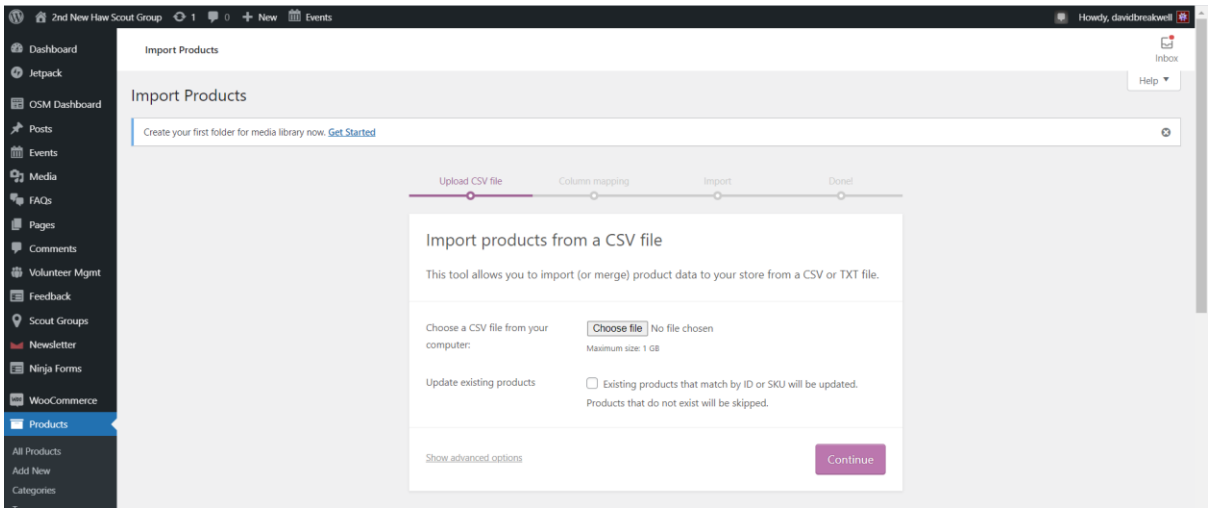
9. You may get a few errors displayed as some of the images from the brand centre have incorrect meta data – they will still be loaded so you can ignore these.

10. Load the Spreadsheet DatafromWoo.xlsx from this archive, you need to check:
    1. Prices in column Y – these are currently set to £0.90 for all items
    2. Categories in Column Z – currently everything goes into the following structure:
        a. Badges-><Section>->Challenge Awards or Activity Badges
        b. Badges->Staged for all staged badges
        c. Badges->Scouts->Patrols for Scout Patrol Badges
        d. Badges->Core for all Stripes, Membership, participation awards
        e. Badges->Explorers->DofE and Badges->Explorers->Young Leaders
    3. Once you are done save the Spreadsheet

11. Save the sheet as a CSV file using Save As
12. Goto the Products screen in WooCommerce and select Import



13. Select the CSV file you have saved from Excel and select Continue



14. The columns will be automatically mapped so just select Run the Importer to import all the badges