



# How to add products and variations in your WordPress site

1. Select “Products” from the dashboard side navigation bar.

Product Name	Price	Stock Status	Regular Price	Category	Status
Christmas Knit Jogger	944.00	In stock (1)	\$29.99	Leggings	Published
Christmas Llama Leggings Red S/M	2784.00	In stock (5)	\$17.99	Leggings	Published
Christmas Llama Leggings Black	2785.00	In stock (4)	\$17.99	Leggings	Published
Christmas Mugs	2867.00	In stock (17)	\$14.99	Home Decor	Published
Christmas Reindeer Leggings Red Hat	2640.00	In stock (2)	\$17.99	Leggings	Published
Christmas Reindeer Leggings White Snowflake	2639.00	In stock (1)	\$17.99	Leggings	Published
Christmas Sweatshirt Hot Cocoa 3X	2723.00	In stock (1)	\$37.99	Long Sleeve	Published
Christmas Sweatshirt Joyful L	2731.00	In stock (1)	\$37.99	Long Sleeve	Published

2. Choose the product that you want and select “Edit”.

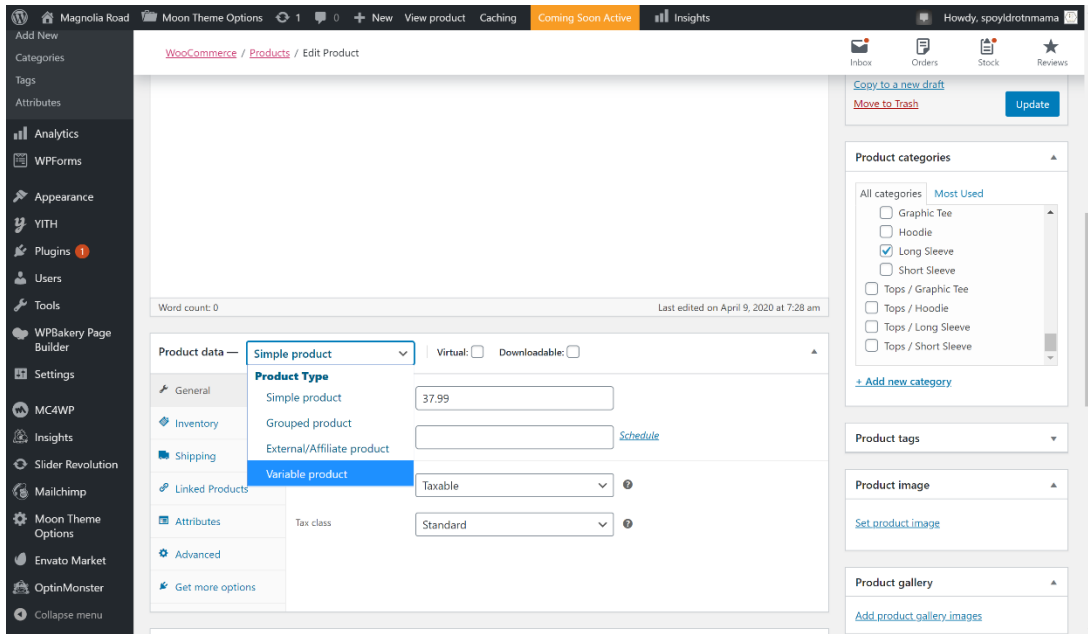
Christmas Sweatshirt Hot Cocoa

Permalink: <https://magnoliaroadonline.queenyb.com/product/christmas-sweatshirt-hot-cocoa-3x/> Edit

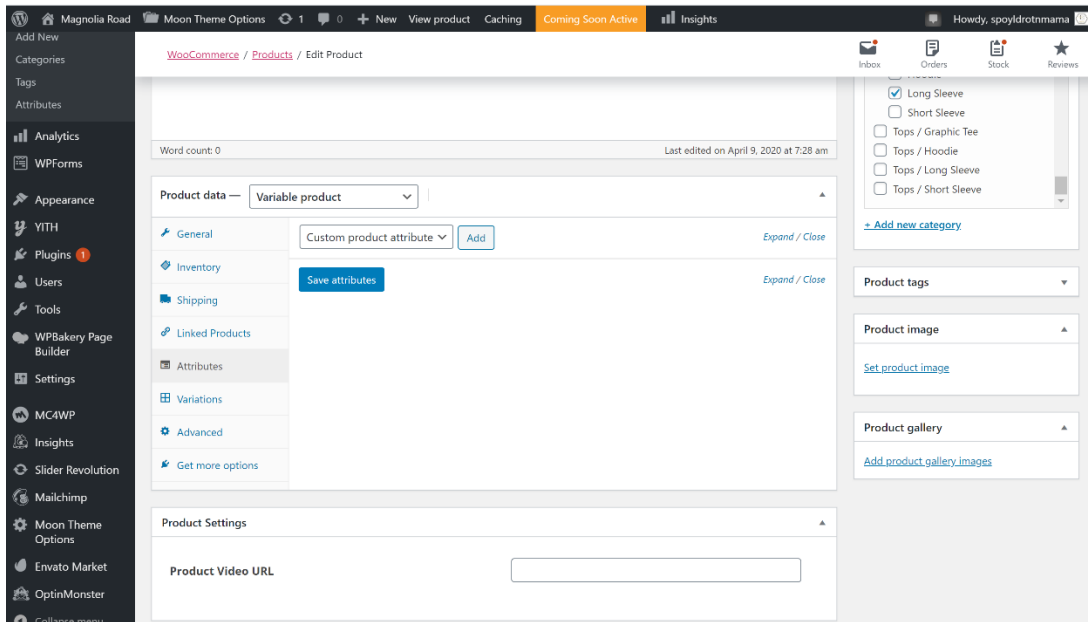
Product data: Variable product

Product categories:  Graphic Tee,  Hoodie,  Long Sleeve,  Short Sleeve,  Tops / Graphic Tee,  Tops / Hoodie,  Tops / Long Sleeve,  Tops / Short Sleeve

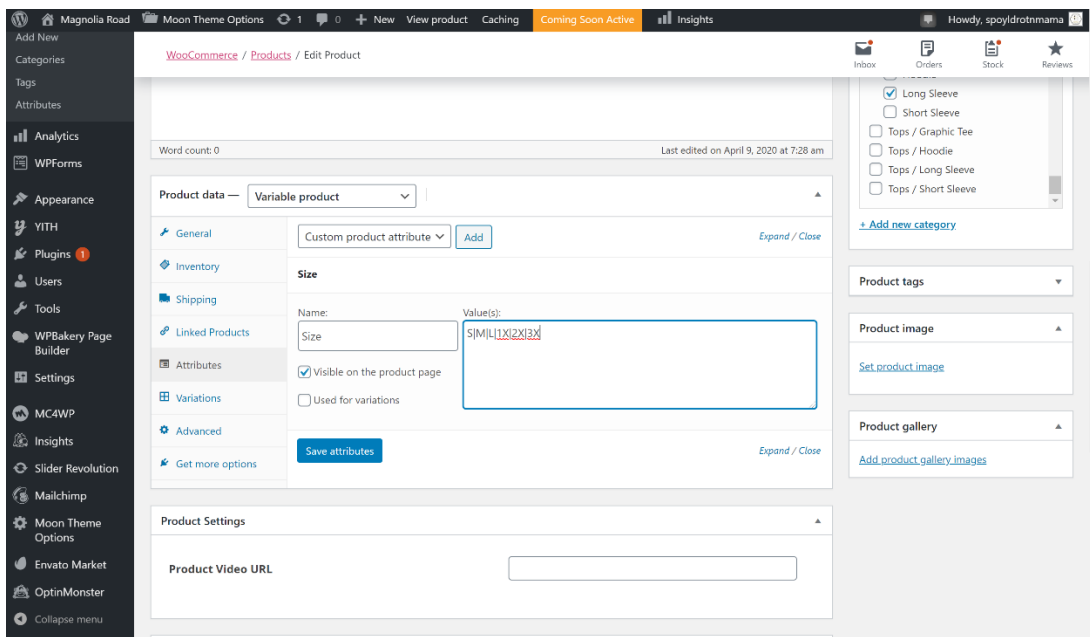
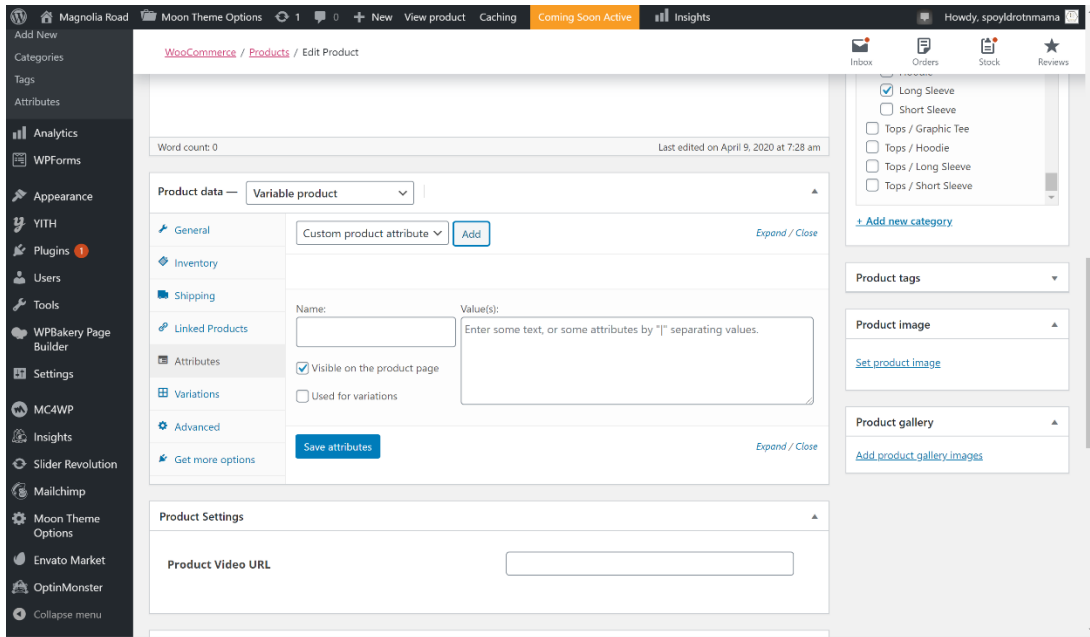
3. Add product name, check the permalink, click on the product categories, fill in the tags you wish to use, then go to the product data and select “variable product” (for a single item with no variations, leave it at “simple product”).



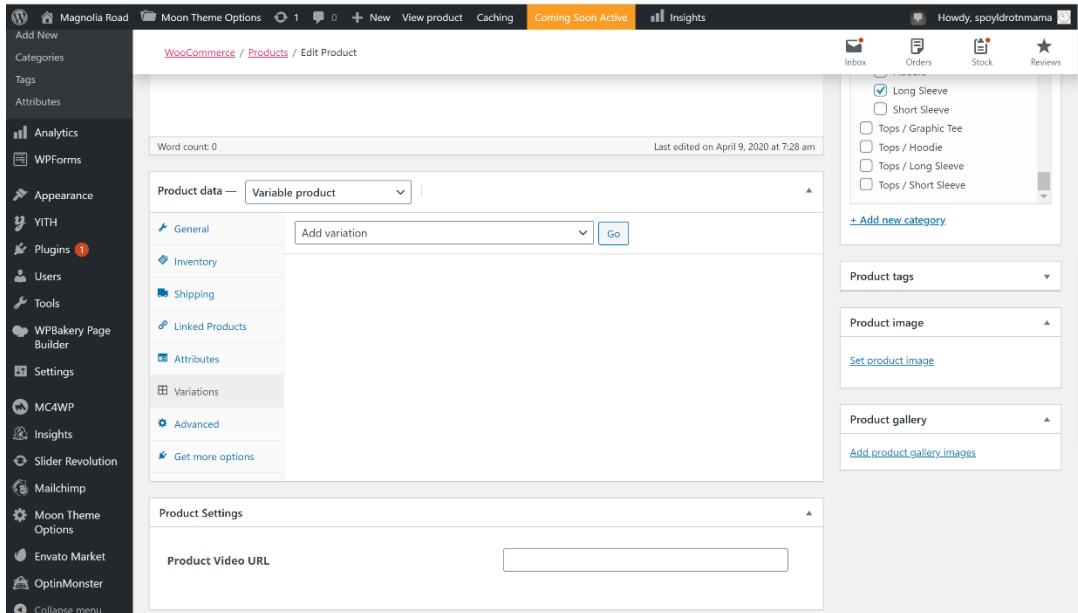
4. Select “Attributes” from the left side navigation bar. Attributes MUST be added before you try to add your variation details, or it won’t work.



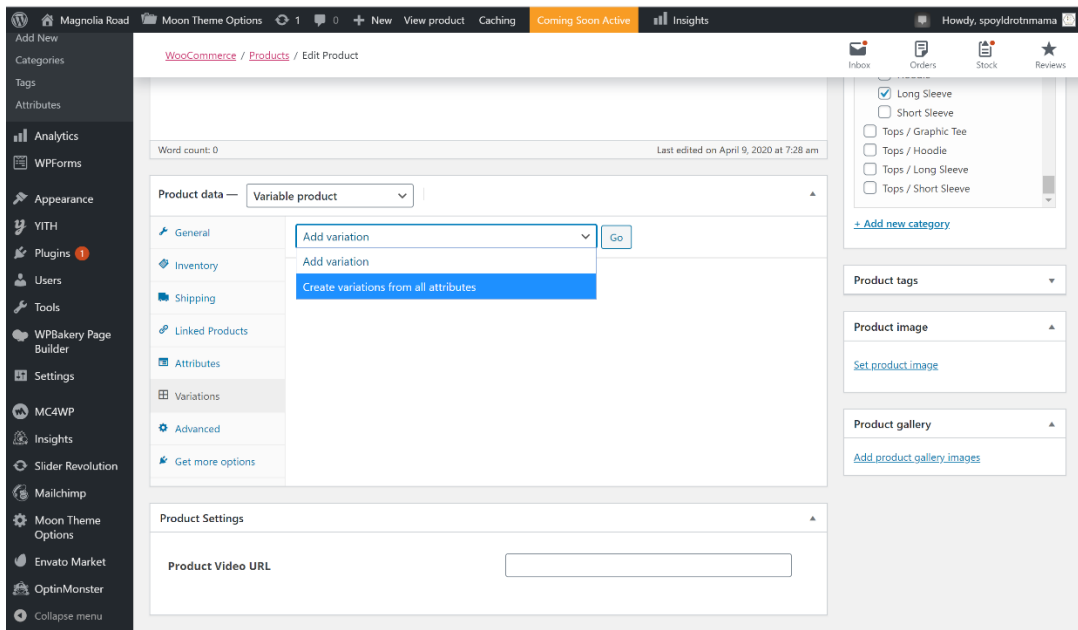
5. Click on “Add” and assign your attribute (i.e.-color, size, pattern, scent, etc.). Next, assign the choices, separated by the “|” sign. After that, click on the “Used for variations” checkbox. Then, save your attributes.



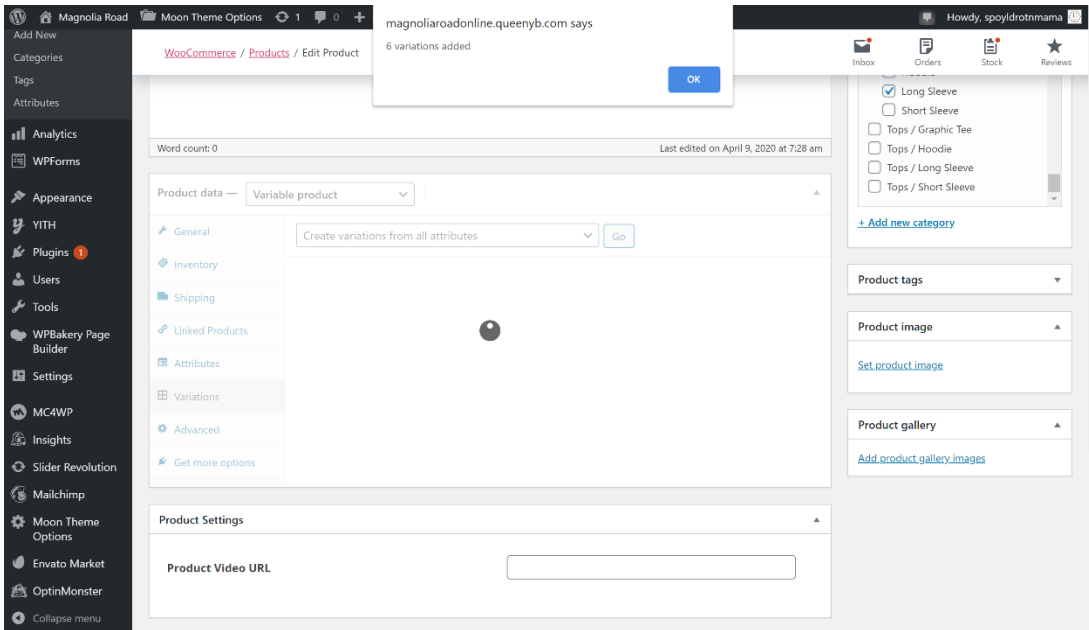
6. Click on "Variations" on the left hand navigation bar. To manually add variations one-at-a-time, leave the selection at "Add variation" and click on "Go".



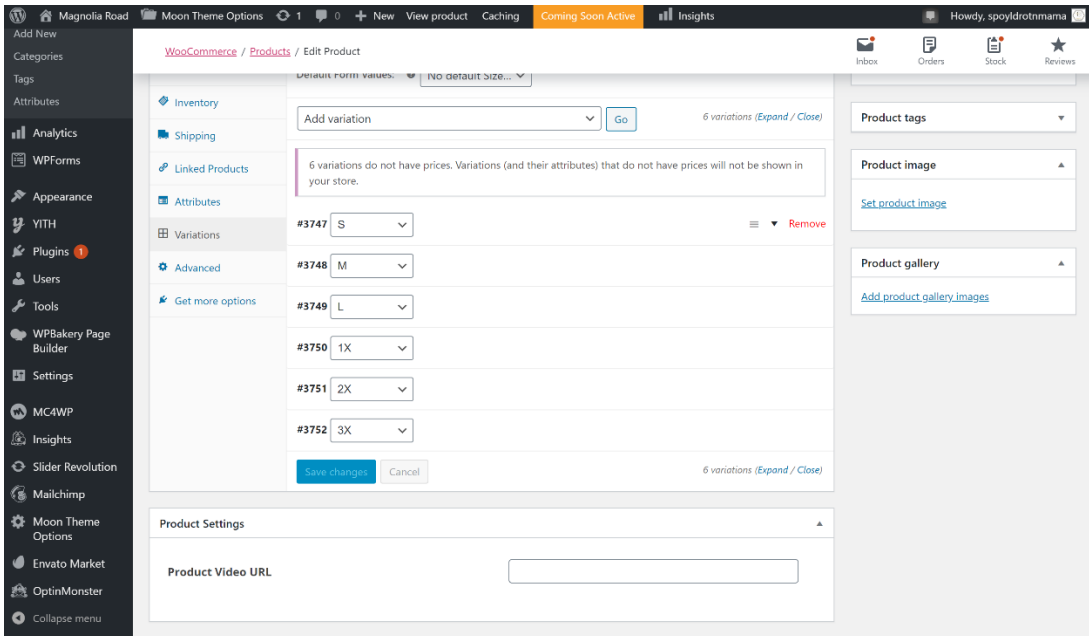
7. To add them as a group, select “Create variations from all attributes” and click “Go”.



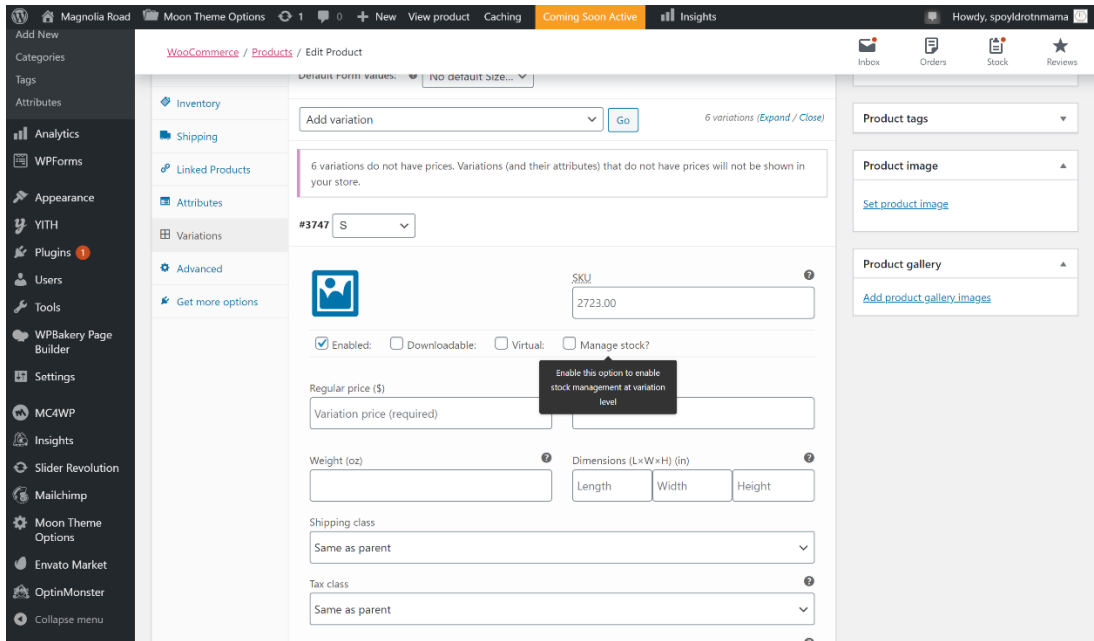
8. Accept the variations by clicking “ok”.



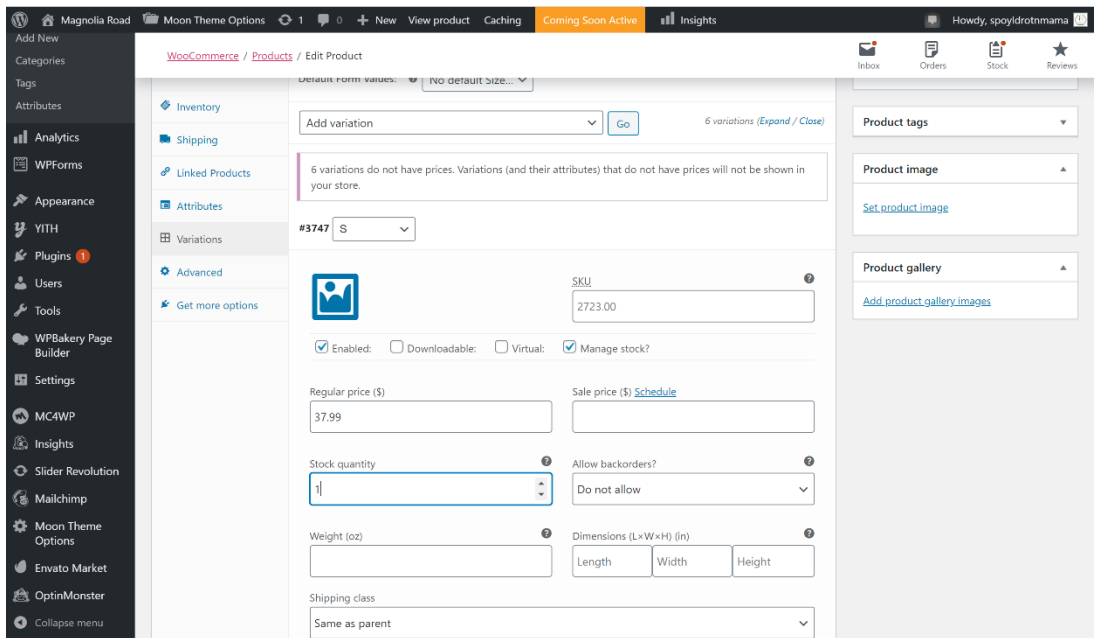
9. Click on the little arrow to the right of the variation you want to edit (next to the **Remove**). This will drop down the menu for that variation and allow you to assign changes and details.



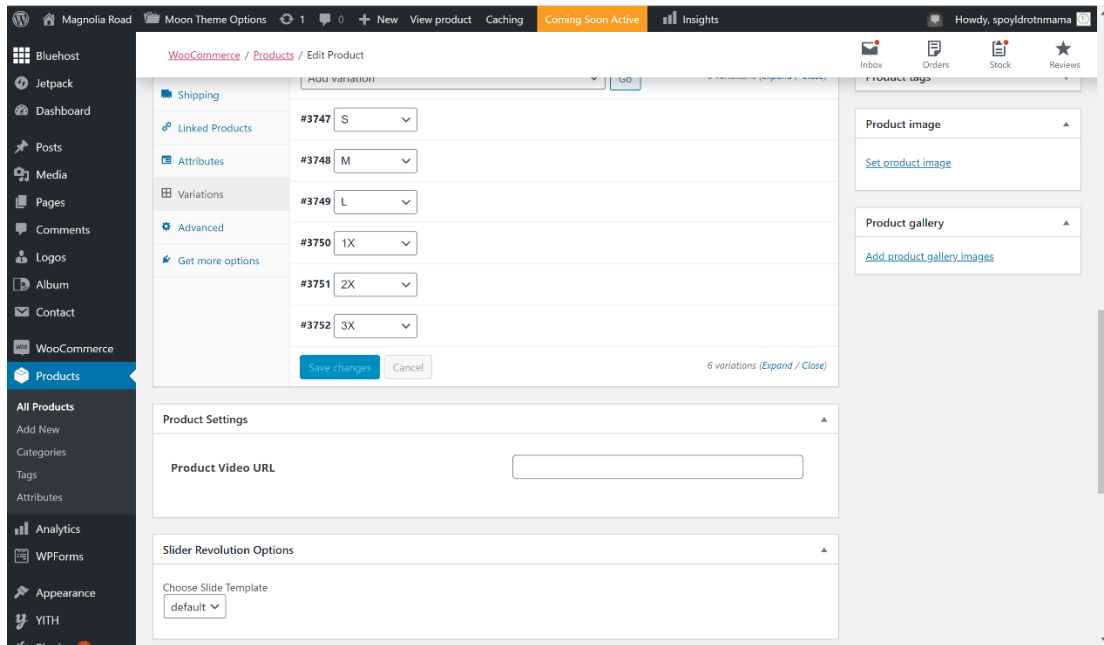
10. The first thing you will want to do it assign it a SKU number.



11. Next, you'll assign it a price and click on "Manage stock?", to assign a quantity of that type you have on hand to sell. The WooCommerce plugin will keep an inventory for you. You'll also want to select if you want to allow backorders, or not, along with any other information you want to assign. Repeat until all of the variations have details assigned to them. Variations without their own specific details will not show up in your store. Make sure you save changes at the bottom.



12. After all of the variations have been added, update your product, so you don't lose anything.



13. To add images, see the tutorial on adding images to products. This will complete the product and assign it to the store.

***\*\*Please keep in mind that all images have to have Alternative Text for accessibility, or you will be fined! Make sure to fill in that space. It's the top one on the image details.***