

Selecting a template in eCommerce



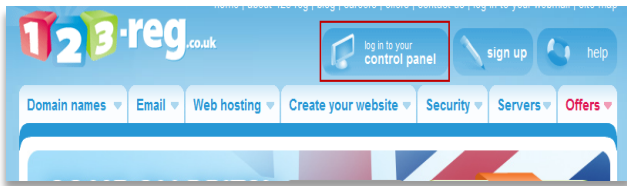
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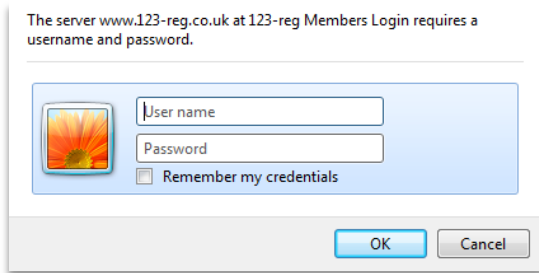
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Logging In

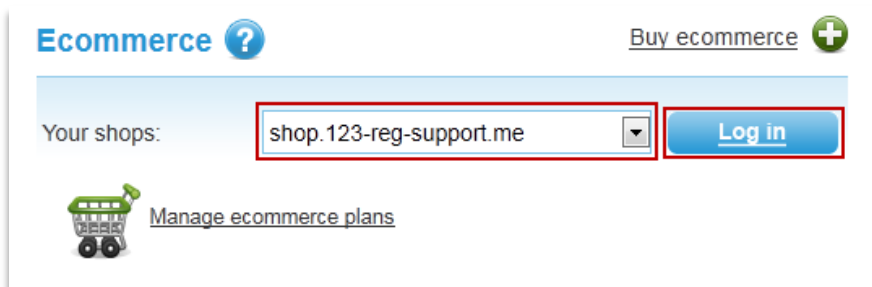
1. Log into your [123-reg control panel](#)



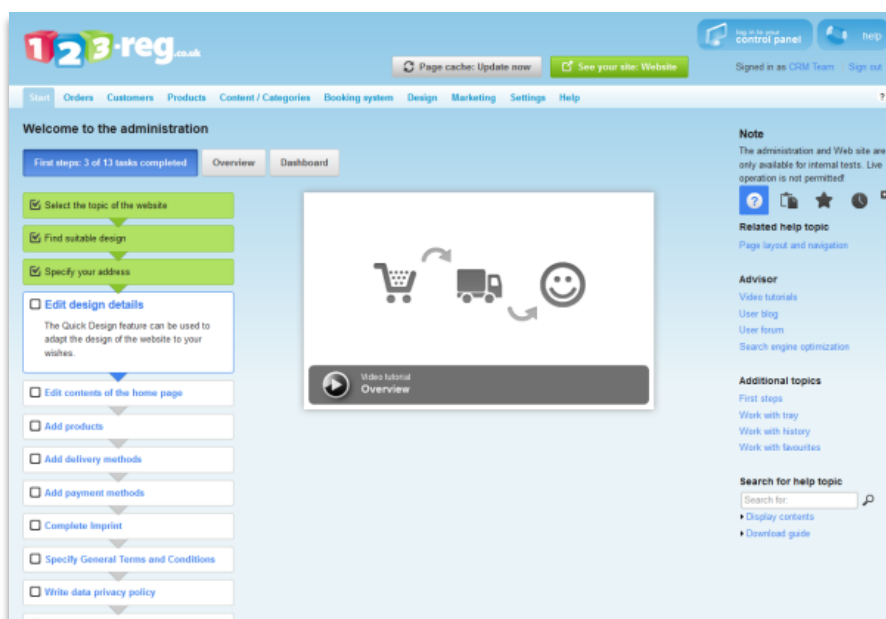
2. Enter your 123-reg username and password.



3. Scroll down to the **Ecommerce** section of your control panel, select the shop that you wish to manage from the dropdown list and click on the **Log in** button to the right.

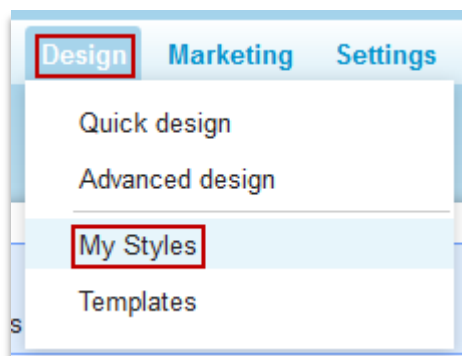


4. You will now be at the admin console.

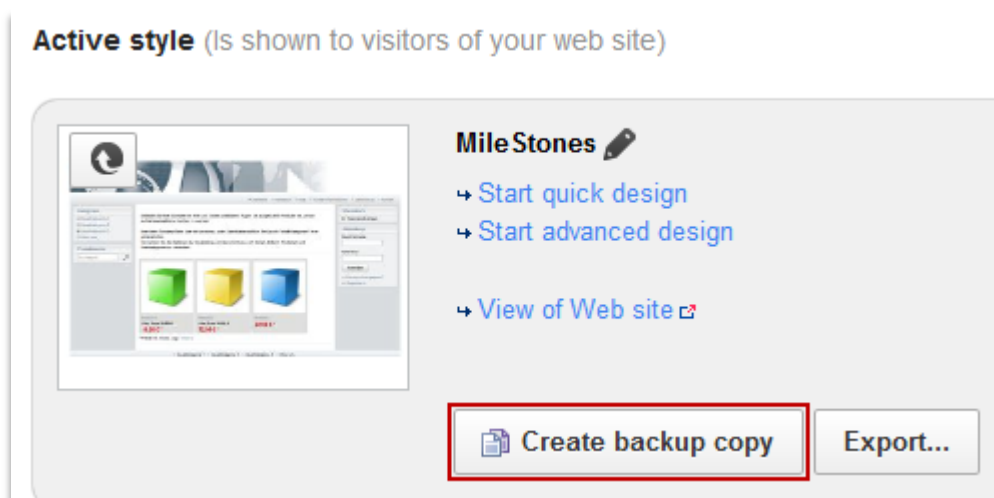


Selecting a template

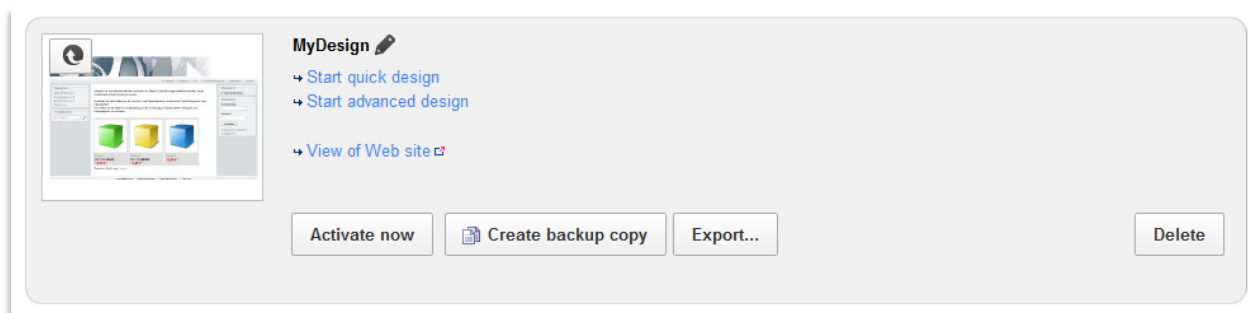
1. Before you change the template of your shop it is advisable that you create a backup of your current template, to do this select **Design** and then click on **My Styles** from the drop down list.



This will take you to the following page.



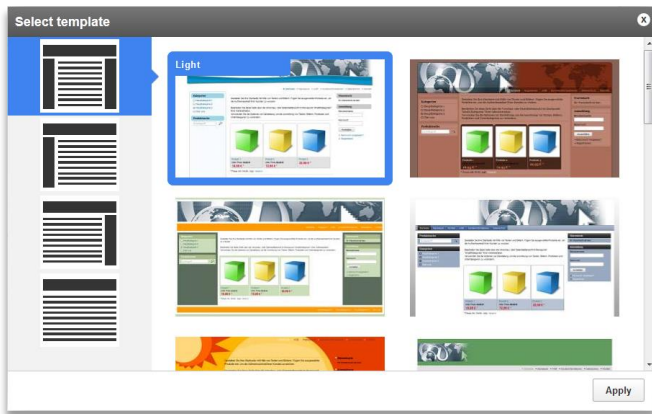
2. Click on the **Create backup copy** button and this will create a backup of your current design to restore if you wish to restore your site to it later. Your backup will show under the Additional created styles section.



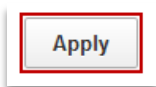
3. To add a template that you can edit without affecting your current design click the **Add new template...** link at the bottom of the page.



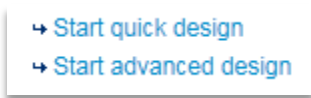
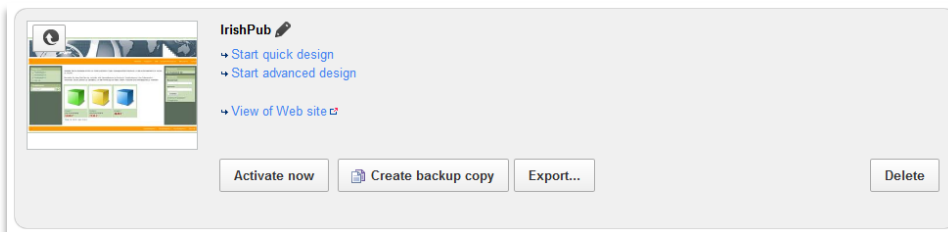
You will then see the following page.



4. When you have selected the template you wish to use press the **Apply** button to continue.

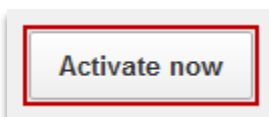


You then see your new template has been added.



If you wish to make some changes to the template you can use the **Start quick design** or **Start advanced design** options.

7. When you are ready to make the new template live for your site press the **Activate now** button.



8. Your new template is then published and made live online without you needing to perform any further actions.

Further Guides in the eCommerce series.

Includes guides on:

- Payment methods
- Delivery settings
- Products, Product Variations and Product Bundles
- Newsletters and Marketing
- The booking system

And many more....

These can be downloaded from <http://www.123-reg.co.uk/support/>