STAFF GUIDE · GRADESPACE LIFESTYLE

Running your blog and shop: a guide for your team

Everything your team needs to run the website day to day, in plain words.

Gradespace Lifestyle
for WordPress, version 0.1.0

November 2026
thegradespace.com

Contents

1. Signing in 3

2. Posts 3

3. Products 3

4. Orders and gift notes 3

5. Your mailing list 3

6. Back in stock (Pro) 4

7. Settings 4

8. Privacy 4

9. The welcome discount 4

10. Your own shop filters 4

This guide covers the website day to day: posts, products and how they link, the shop, gift orders, your mailing list, and the Pro extras. You don't need any technical knowledge. Features marked **(Pro)** need a Pro or Agency licence.

1. Signing in

- Go to your website's address followed by **/wp-admin** and sign in with your own username and password. Please don't share accounts.
- After signing in you see **Blog & shop → Today**: how many people are on your list and how many joined this week, and new messages.

2. Posts

- **Posts → Add new**: a title, your words, a featured image and one or two categories (a main one such as Recipes and a topic such as Seasonal: the top of the post shows "Recipes · Seasonal").
- **Feature this post** (in the **Blog & shop** box on the right) puts it in the slides at the top of the home page.
- The same box lists the products linked to the post; they appear under it as **Shop this post**.
- **Recipe card (Pro)**: add the Recipe card block and fill in its settings.

3. Products

- **Products → Add new** (WooCommerce): name, price, photos, stock, categories and tags. A tag such as Bestseller or New shows as a badge on the photo.
- In **General**: the **posts it appears in**, whether its story is "how I use it" or "make this with it", **why I love it**, a short **line under the name**, **care** notes, and whether it can be **gift-wrapped**.
- A free printable: tick **Virtual** and **Downloadable**, add the file and leave the price at 0.

4. Orders and gift notes

- **WooCommerce → Orders** (staff with the Orders ability see it as **Blog & shop → Orders**): orders with gift wrapping or a note have a small gift mark. Open the order to read the note under the shipping address; it's on the order email too.

5. Your mailing list

- **Blog & shop → Mailing list**: who joined and how, **Download the list**, **Add people** (only people who agreed), **Remove**.
- Your freebie and the welcome email: **Blog & shop → Settings → Newsletter**.
- **Letters (Pro)**: **Blog & shop → Letters**. Write, send a test to yourself, then send to your list. It goes out a few a minute.

6. Back in stock (Pro)

- Sold-out products ask for an email. Put the product back in stock and everyone waiting is emailed once. **Blog & shop → Back in stock** shows who is waiting for what.

7. Settings

- **Shop extras**: the announcement bar, gift wrapping and its price, the lines on product pages, price bands for the filters.
- **Media kit (Pro)**: your numbers, past work and rates for brand partners.
- **Site Settings → Design & colours**: the design and palette.

8. Privacy

- Someone asks for their data or to be forgotten: **Tools → Export Personal Data** / **Erase Personal Data** include the mailing list and back-in-stock requests.

9. The welcome discount

- **Blog & shop → Settings → Newsletter → Welcome discount**: on/off, percent off, days valid. New subscribers get their own code by email and on the thank-you message; it works once, for their email address, on a first order, and goes in at checkout. Codes are under **Marketing → Coupons**.

10. Your own shop filters

- **Shop extras → Extra filters**: one per line, "Label|tag" (e.g. "Handmade|handmade"). Add that tag to the products, and the tick appears in the shop's filters.