**Managing Terms & Conditions in moonstride**

*Customise and control the terms that appear on every document you share. With moonstride, you can set up multiple sets of Terms & Conditions—tailored by brand, season or other business criteria—so every customer sees the right information, every time.*

**Table of Contents**

1. Introduction
2. Accessing Terms & Conditions
3. Adding New Terms & Conditions
4. Editing Terms & Conditions
5. Deleting Terms & Conditions
6. Searching & Sorting Terms & Conditions
7. See Also

**1. Introduction**

In moonstride, you may need different Terms & Conditions (T&Cs) for different documents, brands, or situations—such as by Sell Channel, season, or service type. Set up and manage the exact T&Cs you require so your communications and agreements remain accurate and compliant at all times.

**2. Accessing Terms & Conditions**

**Navigation:** Go to **Widgets → Terms & Conditions** from the main navigation menu.

*Insert screenshot here of the Terms & Conditions listing screen.*

On this screen, you can:

* View all existing Terms & Conditions, including their name, related Sell Channel, and whether they're set as default.

**3. Adding New Terms & Conditions**

To add a new set of terms:

1. Click the **Add** button on the Terms & Conditions screen.
2. Complete these fields:
   * **Name:** A descriptive title for the terms (e.g., "Summer 2024 Europe", "Agency T&Cs").
   * **Description:** The full legal or commercial text of the terms being set up.
   * **Sell Channel:** Select the sell channel (brand or sub-brand) if these T&Cs only apply to a specific one.
   * **Default:** Tick this if you want these terms to be the default when choosing T&Cs elsewhere.
3. Click **Save**.

*Insert screenshot here of the Add Terms & Conditions form.*

**4. Editing Terms & Conditions**

To update the content or settings of your existing T&Cs:

* Find the relevant entry in the list and click the **Actions** gear icon.
* Select **Edit** and modify any fields as needed.
* Click **Save** to confirm your changes.

**5. Deleting Terms & Conditions**

To remove a set of T&Cs you no longer need:

* In the listing, use the **Actions** gear icon next to the terms you want to delete.
* Click **Delete**.
* Confirm your choice in the alert dialog (OK/Cancel) to complete the removal.

**6. Searching & Sorting Terms & Conditions**

* Use the search icon in the top right to find specific T&Cs by name, Sell Channel, or other information.
* To display your preferred T&Cs first, enter a sequence number in the **Sort Order** column then click **Save Sequence** (top right).
* You can control the order in which terms appear for fast, accurate selection at the point of use.

*Insert screenshot here showing the search, sort order, and save sequence options on the Terms & Conditions screen.*

**7. See Also**

* [Document Template Customisation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Setting Up Sell Channels & Brands](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking & Payment Terms Configuration](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Configuring your Terms & Conditions in moonstride gives you full flexibility, no matter how many brands, products, or scenarios you need to cover. Keep your communications professional and legally secure—simply select, add, or edit T&Cs as your business requires.