1. Go to [www.tritownskivillage.ca/admin](http://www.tritownskivillage.ca/admin)
2. Log in using credentials in the screen print below.

Graphical user interface, application, Word

Description automatically generated

1. Click on “Woocommerce” on the left hand menu and you will see a pop out menu with an “Orders” option.

Graphical user interface, application

Description automatically generated

1. Click on the “Orders” option, this will give you a list of all the orders placed on the website. You can click on the person’s name to see the order details.

A screenshot of a computer

Description automatically generated