Core Store Details Setup Checklist

Confirm the Store Foundation Before Moving Ahead

Section 4: Shopify Account & Admin Setup

Video: Configure Core Store Details

Use this checklist after completing the Core Store Details lesson.

The goal is to confirm that the basic store information is accurate before moving to later lessons involving users, payments, shipping, taxes, checkout and other advanced settings.

1 Store Identity

- ☐ Store name reviewed
- ☐ Business / owner details reviewed
- ☐ Store contact email reviewed
- ☐ Store phone number reviewed if applicable
- ☐ Customer-facing contact details make sense

Store Name: _____

Store Contact Email: _____

Store Phone: _____

2 Business / Store Address

Do not skip this section

- ☐ Business/store address added
- ☐ City entered correctly
- ☐ State entered correctly
- ☐ PIN / postal code entered correctly
- ☐ Country / region selected correctly
- ☐ Address matches the location used for store operations

For a real store, use accurate business information. For a course/demo store, sample information may be used where appropriate.

3 Store Defaults

REVIEWED	SETTING AND WHY IT MATTERS	MY VALUE (OPTIONAL)
☐	**Currency** Affects how product prices appear.	
☐	**Time Zone** Affects order time, reports and activity logs.	
☐	**Unit System** Important later for product weight and shipping.	
☐	**Order Format** Controls how order numbers are displayed.	
☐	**General store defaults**	

4 Customer Contact Method

- [ ] Customer contact method reviewed
- [ ] Email is available for order communication
- [ ] Contact method suits the store's expected customers

Email is generally important for order confirmations, customer accounts and ongoing communication. Phone-based options may vary by country or Shopify configuration.

5 Sender Email

- [ ] Sender email reviewed
- [ ] I understand which email customers may see in notifications
- [ ] I understand that a professional business email is preferable for a real store
- [ ] I understand that professional email setup can be completed separately later

Do not delay this lesson if professional email is not yet configured. Record the current sender email and continue. Professional email setup can be handled in the appropriate later step.

Current Sender Email:

_____

6 What Not to Configure Now

DO NOT COMPLETE THESE IN THIS LESSON:

- Payment gateways
- Shipping setup
- Taxes
- Detailed checkout configuration
- Notification template editing
- Markets / international selling setup
- Metafields
- Brand settings
- Professional email setup
- Domain setup

These are separate practical topics and should be completed when their lessons arrive.

7 Final Core Settings Check

- [ ] Store identity reviewed
- [ ] Store contact information reviewed
- [ ] Business/store address added
- [ ] Currency reviewed
- [ ] Time zone reviewed
- [ ] Unit system reviewed
- [ ] Order format reviewed
- [ ] Customer contact method reviewed
- [ ] Sender email reviewed
- [ ] I understand which settings are intentionally being left for later

- [ ] **CORE STORE DETAILS READY**

If the items above are complete, continue to the next lesson: **Users, Collaborators and Safe Access.**

If your Settings → General screen looks different from the video, or you are unsure which value to choose, use the Shopify Course Help & Direction Form from the resource hub.