

# Shopify SOP: How to Add Categories in Shopify

08/29/2024 1:45 pm CDT

## How to Add Categories in Shopify



**Who is this for :** This is intended for individuals who want to add categories to their Shopify accounts and associate their products with that category.



**Objective:** To provide a step-by-step process on how to add a category to your Shopify account. Adding categories in Shopify can be done by the store owner or an admin with the appropriate permissions. As the owner or admin, you have access to the admin panel where you can manage your Shopify store's settings and products.

Categories in Shopify are Collections. Your entire list of collections can be under Products > Collections.

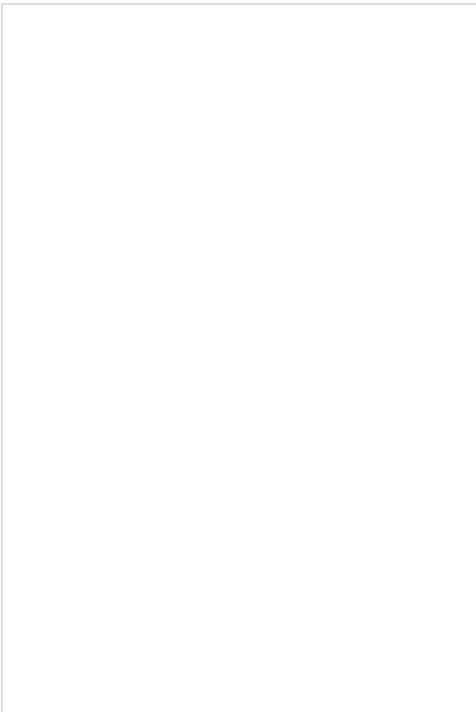
For simplicity, the category should match the collection name exactly. Example: to be in the Wine Glasses category, a product must be tagged with "Wine Glasses".

### Instructions:

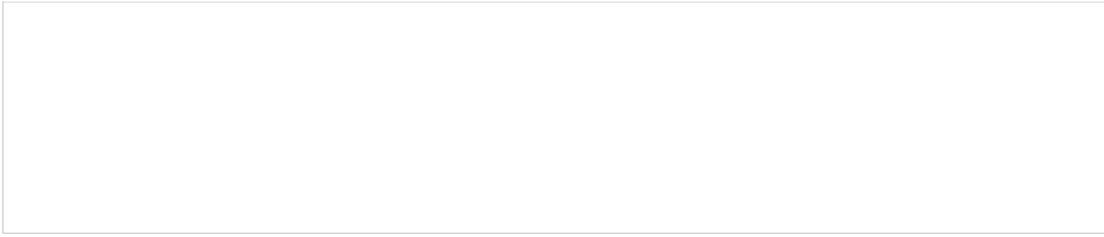
1. Access your Shopify account.



2. Under “Products” click “Collections”.



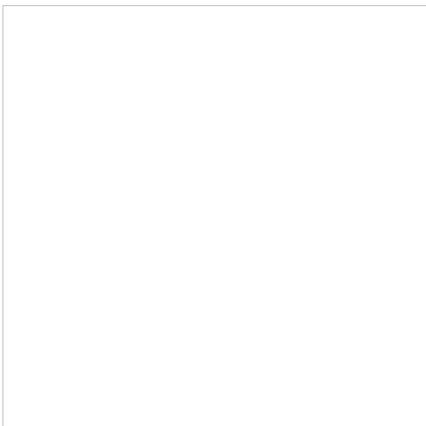
3. Click “Create collection”.

A large, empty rectangular box with a thin black border, intended for an image or screenshot.

4. Provide Title (this is going to be the category), Description (optional), Collection Type (can be Manual or Automated), and Image (optional).

A large, empty rectangular box with a thin black border, intended for a description or collection type.

5. Click "Save".

A small, empty rectangular box with a thin black border, likely representing a "Save" button.

### **To add the existing listings to the newly added category:**

1. Click Products and select all the existing listings that need to be added to the newly created category.



2. At the bottom of the page, click the three dots (...) and click "Add to collection(s)".



3. Check the box where you need to add the existing listings. Then "Save".



4. Visit the detail page to confirm if the selected collection is successfully showing in the Categories.

