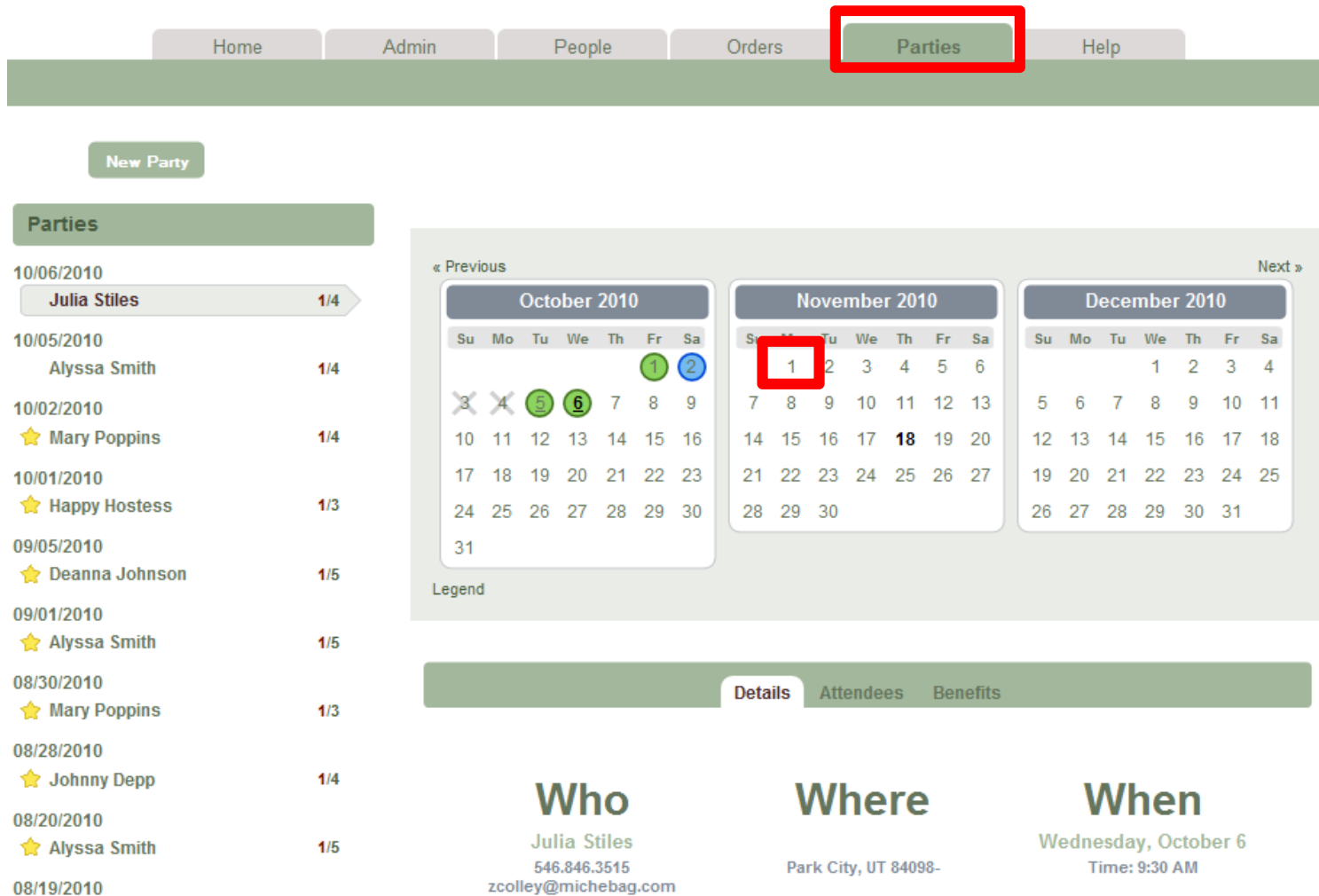


HOW TO PROCESS A PARTY – QUICK START GUIDE

1. Log into your business center.
2. Click on the 'party' tab.
3. On the calendar click on the date when the party will be held.



Home Admin People Orders **Parties** Help

New Party

Parties

10/06/2010
Julia Stiles 1/4

10/05/2010
Alyssa Smith 1/4

10/02/2010
★ Mary Poppins 1/4

10/01/2010
★ Happy Hostess 1/3

09/05/2010
★ Deanna Johnson 1/5

09/01/2010
★ Alyssa Smith 1/5

08/30/2010
★ Mary Poppins 1/3

08/28/2010
★ Johnny Depp 1/4

08/20/2010
★ Alyssa Smith 1/5

08/19/2010

« Previous Next »

October 2010 November 2010 December 2010

Su Mo Tu We Th Fr Sa

31

Legend

Details Attendees Benefits

Who
Julia Stiles
546.846.3515
zcolley@michebag.com

Where
Park City, UT 84098-

When
Wednesday, October 6
Time: 9:30 AM

1. You will now see a screen where you can enter in the hostess' contact information.
2. Make sure that you click on the 'create' option.
3. You will then enter in the hostess' contact information. You will want the passwords that you enter to be generic and the same for all users. Something like miche123.
4. Then click on 'create hostess'.
5. Once you have entered in the hostess' information you will click 'next step' to continue.

Create a new party

Step 1: Who Step 2: Where Step 3: When Overview

Search **Create** Contacts

Create New Contact

First Name

Last Name

Email

Password

Phone

Create Hostess

Hostess: Not selected

Click Next Step To Continue ↓

Cancel Create Next Step

1. You will then be prompted to input the location information for the party.
2. Make sure that when you input the address that you input a street address. Do not input a PO Box or sales tax may not be calculated correctly.
3. Once you are done click 'next step' to continue.

Create a new party

Step 1: Who Step 2: Where Step 3: When Overview

Where Details:

Location Description:

Address 1:

Address 2:

City: State: Zip:

Country:

1. You will then be prompted to input the time of the party.
2. Once you are done click 'next step' to continue.

Create a new party

Step 1: Who Step 2: Where **Step 3: When** Overview

When Details

Date: 11/01/2010

Time: 9 30 AM

Cancel Create Prev Step **Next Step**

1. You will then see a review screen; here you can either complete the process or cancel.
2. If everything is complete and accurate click on 'create party'.

Create a new party

Step 1: Who Step 2: Where Step 3: When Overview

Who
Aqua Fina

Where
,

When
11/01/2010
Time: 09:30 AM

Cancel Create **Create Party**

1. You will now see the attendees screen, here is where you can add the guests of the party. If you do not see the 'add attendees' button you may need to scroll your screen down.
2. Click on the 'add attendees' button to add the guests that you and your hostess have come up with.

09/05/2010
★ Deanna Johnson 1/5

09/01/2010
★ Alyssa Smith 1/5

08/30/2010
★ Mary Poppins 1/3

08/28/2010
★ Johnny Depp 1/4

08/20/2010
★ Alyssa Smith 1/5

08/19/2010
★ Sean William 1/4

08/08/2010
★ Alyssa Smith 1/3

07/25/2010
★ Alyssa Smith 1/3

07/21/2010
★ Kate Williams 1/5

07/02/2010
★ Alyssa Smith 3/4

07/01/2010
★ Suzy Que 0/0

Legend

Details
Attendees
Benefits

Name	Status	Phone	Retail
Aqua Fina	RSVP'd	801.898.4987	

Process Party

Email Attendees

Add Attendees

1. You will then be prompted to input the guests information.
2. You will have the choice to input the guests email address, or you can use the drop down and input your email address or the hostess' email address. We recommend that if you don't have the guests email address that you input your address not the hostess'.
3. Once you have input a guest, click on the 'create and add to list' button.
4. You will continue to add guests until you have entered all of them in and then you will click on 'save list'.

Add Attendees

Search **Create** Contacts

Create New Contact

First Name **Last Name** **Phone**

Email
New Email

Username **Password**

Create and Add to List

Name	Status	Email	Phone
Aqua Fina	RSVP'd	aquafina@yahoo.com	801.898.4987

Save List


1. Once you have added your guests you will see them under the attendees tab.
2. You will have the option to email the attendees if you would like using the 'email attendees' button.
3. Once you are ready to process the customers orders you will click on the 'box' icon.

★ Deanna Johnson 1/5
 09/01/2010
 ★ Alyssa Smith 1/5
 08/30/2010
 ★ Mary Poppins 1/3
 08/28/2010
 ★ Johnny Depp 1/4
 08/20/2010
 ★ Alyssa Smith 1/5
 08/19/2010
 ★ Sean William 1/4
 08/08/2010
 ★ Alyssa Smith 1/3
 07/25/2010
 ★ Alyssa Smith 1/3
 07/21/2010
 ★ Kate Williams 1/5
 07/02/2010
 ★ Alyssa Smith 3/4
 07/01/2010
 ★ Suzy Que 0/0

Details Attendees Benefits			
Name	Status	Phone	Retail
Aqua Fina	RSVP'd	801.898.4987	
Peanut Butter	No Response	546.546.5465	
Acy Vanderbilt	No Response	543.516.5151	
Lanea Rogers	No Response	213.515.1354	

Process Party **Email Attendees** Add Attendees

1. Once you click on the box icon you will be asked to input a password; this is YOUR password that you use to access your business center.
2. You will then be redirected to the front end of your site to 'purchase product'. Add your items to the cart, then you will click on either 'cart' or 'checkout'.
3. Continue to input information and apply the bundle discounts as needed.
4. Make sure that when you are inputting the shipping address that you put in the correct shipping address based on your sales tax laws.



[Contact Us](#)

Cart (5)
Welcome, Lanea Rogers [My Account](#) [Logout](#)

[How it Works](#)
[Host a Show](#)
[Purchase Product](#)
[Opportunities](#)


Purchase Product

- [BASES](#)
- [Classic](#)
- [Big Bag](#)
- [Mini](#)
- [SHELLS](#)
- [Mini](#)
- [Premium](#)
- [Big Bag](#)
- [Standard](#)
- [Premium](#)
- [Luxe](#)
- [Classic](#)
- [Standard](#)
- [Premium](#)
- [Luxe](#)
- [ACCESSORIES](#)
- [HANDLES](#)

3 Shell Bundle - 3 Classic Standard Shells \$54.95
 Additional \$5.00 for each Premium Shell substitution and \$10.00 for each Luxe Shell substitution.

6 Shell Bundle - 6 Classic Standard Shells \$99.95
 Additional \$5.00 for each Premium Shell substitution and \$10.00 for each Luxe Shell substitution.


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Black Classic Miche

Retail: \$29.95


Qty:



Brown Classic Miche

Retail: \$29.95


Qty:



Cream Classic Miche

Retail: \$29.95

Qty:

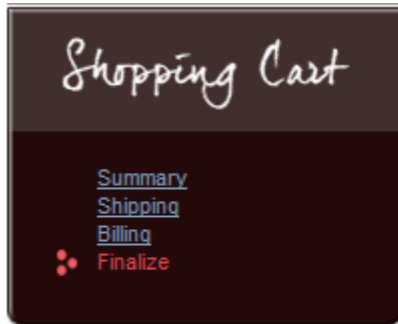


Big Bag Base

Retail: \$34.95

Qty:

1. The final step after adding all product to the cart is to review your transaction and then click 'checkout'. It is important that you make sure that the order is correct because once you hit 'check out' you can not change the order without your distributors help.
2. Once you hit checkout you will be re-directed back to the 'attendees' tab for your party.



Finalize Your Transaction

Benefits you have applied:
[Classic Bundle - 1 Classic Base and 4 Classic Standard Shells \\$99.95](#)

Name	Qty	Price (ea.)	Subtotal
Black Classic Miche	1	\$29.95	\$29.95
Black Classic Miche	1	\$29.95	\$29.95
Cream Emma	1	\$19.95	\$19.95
Zoe Pink	1	\$9.98	\$9.98
Pricilla	1	\$19.95	\$19.95
Zoe Green	1	\$9.98	\$9.98
6		\$119.76	\$119.76

Subtotal: \$119.76
Discounts / Rewards: (\$9.80)
 Shipping / Handling: \$2.00
 Taxes: \$7.53
Total: \$119.49

1. You will continue to process the remaining customers orders until all have been processed. If you have guests that did not order you do not need to do anything with them.
2. Once you are done you will click on the 'process party' button. If you click on this button you will not be able to process any additional orders. This means that you are ready to place the hostess' order.

- ★ Deanna Johnson 1/5
- 09/01/2010
- ★ Alyssa Smith 1/5
- 08/30/2010
- ★ Mary Poppins 1/3
- 08/28/2010
- ★ Johnny Depp 1/4
- 08/20/2010
- ★ Alyssa Smith 1/5
- 08/19/2010
- ★ Sean William 1/4
- 08/08/2010
- ★ Alyssa Smith 1/3
- 07/25/2010
- ★ Alyssa Smith 1/3
- 07/21/2010
- ★ Kate Williams 1/5
- 07/02/2010
- ★ Alyssa Smith 3/4
- 07/01/2010
- ★ Suzy Que 0/0

Details
Attendees
Benefits

Name	Status	Phone	Retail
Aqua Fina	RSVP'd	801.898.4987	
Peanut Butter	No Response	546.546.5465	
:Acy Vanderbilt	No Response	543.516.5151	
★ Lanea Rogers	No Response	213.515.1354	\$119.49

Process Party

Email Attendees

Add Attendees

1. After you have clicked 'process party' you will now see that the hostess has a 'box' next to her name. You will now be able to process the hostess' order.

★ Deanna Johnson 1/5

09/01/2010

★ Alyssa Smith 1/5

08/30/2010

★ Mary Poppins 1/3

08/28/2010

★ Johnny Depp 1/4

08/20/2010

★ Alyssa Smith 1/5

08/19/2010

★ Sean William 1/4

08/08/2010

★ Alyssa Smith 1/3

07/25/2010

★ Alyssa Smith 1/3

07/21/2010

★ Kate Williams 1/5

07/02/2010

★ Alyssa Smith 3/4

07/01/2010

★ Suzy Que 0/0

Details **Attendees** Benefits

Name	Status	Phone	Retail
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Aqua Fina	RSVP'd	801.898.4987	
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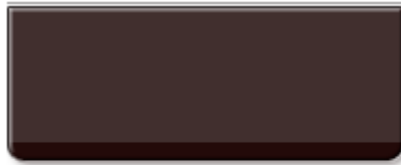
★ Peanut Butter	No Response	546.546.5465	\$519.54 
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★ :Acy Vanderbilt	No Response	543.516.5151	\$330.38 
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★ Lanea Rogers	No Response	213.515.1354	\$119.49 
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Close Party

1. You will again be redirected to the front end of your site, but the view that you have is different than you had when you were processing customers orders.
2. You will have a list of the benefits that the hostess has qualified for. You will add items to the cart and then click on the apply button. NOTE: the 50% off shells you will not click on the apply button; it is automatically applied for you.



- 1. Retail Credit \$80.00
- 2. Half Price Shells 50 % discount on 3 item(s) [3 remaining]
- 3. Product Discount 30 % discount on items in cart

SKU

Order Product

[BASES](#)
[SHELLS](#)
[ACCESSORIES](#)
[HANDLES](#)

Note! If a product is identified as 'Ineligible' then that product does not qualify for application of benefits. However you can still purchase this product as normal by adding it to your cart.



Black Classic Miche \$29.95

1. Once you have added all of the items that the hostess wants to her cart you are now ready to complete the purchase process.
2. You will need to find the red 'go' button in order to move to the next screen.
3. In order to find the red go button you will need to make sure that the bottom scroll bar on your screen is all the way to the right, and that the 2 right handed scroll bars are all the way to the top.

int on 3 item(s) [0 remaining]
 unt on items in cart

GO

Quantity	Price	Discount
9.95	\$0.00	\$29.95 discount
9.95	\$0.00	\$29.95 discount
5.95	\$0.00	\$15.95 discount
.15	\$8.80	\$4.15 discount
.47	\$6.48	50 % discount
.47	\$6.48	50 % discount
.47	\$6.48	50 % discount
.00	\$12.95	
.00	\$12.95	
.00	\$12.95	

Subtotal \$55.43 (30.00% Discount!)

! If a product is identified as 'Ineligible' then that product does not
 lify for application of benefits. However you can still purchase this
 duct as normal by adding it to your cart.

[Next](#) [Last](#)

Purse Hanger \$5.95

1. Once you have clicked on the 'go' button you will be directed through the same cart process as you were with the party guest orders.
2. Once you have completed the hostess order you will be redirected to the attendees tab on your business center once again.
3. Here you will want to click on the 'close party' button. This is a VERY important step so please remember to do so when you are ready for your distributor to fill the party orders.
4. You are now done with your first party!

		Details Attendees Benefits			
		Name	Status	Phone	Retail
09/01/2010	★ Alyssa Smith 1/5				
08/30/2010	★ Mary Poppins 1/3				
08/28/2010	★ Johnny Depp 1/4	★ Aqua Fina	RSVP'd	801.898.4987	\$62.03 
08/20/2010	★ Alyssa Smith 1/5	★ Peanut Butter	No Response	546.546.5465	\$519.54 
08/19/2010	★ Sean William 1/4				
08/08/2010	★ Alyssa Smith 1/3	★ :Acy Vanderbilt	No Response	543.516.5151	\$330.38 
07/25/2010	★ Alyssa Smith 1/3	★ Lanea Rogers	No Response	213.515.1354	\$119.49 
07/21/2010	★ Kate Williams 1/5				
07/02/2010	★ Alyssa Smith 3/4				
07/01/2010	★ Suzy Que 0/0				

Close Party