DISTRIBUTOR'S GUIDE FOR BADGERELEASE.COM

Hello! I'm Brett! Let's start your tour of BadgeRelease.com



SAGE 50029 | ASI 59080 | PPAI 111778 | UPIC IDLINE DISTRIBUTOR CENTRAL | TRADE ONLY 81710

I'll welcome you each time!

• • • • Welcome to Badge Release × +					n ²
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Our incredible	user-friendly Online Badge Release Program allows names and order badges 24/7 on this password pro	you to in tected s	put ite.		
	User name Password Remember me Login Remember me Discourse Password	d			

I'm Brett, the Badge Release guy! I'll welcome you each time you visit BadgeRelease.com.

Here's your home screen

https://badgerelease.com/Customer		⊤ C Q Search	11111111111111111111111111111111111111
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Place	Manage View	Previous	
Order	Programs C	Drders	
Edit	Edit		
Users	Addresses		
2015 Badge Release Online			

Five large buttons greet you for the main features of the site:

- 1. Place Order
- 2. Manage Programs
- 3. View Previous Orders
- 4. Edit Users
- 5. Edit Addresses

Place Order Tab



Click on either the **Place Order** button or **Place Order** tab

Buttons under your badge image are:

Name List displays list of names through program history.

Start Order brings you to order page to enter names.

Reorder Inventory

takes you to the page to send a request to add products to your program.

Programs

Welcome to your Release Program to est profix a gin ou to est	⇒ C	https://	/www.b	badgerelease.com/Customer				_
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	i Badge F	Release Onli	ne					

This tab displays a list of your programs. Click on a column and the program image will display at the top of the screen. Enter information in the empty fields to search for a specific program.

1

F Shopping cart icon – brings you to order page

Spreadsheet icon – displays Inventory Report

List Icon – Displays list of names through program history

Plus Icon – Allows you to request additional inventory of badges

Place an order!





Click on the shopping cart in the program list to start an order.

Enter names and then click the **Add to Order** button or hit the enter key.

You will be able to place an order for multiple programs at one time.

Entering Names



After each name, hit enter or click the **Add to Order** button.

Once names have been added to order, they will appear to the right of the screen (names for review will appear at the bottom on smaller screens). Icons near names allow you to:

- toggle thumbnails
- 📥 download name list
- edit badge information
- 🛍 delete badge

Once all the names have been entered, click the **Continue** button. Next step is confirming shipping information.

Bulk Upload

E -> C D https://www.badgerelease.com/Orden	Personalize/685807?programid=48				5
RP Welcome to your Release Prog	rami				
Iome Edit Profile Sign Out		User: hallsdemo			
				54	4
Personalization	2 Shipping Information B Review Order	Robi	n Smith	Looking Jewelers Pin (1)	0
-	Bulk Upload Names	ж	Williams	Looking Jewelers Pin (1)	0 (1
der Status:DRAFT	Bulk upload allows you to import tab delimited names for the program "SS-12 To import correctly, you must have a single line for each line order and each i tab. Eciloside is an assemble file larger for the "SS-122ME!" Damo Dromers"	3456: Demo Program* Item must be separated by a	Olson	Looking Jewelers Pin (1)	0
Order Blanks Bulk Upload	Order Line 1: Name (tab) Title				
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Name	Order Line n: Name (lab) Title				
Title Staff	0				
astener					
153-PS Looking Jewelers Pin 1		Bulk Posts Cancel			
155-PS CLUTCH FASTENER WIADH 0 0					
2015 Badge Release Online					

If you have a long list of names to enter. Place them in a tab delimited spreadsheet. Copy your list and paste into the box provided.

Click on the **Bulk Paste** button. Your badges should appear to the right. Just as if you had entered them individually. Be sure to double check each name for accuracy.

Once all the names have been checked, click the **Continue** button. Next step is confirming shipping information.

Shipping Information

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iome Edit Profile Sig	gn Out		Use	: hallsdere	0		
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Order St	tatas: DRAFT	Street	Street 2		VOLUNTEER		ň
		7145 BOONE AVE. N. SUIT	TE 100				
	PO Number						
		City	State/Province Postal/Zip Code				
	Shipping Information	BROOKLTNPARA	(MN +) 50428				
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	Attention: Test Company	Dhone					
	BADGERELEASE 7145 BOONE AVE. N. SUITE 100	Filone					
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ip Method:							
US Mail							
UPS Ground	Account Number Required:						
der Comments:							
characters remaining	9						
			Raview	Order +			
			Cancel	Order +			

If your shipping addresses are stored in badgerelease they will automatically be filled in. You will also have a chance to modify or enter new addresses.

Final Review

C D https://www.badgerek	ease.com/Order/Review/685807			
RP Welcome to your F	Release Program!			
Home Edit Profile Sign Out		User: hal	Isdemo	
				1
-		-	SS-123456	
Personali	zation 2 Shipping Information	Review Order	Robin Smith MANAGER	Locking Jewelers Pin (1)
			Terry Williams STAFF	Looking Jewelers Pin (1)
rder Status: DRAFT			Steve Olson VOLUNTEER	Looking Jewelers Pin (1)
Shipping Info	ormation			
	: Default Attention: Treat Company BADGERELEASE 7145 BOOKE AVE. N. SUITE 100 BROOKI, NY PARK, MN 55428 Country USA Phone:			
	Ship Method: US Mail Order Comments:			
		To complete your order, please click submit	t below.	
- Edit Shipping		Submit Ord	ter 🛥	
		Cancel Ord	for +	
015 Badge Release Online				

This is your final chance to make changes to names, fasteners and shipping addresses.

To edit a name, click on the dear next to the name. It will take you back to the Edit Name page.

If your order is correct, click the **Submit Order** button.

Completed Order



Hey I'm back to give you an A-OK on your order!

Your order will be shipped within 2-3 days. Allow additional time for USPS, UPS or Fedex shipping time.

Reorder Inventory Request

ReorderInventory x	
← → C D https://www.badgerelease.com/Inventory/Reorder?programId=48	☆ =
RP Welcome to your Release Program!	
Home Edit Profile Sign Out	User: hallsdemo
Reorder Inventory	
Quantity: 0	
PO Number:	
Submit	



This is just a request – No order is placed at time of request. We will verify the validity of the request and provide updated reorder pricing.

Inquiries: Order List (Submitted & Drafts)

-> C 🖸	https://www	badgerele	ase.com/C	lustom	BIT .							
RP v	Velcome t	o your R	elease P	Progra	ml							
me Edit Profile	Sign Out									User: I	hallsden	
lome Place	Order P	rograms	Orders	Edit L	lsers E	dit Addresses	Edit T	heme				
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	0.020045	CC 133466	Dama Dense		100.000			CUDICITY OF			125	

© 2015 Badge Release Online

Click on the **Orders** tab to view order history. Date will default to the week prior. Enter a new start or end date to adjust your view.

Filter the list by entering information in the fields below the column headings. Click on the heading to sort by that column.

Click on the confirmation number to see the order details. Orders in draft mode can be submitted or deleted.

Download the order list by clicking on the **Download** button under the list.

Inquiries: Inventory & Activity

) w	elcome to ye	our Release Program	n!									
dit Profile	Program Inven	itory History										×
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ur bady				SS	-123456 - D	emo Progra	em .					
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dge Relea	0000685807		SUBMITTED	123456			2/27/2015		86	-1	97	
	0000685807		SUBMITTED	123456			2/27/2015		86	-1	96	
	A Download				He en Pag	10 5 of 3	20 4					View
	-											
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Filter the inventory list by entering information in the fields below the column headings. Click on the heading to sort by that column.

All transactions for the program will be listed. Including balances of optional fasteners, etc.

Inquiries: Program Name lists

3							
Welcome to	your Relea	se Program!					
Edit Profile Name List							ж
your bar		Ovder Date +	Confirmation	SS-1234	hris Johnson PRESIDENT 56 - Demo Program Name	Title	
Provenen		-	Number	Number	-		
Number	51	2/13/2015	0000681791	58-123456	Bev TEST ORDER	STAFF	
-123456 182	53	2/27/2015	0000685807	55-123456	Terry Williams	STAFF	
ULTEST 47	14	2/27/2015	0000685807	\$5-123456	Steve Olson	VOLUNTEER	
-123458A 100	(A c	lownload		ia ia Page	¢ of 6 10 \$	View \$1 - 54 of 54	

Ξ

See all the names that have been ordered for a program.

Filter the name list by entering information in the field below the column headings.

List can be downloaded to a spreadsheet by clicking on the **Download** button below the list.

Edit Profile Screen

me Ed	it Profile Sign Or	ut							User: ha	ilisdemo	
iome	Place Order	Programs	Orders	Edit Users	Edit Addresses	Edit The	10				
				PROGRAMS							
				Edit My Profile					ж		
	Place			First Name			Last Name				
	Order			Demo			Account				
				Email Address	sptional)						
			1.20								
	00			UserName [®] hallsdemo			Change Pas	isword			
		Ĭ									
	Edit Users							B Save Profile	Cancel		
15 Bad	ge Release Onlin	0									

Edit profile allows you to:

- update name
- email address
- user name
- password.

Manage Program End-Users

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RP	Welco	ome to	your Relea	ase Prog	ıram!						
me Edit Pr	ofile Sign	Out								User: halisdemo	
-iome F	lace Order	Pro	grams Ord	iers Ed	Rt Lisers	Edit Addresses	Edit Theme				
your bi	linchere	SS-1	23456 - Demo	Program						Edit Order Screen	
your bis program	Johnson SIDENT	SS-1	23456 - Demo	Program			User Name	First Name	Les(Nerre	Edit Order Screen	
Program Number	Johnson SIDENT	Usen	23456 - Demo	Program			User Name	First Name	Last Nacor	Edit Order Screen	
Program Number 35-123456	Johnson SIGENT Inventory 182	Users	23456 - Demo P Demo Program	Program		₩ ĝ il O	User Name iddemo	First Name Art	Last Name Remaik	Edit Order Screen	
Program Number SS-123456 PAULTEST	Johnson SideNT Inventory 182 47	Users	23456 - Demo P Demo Program SAMPLE PROG	Program trogram Name	STING		User Name Iddemo andrea	First Name Art andrea	Last Name Ramaik volkar	Edit Order Screen	
Program Number SS-123456 PAULTEST SS-123456A	Johnson socket Inventory 182 47 100	Users	23456 - Demo P Demo Program SAMPLE PRCO Sample program	Program trogram Name RAM FOR TE	string stress copying	TR A A O TR A A O TR A A O	User Name iddamo andrea pau/bert	First Name Art andrea Domo	Las(Neme Remaik volker User	Edit Order Screen	

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Click on a row to display program image and program number.

H

The list of users for this program will be listed to the right. Use buttons below user list to **Add New User** or **Add Existing User**. Edit a current user by clicking on the **‡** gear next to their name. Delete a user by clicking on the **‡** trash can near their name.

Add a New User

	I nttps://	vww.badgere	lease.com/	Customer#				
RP	Welcon	ne to your	Release I	Program!				
me Edit P	Profile Sign O	d.					User: halisde	mo
Home	Place Order	Programs	Ordera	Edit Users	Edit Addresses	Edit Theme		
M	linchere	SS-123456 -	Demo Progri	am			Edit Order Screen	
you Chris	s Johnson IESIDENT	Add New U	ser					×
Program Inventory First			i.		Last Name*		The new user will automatically be the selected program. To add them programs and adjust their permissis CREATING the user here. click the	added to to more ons, AFTER edit button
SS-123456 PAULTEST	182	Email Add	ess(optional)				next to the new user's name when i the list.	Lappears in
PAULTEST	0							
≜ Doenka	d	Active 🗳						
15 Badge	Release Onlir	UserName			Password			
					Retype Pas	sword		
							B Save User	Cancel

To add a new user select a program and click **Add New User** button. Enter the user information and click **Save User**

Edit User Permissions & Programs

ome Edit Profile Sign O	ut			User: halisdemo	
Home Place Order	Edit User				×
User Name			User's Proj	irams	•
iddemo Art	First Name La	ist Name emsik	Program Number	Program Name	
andrea and			\$9-123456	Demo Program	×
Province Contract	Email Address _(optional) somebody@someline.com	i		 Page 1 of 1 9 	* V
015 Badge Release Onlin	Active		Other Prog	rama	•
	UserName ²		Program Number	Program Name	
	iddemo	Change Password	PAULTEST	SAMPLE PROGRAM FOR TES	TIN 🔶
			55-1234564	Sample program for testing add	1001 +
	User Can Edit Profile		PAULTEST	TESTING COPY PROGRAM FU	JNC +
	User Can Submit Orders		1.0	Page 1 of 1 in all 5	: V
	User Can View Order Summary User Can Edit Address		Get Log	in Link	
	2 User Can View Inventory Activity				
	2 User Can Generate Reports				
	User Can Reorder Inventory				
				m Qaue Hear	Cancel

The Edit User tab allows you to edit user permissions for the programs they are assigned.

You can use this tab to easily add or delete programs from a user's profile.

Finally, this is where you can update user profile information, including their email address and password.

Edit Order Screen Notes

C https://www.badgerelease.co	m/Customer#	
Welcome to your Releas	e Programi	
ne Edit Profile Sign Out		User: halisdemo
orne Place Order Programs Order	a Edit Usera Edit Addresses Edit Theme	
youthris Johnson Pressent	Edit Order Screen	x an
Program Inventory Users Pr Number Interno Pr SS-123456 182 3 Demo Program	SS-12368 - Demo Program	- 31
PAULTEST 47 SAMPLE PROGI 88-123456A 100 Sample program	540°	43
A Download Page 1 of 1 -	Distributor message to be displayed on each page as the order is entered. It can optionally be included in the confirmation email as well.	
15 Badge Release Online		_
	Save ca	ncel

When you select a program on the program tab, you can click on the **Edit Order Screen** button to edit notes.

These notes are seen by anyone entering orders for this program. You can customize the notes as you like!

Managing Addresses

-> (C	https://	://www.badgerele	ase.co	m/Customer#								
RP	>	Weld	come to your R	eleas	se Program!								
ne Edi	it Prof	file Sign	Out								User: ha	illsdem	
	1.000			Ande	en Edit Henry	Edit Addresses	Edit Th	ama .					
lome Select P	Progra	im: SS	+123456 - Demo Pro	oroam	Edit Osers	*)							
Select P Bulk	Progra	ace Onse am: (SS	er Programs	ogram Cop	y All To Another Pro	t)	C	opy All From Another Pr	rogram				
Select P Bulk Address	Progra Uploa ses what	ade Offse am: SS ad Code	ar Programs	ogram Cop	y All To Another Pro	a gram	c	opy All From Another Pi Street 2	rogram	City	9735e	z	
Select P Bulk Address	Progra Uploa ses waut	am: SS ad Code x Default	-123456 - Demo Pro Ship Name	orde ogram Cop	y All To Another Pro Company		C x N. SUITE	opy All From Another Pr Street 2	rogram x	City a	State x	2	
Select P Bulk Address Dr tue	Pla Progra Uplos ses otaut	am: SS ad Code x Default 102	Programs -123456 - Demo Pro Ship Name Test Company PAUL ALBUS	Copram Copram	y All To Another Pro Company IADGERELEASE IALLS AND COMPANY	sitreet sitreet ram 7145 BOONE AVE. 7145 BOONE AVE.	C x N. SUITE	opy All From Another Pi Street 2	x BRI BRI	Cey s DOKLYN PARK DOKLYN PARK	State x MN MN	2 55428 55428	
Select P Bulk Address De 5ue 1als	Progra Progra Uploa ses odaut	Code x Default 102 100	-123456 - Demo Pro Ship Name Test Company PAUL ALBUS Badge Company	Cop x	y All To Another Pro Company IADGERELEASE IALLS AND COMPANY hadgerelease	sitreet sitreet 7145 BOONE AVE. 7145 BOONE AVE. 7145 BOONE AVE.	x N. SUITE N. SUITE	opy All From Another Pi Street 2 Suite 100	x BR BR	Cey x 200KLYN PARK DOKLYN PARK neapole	State x MN MN MN	2 55428 55428 55428	

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Select program from drop down menu. Revise addresses and enter key to save.

To add an address, click the **+ sign** in the bottom left corner.

If this should be the default address, click default.

Bulk Upload Address Lists

· · · · · · · · · · · · · · · · · · ·	ttps://www.badgerelease.com/Customer#	
RP w	elcome to your Release Program!	
ne Edit Profile 1	Sign Out User; halls	demo
Iome Place C	order Programs Orders Edit Users Edit Addresses Edit Theme	
Select Program:	SS-123456 - Demo Proceam 4	
	Bulk Upload Addresses	×
15 Badge Releas	Address f. (is default: has address 2): True (tab) EFC (tab) ATTN: Jane Doe (tab) RX Company (tab) 123 Fake St (tab) Suite 346 (tab) Minneapolis (tab) MN (tab) 55427 (tab) U Address 7 (or default, no address 2): Palse (tab) FAC (tab) ATTN: John Doe (tab) Some Company (tab) 312 Main St (tab) (tab) Minneapolis (tab) MN (tab) 56427 (tab) USA (tab	3A (tab) 123-123-1234 o) 123-123-1234
		h Danie Cancel

Have a long list of addresses to upload? This feature will let you upload from a spreadsheet.

Follow formatting on screen to properly configure your spreadsheet. Customer service is happy to help with this feature!

Radge Release Control Panel × +		
A https://www.budgerelease.com/Customer	∀ C (Q, Search	() 会 自 寺 合
RP Personalize this header for your customers!		
Iome Edit Profile Sign Out	User: halisdemo	
Home Programs Orders Edit Users Edit Addresses Edit Theme		
Select theme smoothness _		
To allow people to go straight to your theme, give them this URL: https://www.companybedgestore.com/SR0000		
Verstage (can be left blank): Personalize this header for your customers!		
IE Save Theme as Default		

Standard theme is Smoothness. If you'd like to change the look of your page, choose from one of the available themes.

You can update the banner text at the top of the screen. Remember to save your choices when done!

There is a link to direct customers to your custom themed page.

Examples of theme colors shown on the next 3 pages!

RP Welcome to your Release Program!	RP Welcome to your Release Program!
Home Edit Profile Sign Out	Home Edit Profile Sign Out
Home Programs Orders Edit Users Edit Addresses	Home Programs Orders Edit Users Edit Addresses Ed
Select theme black-tie	Select theme blitzer
To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000	To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000
Message (can be left blank): Welcome to your Release Program!	Message (can be left blank): Welcome to your Release Program!
RP Personalize this header for your customers!	RP Personalize your header for your customers!
r ersonalize tills header for your customerst	
Home Edit Profile Sign Out	Home Edit Profile Sign Out
Home Programs Orders Edit Users Edit Addresses	Home Programs Orders Edit Users Edit Addresses
Select theme cupertino •	Select theme dark-hive
To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000	To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000
Massage (can be left blank):	Massana (ran be left blank):
Personalize this header for your customers!	Personalize your header for your customers!

Personalize this header for your customers!	RP Personalize your header for your customers!
Home Edit Profile Sign Out	Home Edit Profile Sign Out
Home Programs Orders Edit Users Edit Add	re Home Programs Orders Edit Users Edit Addresses
Select theme dot-luv To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000 Message (can be left blank): Personalize this header for your customers!	Select theme eggplant To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000 Message (can be left blank): Personalize your header for your customers! Welcome to your Release Program!
Home Edit Profile Sign Out	Home Edit Profile Sign Out
Home Programs Orders Edit Users Edit Addresses	E Home Programs Orders Edit Users Edit Addresses Ed
Select theme excite-bike To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000 Message (can be left blank): Personalize this header for your customers!	Select theme flick To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000 Message (can be left blank): Welcome to your Release Program!

RP	Welcome to y	our Release	Program!		RP	Persona	alize this I	neader for yo	ur customers!	
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Home	Programs	Orders	Edit Users	Edit	Home	Programs	Orders	Edit Users	Edit Addresses	Edit
Select the To allow p https://ww Message (Welcome	me hot-sneaks people to go straight f ww.companybadgestor can be left blank): to your Release Pro		Select t To allov https://\ Messag	heme humani v people to go s vww.companyb le (can be left b alize this heade	ty straight to yo adgestore.co plank): er for your cu	• our theme, give to om/SR0000 ustomers!	hem this URL:			
RP Home Edit	Personalize yo Profile Sign Out	our header for	your customers!		RP Home Edit	Person	a lize this ^{Out}	header for	your customers	1
Home	Programs Orde	ers Edit Use	rs Edit Address	es Edi	Home	Programs	Orders	Edit Users	Edit Addresses	Edit
Select the To allow URL: http Message Personal	me le-frog people to go straigl s://www.companyb (can be left blank): ze your beader for	nt to your theme badgestore.com	e, give them this /SR0000		Select t To allow https:/	heme overcas w people to go /www.company e (can be left b	straight to y ybadgestore Ilank):	your theme, give	them this URL:	

ome Ed	it Profile Sign	Out				Home Edi	t Profile Sign (Dut		
Home	Programs	Orders	Edit Users	Edit Addres	ses Edit	Home	Programs	Orders	Edit Users	Edit Addresses
Select to To allow https:// Message Person	theme pepper w people to go /www.compan e (can be left t alize this head	r-grinder straight to y ybadgestore blank): er for your c	vour theme, give .com/SR0000 ustomers!	e them this URL		Select th To allow URL: htt Message	neme redmon v people to go .ps://www.com e (can be left b ne to your Relea	d v straight to y panybadges lank): ase Program	our theme, giv tore.com/SR00	e them this 000
RP	Welcon	ne to your	Release Pro	gram!		RP	Persona	lize this h	eader for yo	our customers!
RP ome Edit	Welcon	ne to your	Release Pro	gram!		RP Home Edit	Persona	lize this h	eader for yo	our customers!
RP ome Edit Home	Welcon Profile Sign Ou Programs	ne to your ut Orders E	Release Pro	gram! it Addresses	Edit Theme	RP Home Edit	Persona t Profile Sign O Programs	lize this h ^{ut} Orders	eader for yo Edit Users	our customers! Edit Addresses

(RP) Welcome to your Release Program!	RP Personalize this header for your customers!
Home Edit Profile Sign Out	Home Edit Profile Sign Out
Home Programs Orders Edit Users Edit Addresses Edit	Home Programs Orders Edit Users Edit Addresses E
Select theme start	Select theme sunny
To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000	To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000
Message (can be left blank): Welcome to your Release Program!	Message (can be left blank): Personalize this header for your customers!
Personalize this header for your customers!	Personalize your header for your customers!
Home Programs Orders Edit Users Edit Addr	Home Programs Orders Edit Users Edit Addresses Ed
Select theme swanky-purse To allow people to go straight to your theme, give them this URL: https://www.companybadgestore.com/SR0000	Select theme trontastic
Personalize this header for your customers!	

RP Personalize yo	ur header for y	your customers!		RP	Person	alize this	header for	your customers	1
Home Edit Profile Sign Out				Home Edi	t Profile Sign	Out			
Home Programs Order	s Edit Users	Edit Addresses	Ed	Home	Programs	Orders	Edit Users	Edit Addresses	Edit
Select theme ui-darkness To allow people to go straight to https://www.companybadgestore Message (can be left blank): Personalize your header for you	rour theme, give the com/SR0000	em this URL:		Select t To allow https:// Message Persona	heme ui-light v people to go /www.company e (can be left b alize this heade	ness straight to y ybadgestore. Ilank): er for your ci	J our theme, give com/SR0000 ustomers!	them this URL:	

