DISTRIBUTOR'S GUIDE FOR BADGERELEASE.COM

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

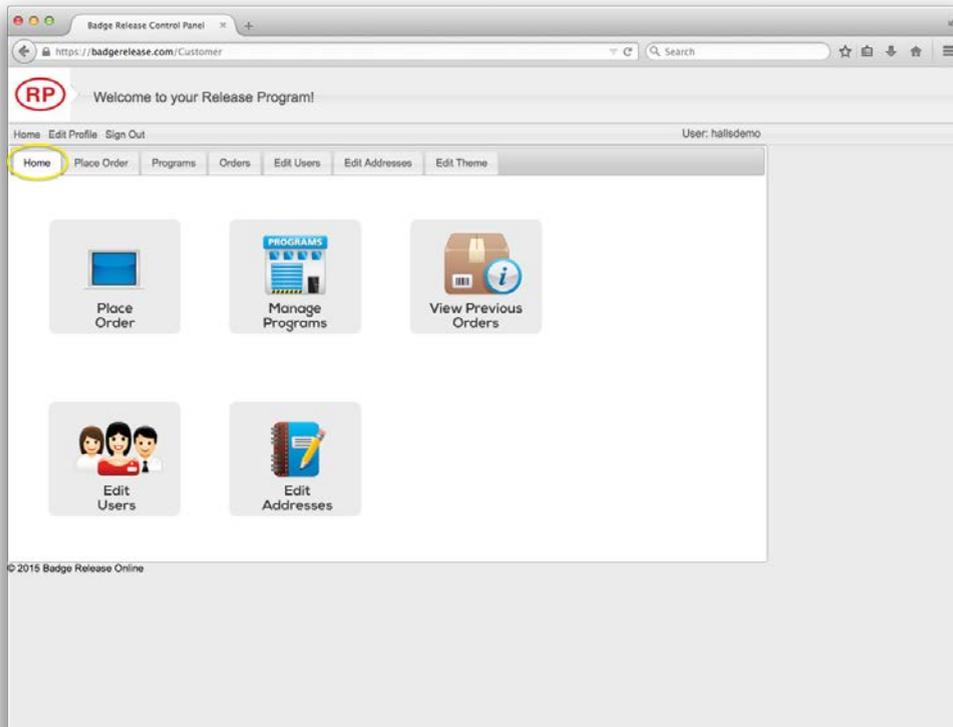Flexible accounts

Build customer loyalty

Saves time

RP

Restock alerts

One Invoice

Release 1 badge!

I'll welcome you each time!
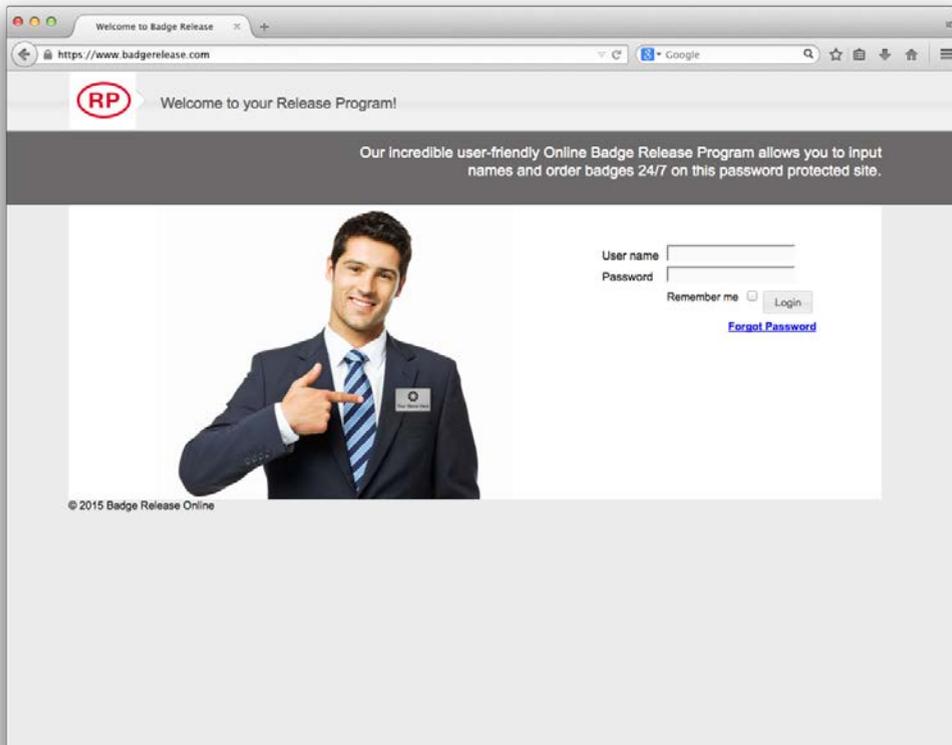
I'm Brett, the Badge Release guy! I'll welcome you each time you visit BadgeRelease.com.
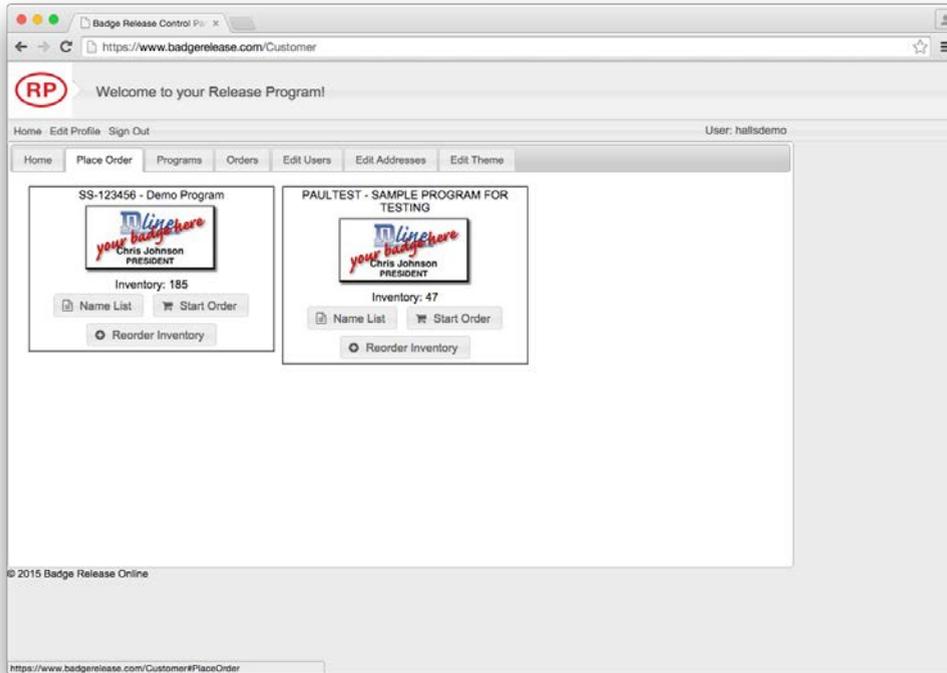
Here's your home screen

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

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.

🛒 Shopping cart icon – brings you to order page

🅇 Spreadsheet icon – displays Inventory Report

🗒 List Icon – Displays list of names through program history

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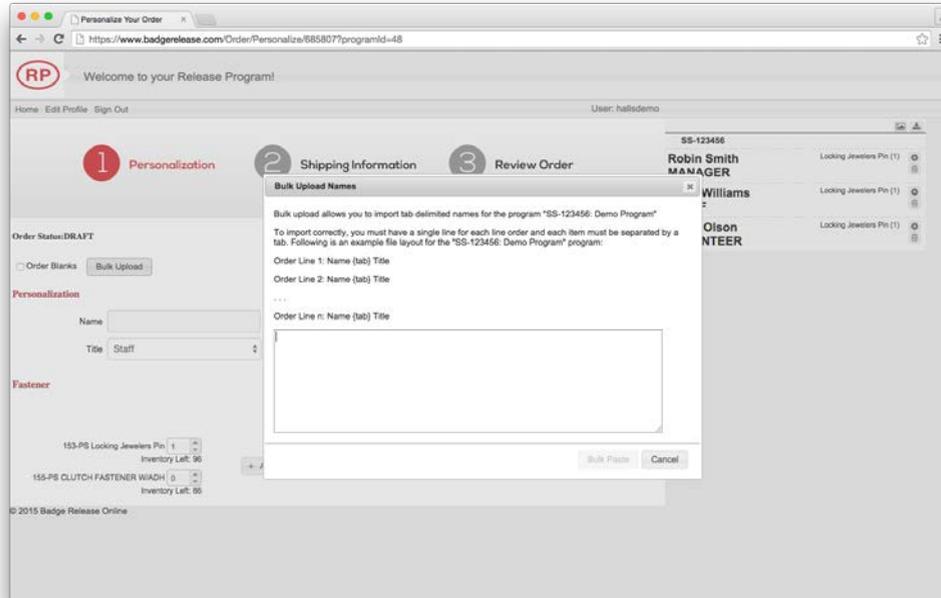
If you have a long list of names to enter. Place them in a tab delimited spreadsheet. Copy your list and paste into the box provided.

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

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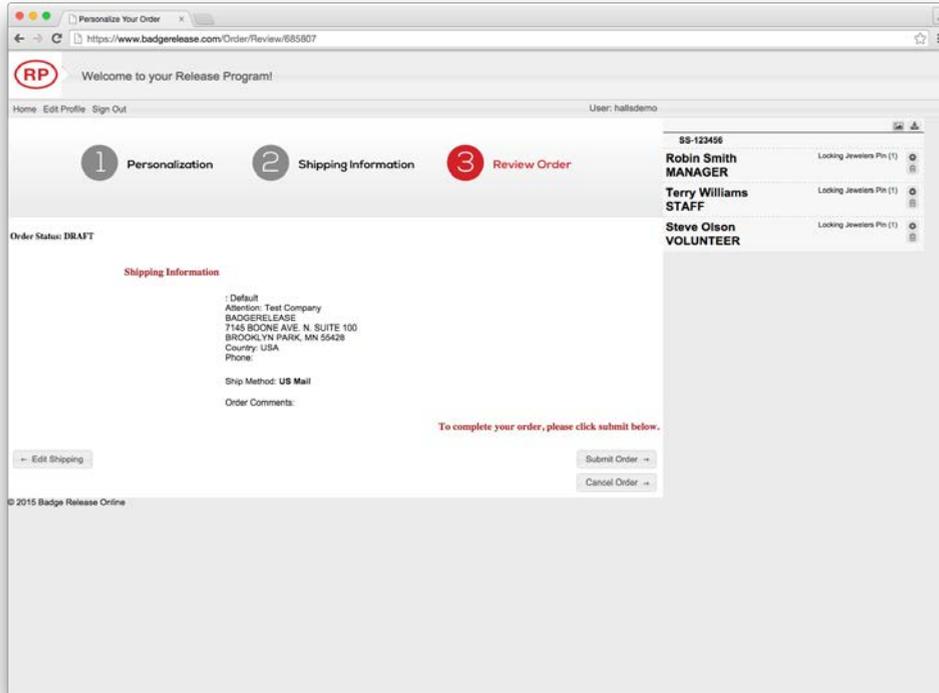
This is your final chance to make changes to names, fasteners and shipping addresses.

To edit a name, click on the ✿ gear 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
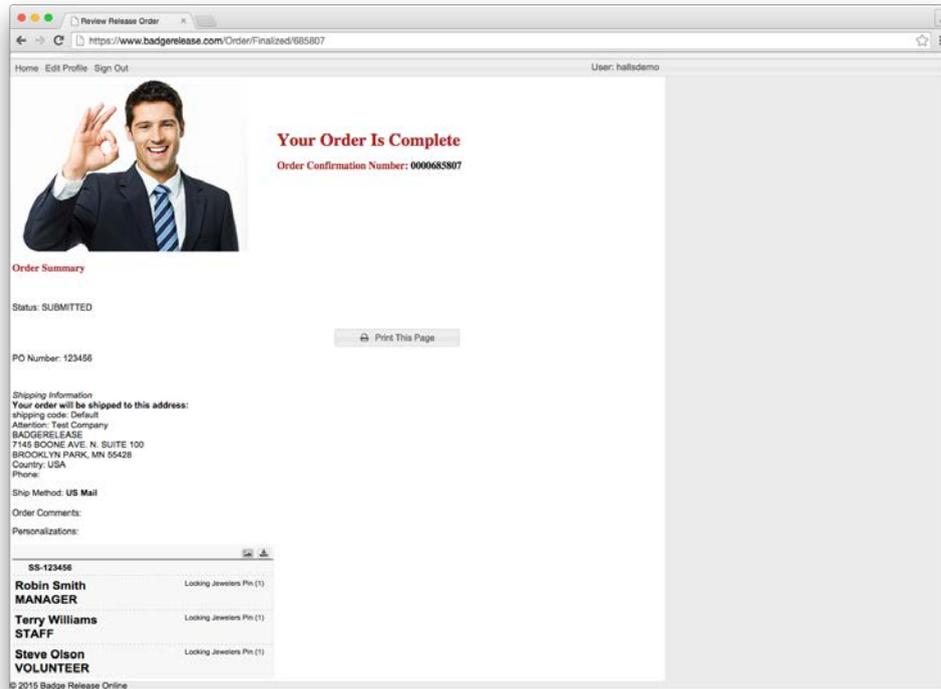
Hey I'm back to give you an A-OK on your order!

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

Reorder Inventory Request

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)

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

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

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

Edit profile allows you to:
- update name
- email address
- user name
- password.

Manage Program End-Users

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

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

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

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

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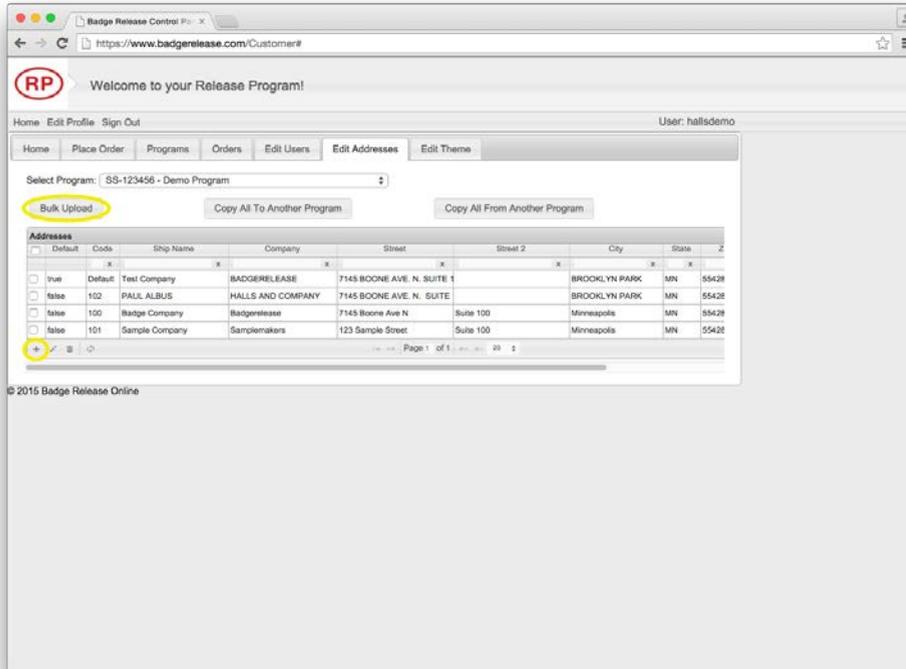
Select program from drop down menu. Revise addresses and enter key to save.

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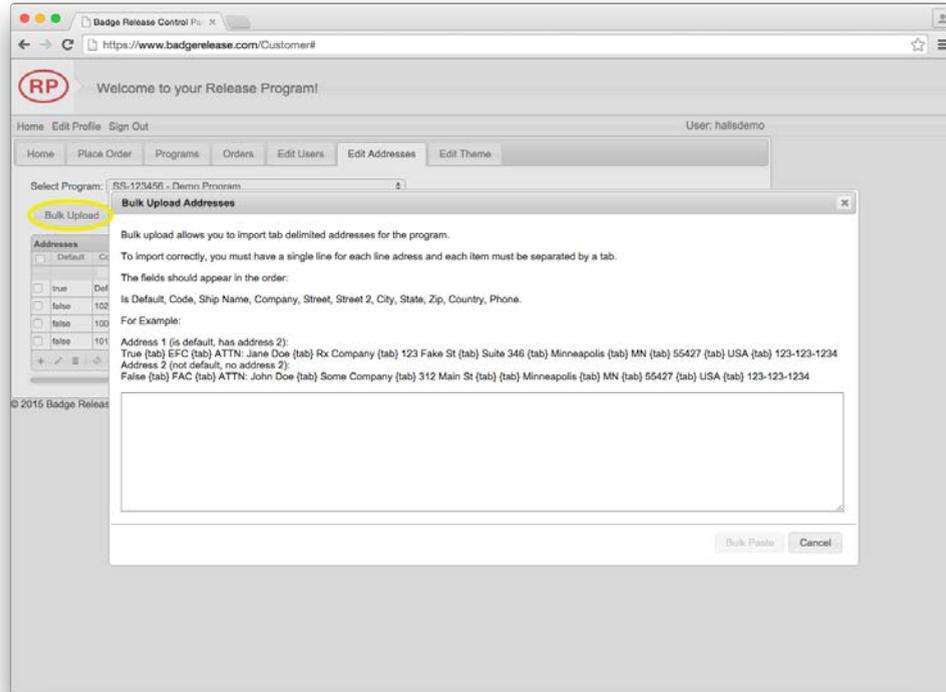
Have a long list of addresses to upload? This feature will let you upload from a spreadsheet.

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

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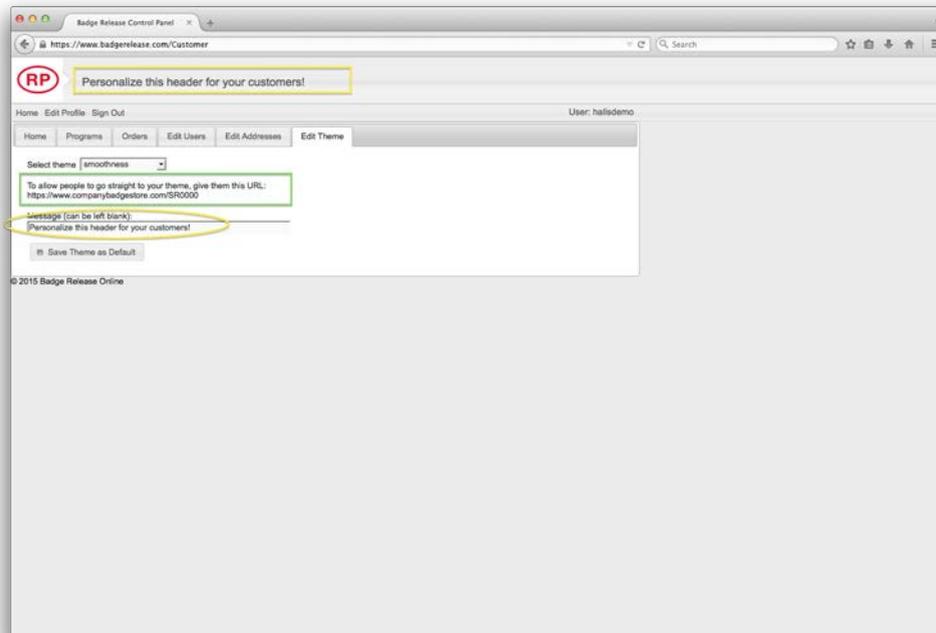
Standard theme is Smoothness. If you'd like to change the look of your page, choose from one of the available themes.

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!

Customize your theme!

black-tie theme

RP ▷ Welcome to your Release Program!

Home Edit Profile Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | E |

Select theme [black-tie ▾]

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!

blitzer theme

RP ▷ Welcome to your Release Program!

Home Edit Profile Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Ed |

Select theme [blitzer ▾]

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!

cupertino theme

RP ▷ Personalize this header for your customers!

Home Edit Profile Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | |

Select theme [cupertino ▾]

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!

dark-hive theme

RP ▷ Personalize your header for your customers!

Home Edit Profile Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | E |

Select theme [dark-hive ▾]

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!

Customize your theme!

RP ▶ Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addre |

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):

RP ▶ Personalize your header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses |

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!

RP ▶ Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | E |

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!

RP ▶ Welcome to your Release Program!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Ed |

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!

Customize your theme!

Panel 1 (hot-sneaks theme)

RP Welcome to your Release Program!

Home   Edit Profile   Sign Out

Home   **Programs**   **Orders**   **Edit Users**   Edit A

Select theme: hot-sneaks

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!

Panel 2 (humanity theme)

RP Personalize this header for your customers!

Home   Edit Profile   Sign Out

Home   Programs   Orders   Edit Users   Edit Addresses   Edit T

Select theme: humanity

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!

Panel 3 (le-frog theme)

RP Personalize your header for your customers!

Home   Edit Profile   Sign Out

Home   Programs   Orders   Edit Users   Edit Addresses   Edi

Select theme: le-frog

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!

Panel 4 (overcast theme)

RP Personalize this header for your customers!

Home   Edit Profile   Sign Out

Home   Programs   Orders   Edit Users   Edit Addresses   Edit

Select theme: overcast

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!

Customize your theme!

RP > Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Edit |

Select theme [pepper-grinder ▼]

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!]

RP   Welcome to your Release Program!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses |

Select theme [redmond ▼]

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 your Release Program!

Home   Edit Profile   Sign Out

| 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.companybadgestore.com/SR0000

Message (can be left blank):
[Welcome to your Release Program!]

▤ Save Theme as Default

RP   Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | E |

Select theme [south-street ▼]

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!]

Customize your theme!

Welcome to your Release Program!

RP

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Edit Th |

Select theme: start

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!

Personalize this header for your customers!

RP

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | E |

Select theme: sunny

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!

Personalize this header for your customers!

RP

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addres |

Select theme: swanky-purse

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!

Personalize your header for your customers!

RP

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Ed |

Select theme: trontastic

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!

Customize your theme!

Personalize your header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Ed |

Select theme ui-darkness

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!

Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses | Edit |

Select theme ui-lightness

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!

Personalize this header for your customers!

Home   Edit Profile   Sign Out

| Home | Programs | Orders | Edit Users | Edit Addresses |

Select theme vader

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!