


## How to Place Orders on the New Supporter Site

**BUY CARDS**




This is where you place your orders to buy gift cards.

**ONLINE SHOPPING**




Another way to earn for your group by buying directly from the websites of online retailers.

**YOUR ACTIVITY**




This section is all about your earnings, orders and transactions.

**MESSAGE CENTRE**




This section contains important messages we send you about the program.

**YOUR PROFILE**



This section contains information about you and your preferences.

**HELP CENTRE**



You may need a hand from time to time and we've created a great system to do just that

### STEP 1

Use your usual email & password to login. You will arrive on a page with 6 different options - choose "BUY CARDS".

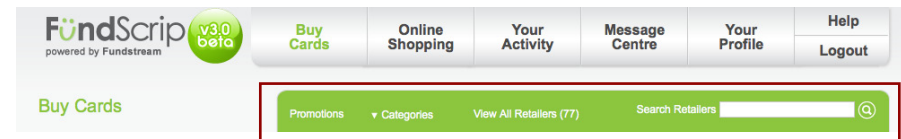


### STEP 2

Your first view will be the gift cards on promotion. You can change this view to:

- > Promotions
- > Category
- > View all retailers
- > Search retailers (*type in the first few letters of the retailer you want et voila- it pops up*)

If you want the same view as the old site, choose 'View all retailers' on the green banner.



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## STEP 3

Order the number of cards you want next to the denomination and when you are done, click on “Add to cart”.

**A&P** Earn 3.00%  
Card \$25.00  
\$50.00  
Quantity   
Add To Cart

Can be used at  
A and P  
food BASICS  
Metro (Ontario Only)

**ALDO** Earn 13.00%  
Card \$25.00  
Quantity   
SPECIAL OFFER  
(Usually 10.00%)  
Add To Cart

Can be used at  
Aldo

**BABIESRUS** Earn 2.00%  
Card \$25.00  
Quantity   
Add To Cart

Can be used at  
BabiesRus  
Toys R Us

**BEST BUY** Earn 1.00%  
Card \$25.00  
Quantity   
\$100.00  
Add To Cart

Can be used at  
Best Buy

## STEP 4

Once you have ordered all your cards, look over on the right and you will see the “Order Summary” section. This is the info that used to be on the second page on the previous site.

You will need to populate this info the first time you place an order (as you did when you ordered on the old site for the first time) then you will only have to change the name of the person who’s order it is on each subsequent order (like on the old site).

The 4 fields have not changed but their titles have:

Order Summary	
Supporting	change
Order	change
Shipping	change
Payment	change

Continue

To make any changes to these fields, you click on the icon to change your information

**SUPPORTING** >> this is where you must choose which campaign you are supporting. Most groups only have one so it will be an easy choice (was the “All Activities” section in the old site)

**ORDER** >> this is the section where you can edit you order (same as the old site).

**SHIPPING** >> this is where you enter the name of the person who’s order it is (formerly Delivery & Pick Up Information). This is also the field that will need to be changed each time you place a new order.

**PAYMENT** >> you must choose your payment method and most groups use the cheque option (this also is the same as the old site).

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## STEP 5

When all your info is updated, click on “Continue”

Order Summary	
Supporting	change
Order	change
Shipping	change
Payment	change

**Continue**

You can still make any changes by clicking on the change icon.

When you have reviewed the info is correct, click on “Place Order”

You will get a “Payment Confirmation” pop-up.

Confirm your order to complete the transaction and get your order confirmation number.

## STEP 6

To place your next order, go to “BUY CARDS” in the header on the top left hand corner of the screen. This will take you back to the gift cards section and you can place your next order.



Just be sure to remember to change the name in the shipping section for your next order - just like you did on the old site.

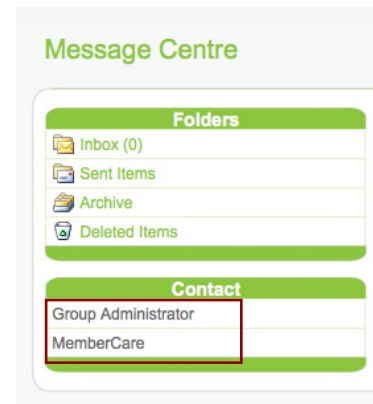


**Your Administrator’s Dashboard has not changed - these instructions are only for placing orders and the procedure for closing your cheque orders is exactly the same.**

And there is more help available to you as well. Click on the “HELP” button in the top right hand corner and you will get instructions for whichever page you are currently on.



Click on the “MESSAGE CENTRE” then look for the contact section (on the left) and click on the MemberCare button. You can contact us anytime this way.



**We hope that providing these written instructions will make the transition easier so you can continue to order with the same level of comfort and ease as you always have.**