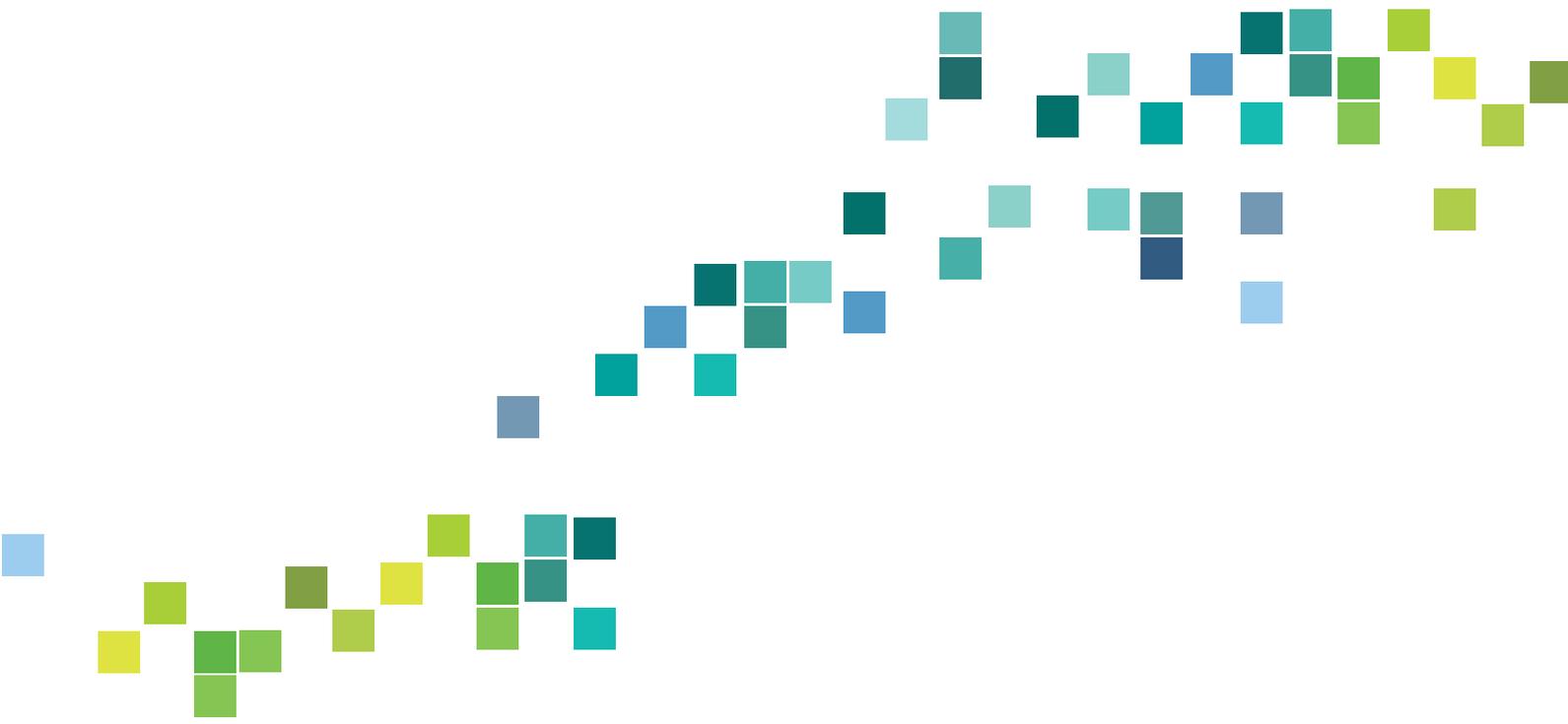


Online Print Center Training Guide





Home » My Profile

Jane Doe

Email: *

Password: *

Please re-type your password

Confirm Password: *

[!] For future account verification, specify a security question and answer below to proceed.

Select a Security Question: *

Security Question Answer: *

Confirm Security Question Answer: *

Default Ship to Address

No default address selected.



Girl Scouts of River Valley – Recruitment Brand Portal

Login URL

http://marcomcentral.app.pti.com/impressiveprint/girl_scouts_river_valleys

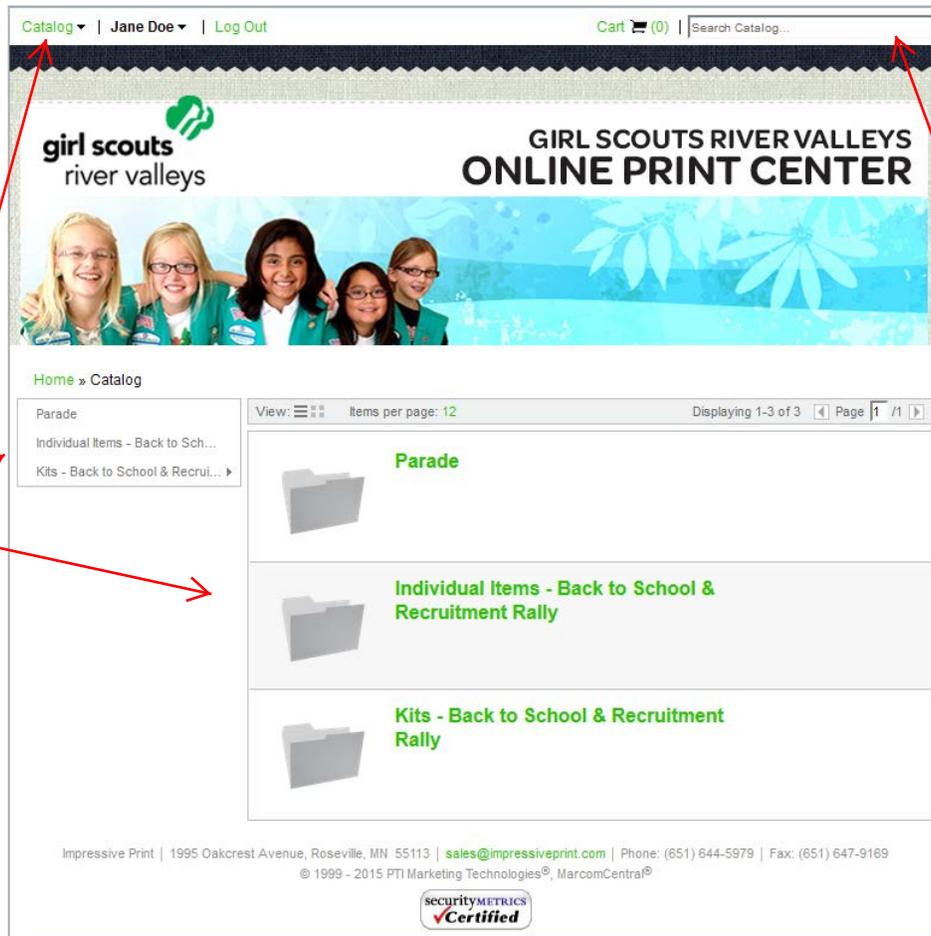
User Id

Your email Address

Password

girlscouts

*On your first login you will be asked a security question, you are required to fill this out to proceed to login to the Online Print Center site. Once completed click on the Save & Continue



Areas to click for products

Search Window

Catalog

From here you will see the Catalog of items screen.

Feel free to click on any of these areas in order to order materials based on your needs

Parade – supplies for a Parade

Individual Items – This is the place to order specific items on an individual basis in various quantities

Kits – there are 2 kits

Back to School Kit (may order up to twenty kits)

Catalog Description: Everything you need to host a table at your Back to School event. Order one kit for each Back to School event or table.

Yard Signs: qty 1

Troop Leader Piece: qty 20

Tiny Buttons: qty 20

Poster for Fall Recruitment: qty 1

Family Guide: qty 20

Join Forms: qty 20

How to Start A New Troop flyer: qty 10

Rally Kit (may order up to two kits)

Catalog Description: Everything you need to host a recruitment rally in your community. Order one kit per rally.

Troop Leader Piece: qty 20

Tiny Buttons: qty 50

Flyer Customizable: qty 100

(needs to still have customizable feature to enter event info)

Poster for Fall Recruitment: qty 3

Chatterbox: qty 20

Family Guide: qty 20

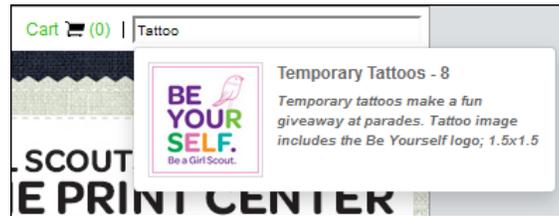
Frames Coloring Sheet: qty 20

Join Forms: qty 50

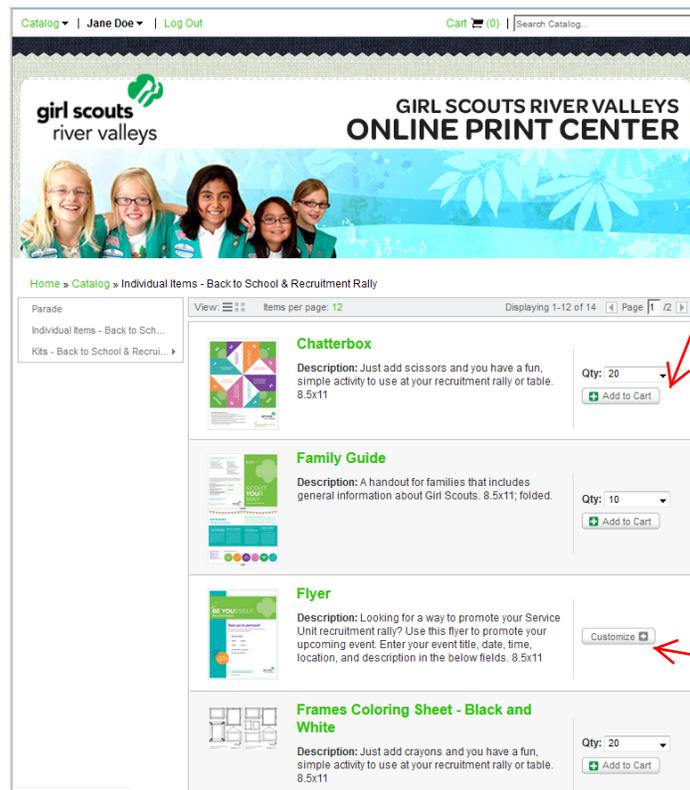
How to Start A New Troop flyer: qty 10

SEARCH

You may also Search here by entering the name of the product. You will notice once you start typing that thumbnails will show based on your input. Feel free to click on the thumbnail to be taken directly to that Product.



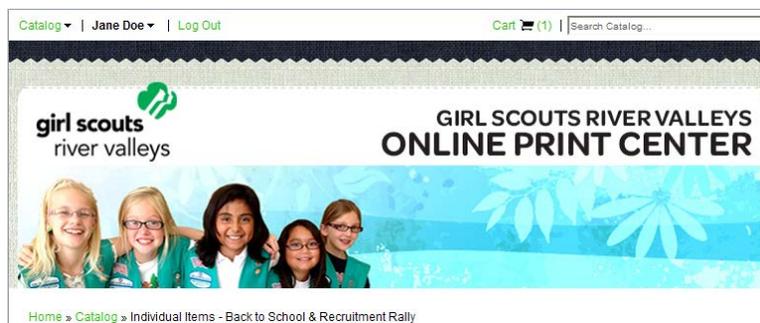
Ordering Individual Products:



Static items:
Just select quantity
needed and add to
cart

Customized Flyer

Simply click the quantity you want and Add to Cart. You will see your cart symbol at the top of the screen and when ordering is complete. Just click this to complete your order



Custom Flyer

There is 1 product you can customize – “Flyer”

These items are indicated as Custom  and will have custom information that you need to fill in order to add to your cart.

Once you click on the customize button this is the screen you will be taken to in order to fill in your custom information.

Catalog | Jane Doe | Log Out Cart (0) Search Catalog...



GIRL SCOUTS RIVER VALLEYS ONLINE PRINT CENTER



Home » Catalog » Individual Items - Back to School & Recruitment Rally » Flyer

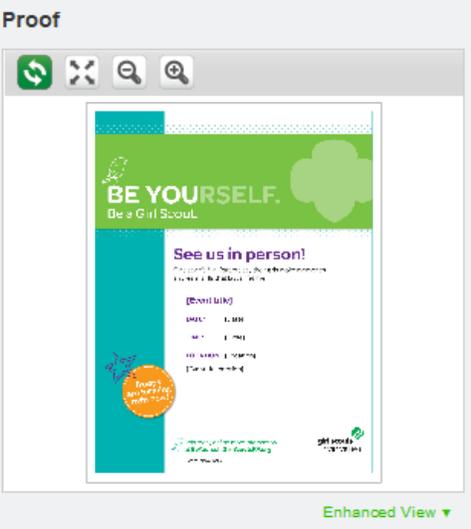
Product Information

Flyer

Description: Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11

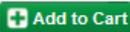
Version This Product

*Required Fields

Form	Proof
<p>Complete the form below. For preview, please click on the Green Button/Arrow to the right.</p> <p>Event Title* <input type="text" value="Pizza Party"/></p> <p>Date* <input type="text" value="08/26/2015"/></p> <p>Time* <input type="text" value="4:00 PM"/></p> <p>Location* <input type="text" value="Eagle Ridge Elementary"/></p> <p>Event Description* <input type="text" value="Add Text..."/></p> <p>School Disclaimer <input style="width: 100px;" type="text" value="We are not responsible for"/></p>	 <p style="text-align: right;">Enhanced View ▼</p>

Order Information

Qty:

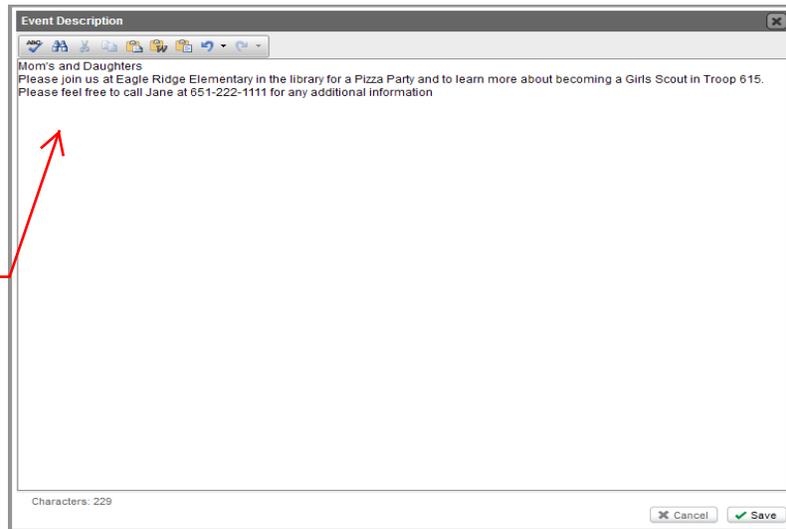


Fill in fields

Adding custom text for body copy of the Flyer

For the **Event Description** just click on Add Text and a new window will open to enter all specific event information needed.

Here you can type in your text for the flyer. You may also copy/paste text and Spell Check



Once your Event Description text is entered and **“Proofed Carefully”** click on **“Save”**.

Flyer

Description: Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11

[Version This Product](#)

**Required Fields*

Form

Complete the form below. For preview, please click on the Green Button/Arrow to the right.

Event Title* Pizza Party

Date* 08/26/2015

Time* 4:00 pm

Location* Eagle Ridge Elementary

Event Description* Mom's and Daughters Please join us at Eagle Ridge...

School Disclaimer e meeting planners.....

Proof

[Order Information](#)

Qty: 50

Add to Cart

**Required Fields*

Proofing your Flyer: You next must click the Green Proof Button  in order to generate your proof with the custom information you entered.

Once the proof is generated please check it carefully for accuracy and spelling, etc.

Then click the quantity you want and “Add to Cart”

Proof

These buttons allow you enlarge/reduce the proof for ease in reading

BE YOURSELF.
Be a Girl Scout.

See us in person!
Girls say it's fun. Parents say their girls make memories and learn skills that last a lifetime

Pizza Party
DATE: 08/26/2015
TIME: 4:00 pm
LOCATION: Eagle Ridge Elementary

Mom's and Daughters
Please join us at Eagle Ridge Elementary in the library for a Pizza Party and to learn more about becoming a Girl Scout in Troop 615.
Please feel free to call Jane at 651-222-1111 for any additional information

Join today or find more information at BeYourself.GirlScoutsRV.org

girl scouts river valleys

The school is not responsible for the above meeting and has granted access to the meeting planner.

Enhanced View ▼

Qty:

Add to Cart

****Kits with Versioned Flyer**

The **Rally Kit** contains the Versioned Flyer so once you add this kit to your cart you will see the Flyer with a button to click in order to customize. Once clicked you will need to customize per instructions above. The only difference will be once you are done customizing and proofing the button will say **Save and Return** – please click this in order to save your custom flyer and get back to your cart.



Shipping → Confirm Order

Home » Shopping Cart

Search Cart by: Product Name Search Cart... Search

Current (4) Saved

Products	Qty
Chatterbox SKU: GSRV-CB	20
Flyer SKU: GSRV-FLY- Description: Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11 -	150
Back to School Kit SKU: GSRV-BSK	2
Yard Signs SKU: GSRV-LS	Qty (2)
Poster for Fall Recruitment SKU: GSRV-PSTR	Qty (2)
Troop Leader Piece SKU: GSRV-TLP	Qty (40)
Tiny Buttons SKU: GSRV-TB	Qty (40)
Family Guide SKU: GSRV-FG	Qty (40)
Join Forms SKU: GSRV-JF	Qty (40)
How to Start A New Troop flyer SKU: GSRV-HSNTF	Qty (20)
Join Form Cover Sheet SKU: GSRV-SJFCS	Qty (2)
Back to School Kit Description: Back to School Kit	
Rally Kit SKU: GSRV-RK	1
Frames Coloring Sheet - Color SKU: GSRV-FCS4	Qty (1)
Poster for Fall Recruitment SKU: GSRV-PSTR	Qty (1)
Flyer*	Qty (1) Version
Troop Leader Piece SKU: GSRV-TLP	Qty (20)
Tiny Buttons SKU: GSRV-TB	Qty (50)
Chatterbox SKU: GSRV-CB	Qty (20)
Family Guide SKU: GSRV-FG	Qty (20)
Join Forms SKU: GSRV-JF	Qty (20)
How to Start A New Troop flyer SKU: GSRV-HSNTF	Qty (10)
Join Form Cover Sheet SKU: GSRV-SJFCS	Qty (1)
Back to School Kit Description:	

Remove Update

You must version the flyer in this kit before you can complete your order. Once versioned this will disappear

Form

Complete the form below. For preview, please click on the Green Button/Arrow to the right.

Event Title* Round Up

Date* 09/15/2015

Time* 3:30

Location* Siant Joseph's Elementary

Event Description* asdf hj kljk; lkj asdf a sdf asdf kjll lkj lk...

School Disclaimer ipoi wer lkjym wrjlsf e fskj

Proof



Enhanced View ▼

Back Save and Return

Checkout

Go to your cart and begin the checkout process.

Start by verifying all items in your cart then click on **“Checkout”**

Catalog | Jane Doe | Log Out Cart (2) | Search Catalog...

GIRL SCOUTS RIVER VALLEYS
ONLINE PRINT CENTER



Shipping → Confirm Order

[Home](#) » Shopping Cart

Search Cart by: Product Name | Search Cart... | Search

Current (2) | Saved

Products	Qty
 Chatterbox SKU: GSRV-CB Description:	20
 Flyer SKU: GSRV-FLY- Description: Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11 -	150

Remove | Update

[« Back To Catalog](#) | Save Cart | Checkout »

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Shipping

The Shipping screen is where you will need to add your shipping address.

****It is very important that this is accurate so you do not incur any delays in delivery.** You will need to either

“Use an Existing Address” – Select Address and a window will open to select an address.

If this window is empty then you must

“Use a New Address” and fill out the information as needed.

Choose Shipping Address: (All Products)

Use an Existing Address: Use a New Address (This order only):

Company:

Attn: Jane Doe

Addr1: 111 Smith Street *

Addr2:

Addr3:

Addr4:

City: Nowhere *

State: NA *

Zip: 12345 *

*Required Field

This screen will list your shipping addresses that you saved for future orders

girl scouts river valleys ONLINE PRINT CENTER

Shipping Address

View: Delivery: 0-0 of 0 | Page: 1 | 1

Description	Company	Addr1	City	State	Zip	Country
-------------	---------	-------	------	-------	-----	---------

Save Address: - You can save the New Address so it will be there next time you order. Decide what you want to name it and click on **Save as Default address** if it is your primary shipping address

Addr4:

Save Address

Description:

Save as Default Ship To Address

Products	Description	Ship To	Instructions	Qty
<input type="checkbox"/> Chatterbox	Current			20

COMPLETE ORDER

Once Shipping is completed, please click the green continue Button to see this screen. Verify Shipping, as well as items ordered and click on “Complete Order”



Shipping → **Confirm Order**

Current Ship To Address	Jane Doe 111 Smith Street Nowhere, NA 12345 [Change]	Purchase Order Number:	Purchase Order
		Payment Method	Purchase Order

Items

1	Name	SKU	Qty	
	Chatterbox	GSRV-CB	20	
	Description			
	Ship To Jane Doe 111 Smith Street Nowhere, NA 12345 [Change]			
	2	Flyer	GSRV-FLY-	150
	Description			
	Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11 -			
	Ship To Jane Doe 111 Smith Street Nowhere, NA 12345 [Change]			

← Back Complete Order >

Confirmation

Catalog | Jane Doe | Log Out
Cart (0) | Search Catalog


GIRL SCOUTS RIVER VALLEYS
ONLINE PRINT CENTER



Home » Manage Orders » Order Summary

Order Date: 8/6/2015	Purchase Order Number: 090520151424478743	print this page
Current Ship To	Jane Doe 111 Smith Street Nowhere, NA 12345	Payment Method Purchase Order

Options	SKU	Description	Ship To	Qty
	GSRV-BSK	Back to School Kit	Current	2
		<input type="checkbox"/> Kit Contents:		
	GSRV-CB		Current	20
	GSRV-RK		Current	1
		<input type="checkbox"/> Kit Contents:		
	GSRV-FLY-	Looking for a way to promote your Service Unit recruitment rally? Use this flyer to promote your upcoming event. Enter your event title, date, time, location, and description in the below fields. 8.5x11 -	Current	150

[View Detail Summary](#)

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Questions:

Always feel free to contact Impressive Print at 651-644-5979 with any questions.

Ask For Dave or Heidi.

dave@impressiveprint.com – heidi@impressiveprint.com

www.impressiveprint.com