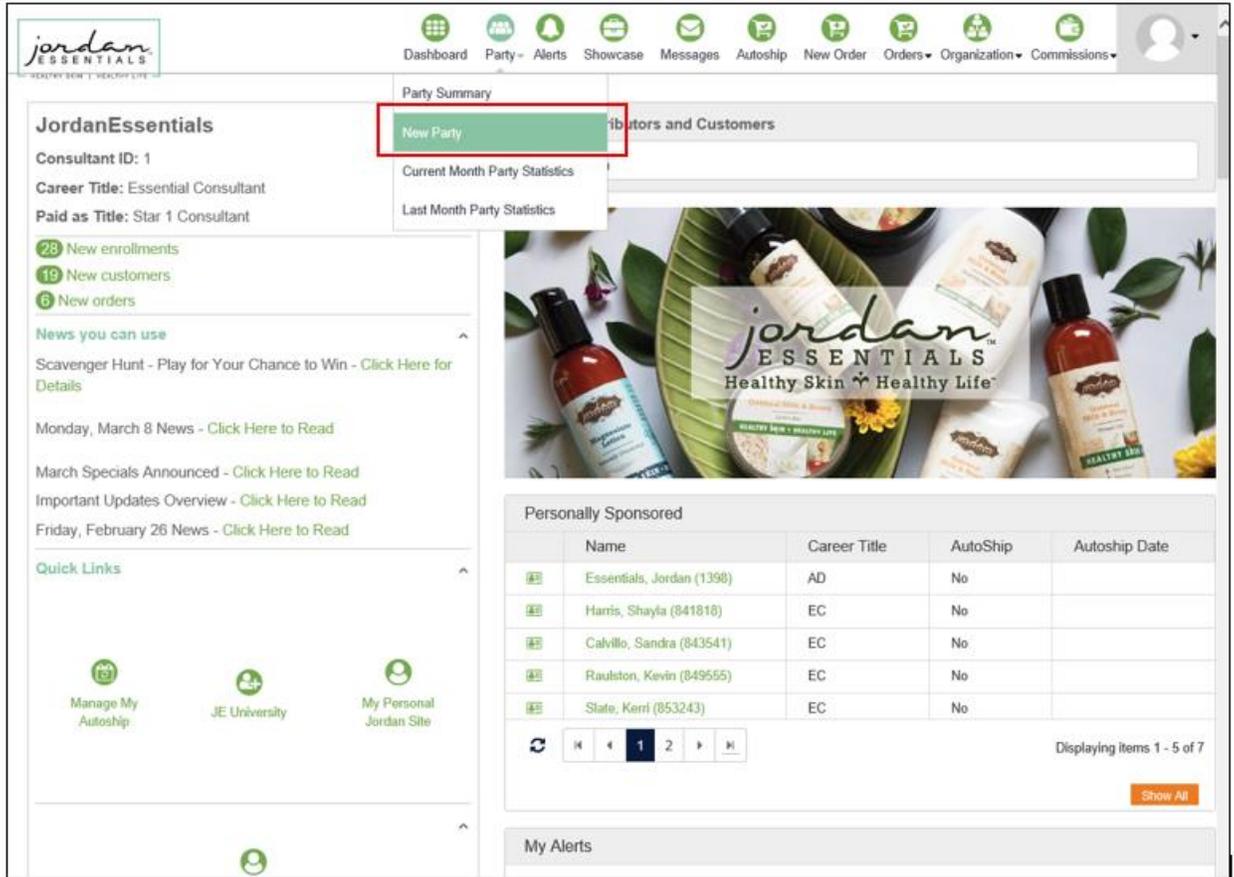


Creating a Party

1. Using the top navigation, click on PARTY>NEW PARTY

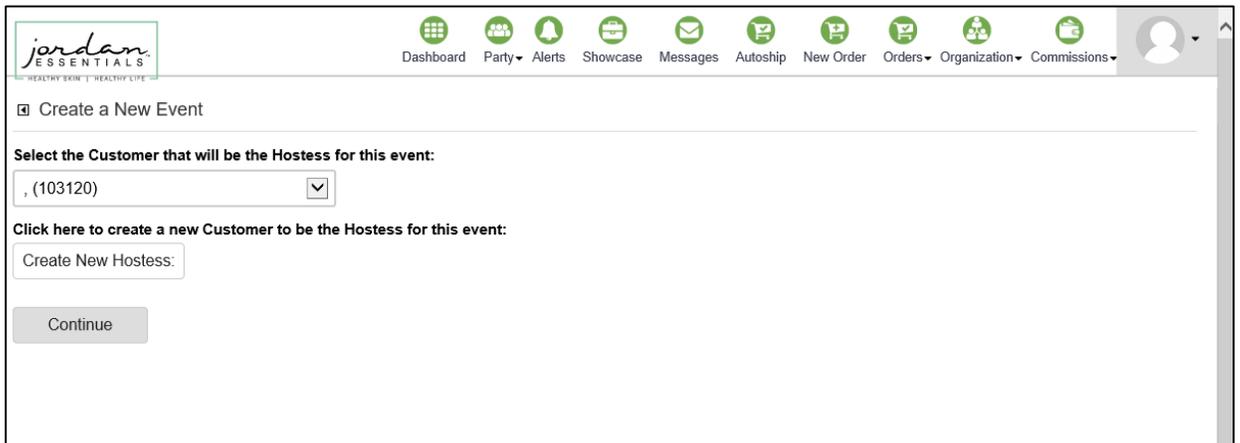


The screenshot shows the JordanEssentials dashboard. The top navigation bar includes: Dashboard, Party - Alerts, Showcase, Messages, Autoship, New Order, Orders, Organization, and Commissions. The main content area is divided into several sections:

- Party Summary:** A dropdown menu is open, showing options: Party Summary, **New Party** (highlighted with a red box), Contributors and Customers, Current Month Party Statistics, and Last Month Party Statistics.
- JordanEssentials:** Consultant ID: 1, Career Title: Essential Consultant, Paid as Title: Star 1 Consultant.
- Statistics:** 28 New enrollments, 19 New customers, 6 New orders.
- News you can use:** Scavenger Hunt - Play for Your Chance to Win - Click Here for Details, Monday, March 8 News - Click Here to Read, March Specials Announced - Click Here to Read, Important Updates Overview - Click Here to Read, Friday, February 26 News - Click Here to Read.
- Quick Links:** Manage My Autoship, JE University, My Personal Jordan Site.
- Personally Sponsored:** A table with columns: Name, Career Title, AutoShip, and Autoship Date. The table contains 7 rows of data.
- My Alerts:** A section at the bottom.

Name	Career Title	AutoShip	Autoship Date
Essentials, Jordan (1398)	AD	No	
Harris, Shayla (841818)	EC	No	
Calvillo, Sandra (843541)	EC	No	
Raulston, Kevin (849555)	EC	No	
State, Kerri (853243)	EC	No	

2. Select a Prior Customer to be the Hostess for the event, or Create a New Hostess:



The screenshot shows the 'Create a New Event' form. The top navigation bar is the same as in the previous screenshot. The form includes:

- Create a New Event:** A checkbox that is checked.
- Select the Customer that will be the Hostess for this event:** A dropdown menu with the selected value: , (103120).
- Click here to create a new Customer to be the Hostess for this event:** A button labeled 'Create New Hostess:'.
- Continue:** A button at the bottom.

- a. If using a prior Customer, the individual's information will automatically be populated, but can be edited on a later step.
- b. If creating a new Hostess, enter the information (Name/Email are required).

- After entering the Hostess info (or pulling from an existing Customer), the next step is to enter the details for the event.

Jordan ESSENTIALS
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Dashboard Party Alerts Showcase Messages Autoship New Order Orders Organization Commissions

Create a New Event

Hostess:
Lewis, Cassie (865898)

Event Type:
Spa Bar

Distribution Type:
Direct Ship Guest

Available in Cart: ⓘ

Event Date:
3/9/2021 *

Description:
*

Event Start:
All day event

Event End:
All day event

Contact Phone1:
4172881919 *

Contact Phone2:

Email:
cassie.lewis@bydesign.com *

Directions (used 0 of 500 chars):

- Distribution Type – select the primary method for delivering product to each Guest. Direct Ship will send each order to the guest directly, while the Party Shipping will combine all orders together into one shipment to the Hostess or to you.

Distribution Type:

- Direct Ship Guest
- Party Shipping Hostess
- Party Shipping Consultant
- Pickup Option

Event Date:

- Available in Cart – determines if this Party will be visible to select by customers in the shopping cart. This does NOT need to be enabled for the direct Party Link to work...but does need to be enabled for shoppers to come in 'blind' and add an order to the Party.
- Event Date – Required field.
- Description – Required field. Will be used as the name of the Party on all reporting.
- Event Start/End Times – not required. Will be used to populate the Party Invitation (if used).
- Contact Phone – Required field. Will be auto-populated if using a prior Customer as the Hostess.
- Email - Required field. Will be auto-populated if using a prior Customer as the Hostess.

- h. Directions - not required. Will be used to populate the Party Invitation (if used).
 - i. Billing Information – Required field. Will be auto-populated if using a prior Customer as the Hostess.
 - j. Shipping Information - Required field. Will be auto-populated if using a prior Customer as the Hostess.
4. After entering all Hostess and Party information, you will land on the Party Details Page. This page is your primary location for managing your Party.

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Dashboard Party Alerts Showcase Messages Autoship New Order Orders Organization Commissions

Home Guests Bookings Orders Close Spa Bar

Cassie's Training Party

Party ID: 525
Hostess: Cassie Lewis (865907)
Event Type: Spa Bar
Distribution Type: Direct Ship Guest
Spa Bar Date: 3/9/2021
Start - End: -
Contact Phone1: 4172881919
Email: cassie.lewis@bydesign.com
Available in Cart: Yes

Address Information

Billing Address: Lewis, Cassie
PO Box 118
CONWAY, MO 65632
LACLEDE, USA

Shipping Address: Lewis, Cassie
PO Box 118
CONWAY, MO 65632
LACLEDE, USA

Edit

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
--------------	-------	-------	--------

New Order / New Hostess Order / View All Orders View All Customers New Guest View Guests

Send Host Invitation

Click Here To Send Host Invitation View Responses

Inviting Guests to a Party

5. Click to send the Host Invitation – this is where you can send an invitation to your Hostess, allowing her to choose an email invitation to send and access a Hostess Portal to track her Party progress throughout the duration of the event.

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
--------------	-------	-------	--------

New Order / New Hostess Order / View All Orders View All Customers New Guest View Guests

Send Host Invitation

Click Here To Send Host Invitation View Responses

Share Party Link

f e t p m l + 0

- a. After clicking to send the invitation, you will be prompted to verify the Party information and to add a personal note (if desired).

Cassie's Training Party

Please confirm the Event Information below. If any of the information needs to be modified, click the 'Modify Event' button below. If everything is correct, enter an optional message to the host and click 'Continue.'

Event Type: Spa Bar
Event Date: 3/9/2021
Description: Cassie's Training Party
Event Start:
Contact Phone1: 4172881919
Contact Phone2:
Host Email: cassie.lewis@bydesign.com
Event Address1: PO Box 118
Event Address2:
Event City, State Zip: CONWAY, MO 65632

Add Personal Message to Host (optional):

Continue Cancel

- b. As a final step, you'll be provided with a preview of the email that will be sent to your Hostess. You can either click to go back and modify the email, or you can click to send.

☐ Cassie's Training Party

Please confirm the content of the email to be sent to your host, then click the Send Email button to proceed.

To:	cassie.lewis@bydesign.com
From:	JordanEssentials <CustomerCare@jordanessentials.com>
Subject:	Cassie's Training Party 3/9/2021

Dear Cassie,

Congratulations! Hosting a party is fun and easy. Follow these simple instructions to invite your friends and family.

Once your invitation has been sent you can check back at any time to see your guests' replies. Just use the link provided to get started.

1. [Click Here](#) to begin inviting your guests
 - Your User Name: 865898
 - Your Password: *****
2. Enter your guests' email addresses
3. Select an email template to use
4. Confirm and Send

We look forward to seeing you at your event,
JordanEssentials

Event Details

Host: Cassie Lewis
Date: 03/09/2021
Time:
Location: PO Box 118
 CONWAY, MO 65632
 USA
Consultant
Phone:
Consultant: JordanEssentials

- c. After sending the invitation, you'll receive a confirmation of the sent email. From here, click on the arrow at the top of this page to return to the Party Details page.

☐ Cassie's Training Party

Congratulations on your Event! You will be receiving a copy of the email you just sent to the Host. Make sure to check the "View Responses" link of the Event often to check attendance. Check in with your host frequently to assure the event plan is on track.

To return to the main event page click the left arrow in the upper left corner of this box.

Event Details

Host: Cassie Lewis
Date: 3/9/2021
Time:
Location: PO Box 118 CONWAY,
 MO 65632
 CONWAY, MO 65632
Consultant
Phone:
Consultant: JordanEssentials

- d. At any time, you can access the Hostess Portal from your Party Details page by clicking on VIEW RESPONSES.

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
--------------	-------	-------	--------

[New Order](#) / [New Hostess Order](#) / [View All Orders](#) [View All Customers](#) [New Guest](#) [View Guests](#)

Send Host Invitation

[Click Here To Send Host Invitation](#) [View Responses](#)

Share Party Link

[f](#) [e](#) [t](#) [p](#) [M](#) [in](#) [+](#) [0](#)

6. In addition to your Hostess adding guests via the Portal/Invitation, you can add guests directly from your back office.
 - a. To do this, click on NEW GUEST, enter the information for this person, and click SAVE.

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
--------------	-------	-------	--------

[New Order](#) / [New Hostess Order](#) / [View All Orders](#) [View All Customers](#) [New Guest](#) [View Guests](#)

Send Host Invitation

[Click Here To Send Host Invitation](#) [View Responses](#)

Share Party Link

[f](#) [e](#) [t](#) [p](#) [M](#) [in](#) [+](#) [0](#)

☐ Cassie's Training Party (Cassie Lewis) - New Guest

First Name:*

Last Name:*

MI:

Organization:

Email:

- b. After entering the first Party guest, you'll land on the Guest Management page. This is where you can continue adding Guests to the Party, add orders for any of the Guests already on the Party, or use the Party navigation menu to return to the Party Details page.

Home Guests Bookings Orders Close Spa Bar

New Guest

Select one of your Customers to add as a Guest:

(89651)

Select a previous event's Guest to add to this Spa Bar:

Lewis, Cassie (865907)

Click here to create a new Customer to be added as a Guest:

Cassie's Training Party (Cassie Lewis) - Guests

Guest	Date Invited	RSVP	Attended	Samples Provided		
Hawkins, Cindy (865913)		No RSVP	No	No	edit	New Order
Lewis, Cassie (865898)		No RSVP	No	No	edit	New Order

Guests shown: 2

- c. You can return to the Guest Management page at any time by clicking on **GUESTS** from the Party navigation menu or by clicking on **VIEW GUESTS** from the Party Details page.

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
<input type="button" value="New Order"/>	<input type="button" value="New Hostess Order"/>	<input type="button" value="View All Orders"/>	<input type="button" value="View All Customers"/>
<input type="button" value="New Guest"/>	<input type="button" value="View Guests"/>		

Send Host Invitation

Share Party Link

Home **Guests** Bookings Orders Close Spa Bar

Cassie's Training Party

Party ID: 526
 Hostess: Cassie Lewis (865898)
 Event Type: Spa Bar
 Distribution Type: Direct Ship Guest
 Spa Bar Date: 3/9/2021
 Start - End: -
 Contact Phone1: 4172881919
 Email: cassie.lewis@bydesign.com
 Available in Cart: Yes

Address Information

Billing Address: Lewis, Cassie
 PO Box 118
 CONWAY, MO 65632
 LACLEDE, USA

Shipping Address: Lewis, Cassie
 PO Box 118
 CONWAY, MO 65632
 LACLEDE, USA

Edit

Edit

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
New Order / New Hostess Order / View All Orders	View All Customers	New Guest	View Guests

Send Host Invitation

Click Here To Send Host Invitation View Responses

- In addition to adding guests individually to the Party, you can Share a Party link socially, via email, and on a variety of other platforms. To do so, leverage the SOCIAL PARTY LINK buttons on the Party Details page.

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
New Order / New Hostess Order / View All Orders	View All Customers	New Guest	View Guests

Send Host Invitation

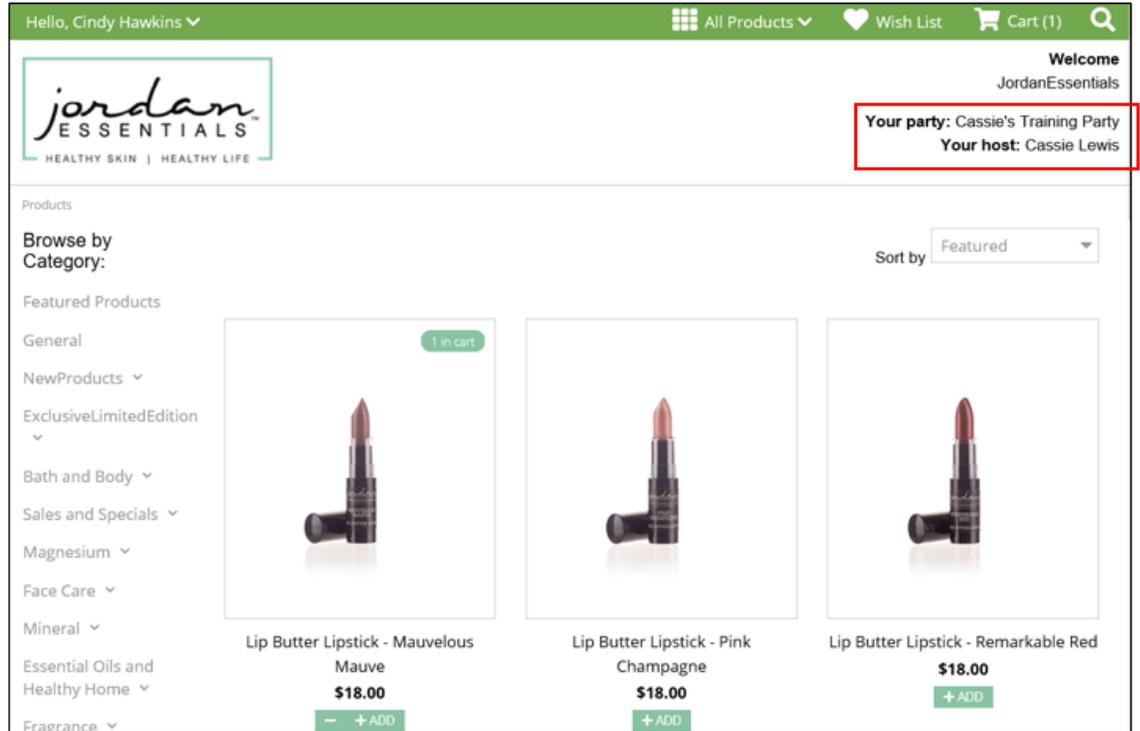
Click Here To Send Host Invitation View Responses

Share Party Link

Share

Adding Orders to a Party

8. Customers can place their own orders on a Party via your Shopping Cart.
 - a. If using the Party Link, they'll land on your Shopping Cart with the Hostess association already in place.



- b. If not using the Party Link, Customers will need to select the Party during Checkout. This is the 4th step of the checkout process, and done via a drop down menu:



HEALTHY SKIN | HEALTHY LIFE

Checkout [\(edit items\)](#)

- Shipping & Billing
- Promotions (if applicable)
- Review Order

Pay & Submit

Is this Order Associated with a Party/Event? (Optional)

Select your Party: Please select a Party

- None
- 525-Cassie's Training Party-Cassie Lewis
- 526-Cassie's Training Party-Cassie Lewis

Order Summary [View Cart](#)

Shipping Total:	\$5.50
Tax Total:	\$1.88
Order Total:	\$25.38

Enter Payment Details

Payment Options

Pay by Credit Card

Pay by Credit Card

Amount to be Charged:
\$25.38






Credit Card #:

CW2:

9. You can also add Customer Orders for Party Guests in your back office. This is done by clicking on NEW ORDER from the Party Details page.

The screenshot shows the 'Orders' tab in the back office. The main content area is divided into two columns. The left column contains party details: Party ID: 526, Hostess: Cassie Lewis (865898), Event Type: Spa Bar, Distribution Type: Direct Ship Guest, Spa Bar Date: 3/9/2021, Start - End: -, Contact Phone: 4172881919, Email: cassie.lewis@bydesign.com, and Available in Cart: Yes. The right column contains Address Information: Billing Address (Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA) and Shipping Address (Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA). Below these are 'Edit' buttons. A table titled 'Spa Bar Orders & Hostess Orders' is partially visible with columns for Order Number, Guest, Total, and Status. A 'New Order' button is highlighted with a red box. At the bottom, there are buttons for 'Click Here To Send Host Invitation' and 'View Responses'.

- a. Select which Party Guests you're entering an order for.
- b. The Market will not change from Extranet.
- c. Choose the preferred shipping method for this Guest Order. Direct Ship will send the product directly to this Customer, while Party Shipping will combine this order with other Party Orders and ship together to the Hostess or to you.

The screenshot shows the 'New Order' form. At the top, there are navigation tabs: Home, Guests, Bookings, Orders, and Close Spa Bar. Below the tabs, the title is 'Cassie's Training Party (Cassie Lewis) - New Order'. The form has three main sections: 'Spa Bar Guest:' with a dropdown menu showing '----- Choose One -----'; 'Market:' with a dropdown menu showing 'Extranet'; and 'Shipping:' with a dropdown menu showing 'Direct Ship Guest'. At the bottom of the form are three buttons: 'Start Order', 'Start Shopping Cart Order', and 'Cancel'.

- d. You can either complete the Guest Order within your back office (by clicking START ORDER), or by going to the Shopping Cart (by clicking START SHOPPING CART ORDER).
 - i. When entering via your back office, you can either enter the SKUs using the Quick Add Feature, or Click to view a Product List to add items.

Order #10622124

Guest: Cindy Hawkins (865913)
 Order #: 10622124
 Status: Entered
 Market: Extranet
 Shipping: Bulk Party Shipping
 Geocode:

Address Information

Billing Address:
 Cindy Hawkins
 PO Box 118
 CONWAY, MO 65632
 LACLEDE, USA
 Bill Phone: 4172881919
 Bill Email: cindy.hawkins@email.com

Shipping Address:
 Cindy Hawkins
 PO Box 118
 CONWAY, MO 65632
 LACLEDE, USA
 Ship Phone: 4172881919
 Ship Email: cindy.hawkins@email.com

Products

Quick Add - Item Number: Qty: 1

[Click Here To Add Product From List](#)

[Click Here To Review Available Promotions](#)

Delete Item	Item Number	Product	Price	Qty	Sub Total	Volume
There are no items on this order.						
					\$0.00	\$0.00
Order Total:					\$0.00	\$0.00

- ii. When entering via the Shopping Cart, you will be taken out to the Cart to complete the order in the same way that the Customer completes their own order in your Cart. The association to the Party will already be done for you when you get to the cart.

Hello, Cindy Hawkins

All Products Wish List Cart (1)

Welcome
JordanEssentials

Your party: Cassie's Training Party
Your host: Cassie Lewis

Products

Browse by Category: Sort by: Featured

Featured Products

General
 NewProducts
 ExclusiveLimitedEdition
 Bath and Body
 Sales and Specials
 Magnesium
 Face Care
 Mineral
 Essential Oils and Healthy Home
 Fragrance

Lip Butter Lipstick - Mauve
 Mauve
 \$18.00
 1 in cart +ADD

Lip Butter Lipstick - Pink Champagne
 Champagne
 \$18.00
 +ADD

Lip Butter Lipstick - Remarkable Red
 \$18.00
 +ADD

10. At any time, you can view an order summary for your Party, which includes status and total by Guest, by clicking on ORDERS from the Party navigation menu or by clicking on VIEW ORDERS from the Party Details page.

The screenshot shows the 'Orders' tab selected in the navigation menu. The page displays details for 'Cassie's Training Party' (Party ID: 526) and its 'Spa Bar Orders & Hostess Orders'. A table lists one order: 10622124 for guest Cindy Hawkins (865913) with a total of \$0.00 and a status of 'Void'. The 'View All Orders' button is highlighted with a red box.

Party Information:
 Party ID: 526
 Hostess: Cassie Lewis (865898)
 Event Type: Spa Bar
 Distribution Type: Direct Ship Guest
 Spa Bar Date: 3/9/2021
 Start - End: -
 Contact Phone1: 4172881919
 Email: cassie.lewis@bydesign.com
 Available in Cart: Yes

Address Information:
 Billing Address: Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA
 Shipping Address: Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA
 Edit

Order Number	Guest	Total	Status
10622124	Cindy Hawkins (865913)	\$0.00	Void

Buttons: New Order, New Hostess Order, **View All Orders**, View All Customers, New Guest, View Guests

Send Host Invitation: Click Here To Send Host Invitation, View Responses

Home Guests Bookings Orders Close Spa Bar

☑ Cassie's Training Party (Cassie Lewis) - Orders

Order #	Guest	Total Price	Total Volume	Status	Invoice	Details
10622124	Cindy Hawkins (865913)	\$0.00	\$0.00	Void	View Invoice	View Details
		\$0.00	\$0.00			

1 Order(s) shown.

Adding a Hostess Order to a Party

11. Hostesses cannot place their own orders on a Party via your Shopping Cart (although that is coming soon). For now, you'll need to add the Hostess Order from your back office.
- a. This is done by clicking on NEW HOSTESS ORDER from the Party Details page.

The screenshot shows the 'Cassie's Training Party' details page. The top navigation bar includes 'Home', 'Guests', 'Bookings', 'Orders', and 'Close Spa Bar'. The main content area is divided into two columns: Party Information and Address Information.

Party Information:

- Party ID: 526
- Hostess: Cassie Lewis (865898)
- Event Type: Spa Bar
- Distribution Type: Direct Ship Guest
- Spa Bar Date: 3/9/2021
- Start - End: -
- Contact Phone 1: 4172881919
- Email: cassie.lewis@bydesign.com
- Available in Cart: Yes

Address Information:

- Billing Address:** Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA
- Shipping Address:** Lewis, Cassie, PO Box 118, CONWAY, MO 65632, LACLEDE, USA

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
10622124	Cindy Hawkins (865913)	\$0.00	Void
10622134	Cassie Lewis (865898)	\$33.00	Void

Buttons: New Order, **New Hostess Order**, View All Orders, View All Customers, New Guest, View Guests

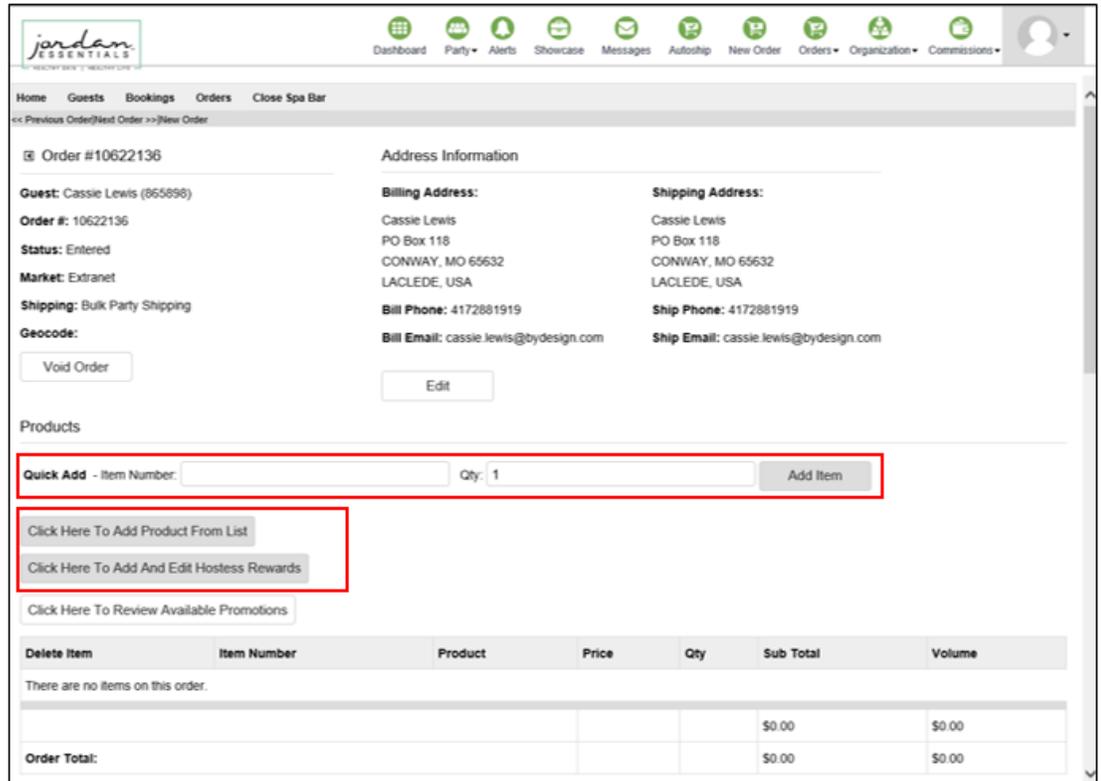
Send Host Invitation: Click Here To Send Host Invitation, View Responses

- b. Select the Hostess from the list of Party Guests.
- c. The Market will not change from Extranet.
- d. Choose the preferred shipping method for the Hostess Order. Direct Ship will send the product directly to this Customer, while Party Shipping will combine this order with other Party Orders and ship together to the Hostess or to you.

The screenshot shows the 'New Order' form for 'Cassie's Training Party (Cassie Lewis) - New Order'. The form includes the following fields and buttons:

- Spa Bar Guest:** Lewis, Cassie (865898 - Hostess) [dropdown]
- Market:** Extranet [dropdown]
- Shipping:** Direct Ship Guest [dropdown]
- Buttons: Start Order, Start Shopping Cart Order, Cancel

- e. You can either complete the Hostess Order within your back office (by clicking START ORDER), or by going to the Shopping Cart (by clicking START SHOPPING CART ORDER).
 - i. When entering via your back office, you can either enter the SKUs using the Quick Add Feature, click to view a Product List to add items, or click to redeem Hostess Rewards. The first two options are the same as you had for Customer Orders. The third is a new one, allowing you to use any Hostess Rewards earned on the Party.



- ii. When entering via the Shopping Cart, you will be taken out to the Cart to complete the order in the same way that the Customer completes their own order in your Cart. You will already be logged into the Cart as the Hostess, and the association to the Party will be done for you.

Navigation bar: Hello, Cassie Lewis | All Products | Wish List | Cart (1)

Logo: **jordan** ESSENTIALS | HEALTHY SKIN | HEALTHY LIFE

Right side: **Welcome** JordanEssentials
Your party: Cassie's Training Party
Your host: Cassie Lewis

Sort by: Featured

Products

Browse by Category:

- General
- New Products
- Exclusive Limited Edition
- Bath and Body
- Sales and Specials
- Magnesium
- Face Care
- Mineral
- Essential Oils and Healthy Home
- Fragrance
- Joyful Jordan
- Healthy Home
- Sales Tools

Product Name	Price	Cart Status
Lip Butter Lipstick - Mauvelous Mauve	\$18.00	+ ADD
Lip Butter Lipstick - Pink Champagne	\$18.00	1 in cart - + ADD
Lip Butter Lipstick - Remarkable Red	\$18.00	+ ADD

If you choose to enter your Hostess Order within the Shopping Cart, you will not have the option of redeeming Hostess Rewards at that time. Instead, you'll need to redeem/apply them afterward in your back office or when you're closing the Party.

Adding Bookings to a Party

12. Bookings can only be added to a Party from your back office.

- f. This is done by clicking on BOOKINGS from the Party navigation menu or by clicking on NEW BOOKING from the Party Details page.

The screenshot shows the 'Bookings' tab selected in the navigation menu. The page displays details for 'Cassie's Training Party'. The 'Party ID' is 526. The hostess is Cassie Lewis (865898). The event type is 'Spa Bar' and the distribution type is 'Direct Ship Guest'. The spa bar date is 3/9/2021. The contact phone is 4172881919 and the email is cassie.lewis@bydesign.com. The party is available in the cart. The address information is provided for both billing and shipping. Below this is a table for 'Spa Bar Orders & Hostess Orders' with one order listed: Order Number 10622124, Guest Cindy Hawkins (865913), Total \$0.00, and Status Void. There are buttons for 'New Order', 'New Hostess Order', 'View All Orders', 'View All Customers', 'New Guest', and 'View Guests'. At the bottom, there are buttons for 'Click Here To Send Host Invitation' and 'View Responses'.

This screenshot shows the 'Spa Bar Orders & Hostess Orders' section. It features the same table as the previous screenshot, showing one order: Order Number 10622124, Guest Cindy Hawkins (865913), Total \$0.00, and Status Void. Below the table are buttons for 'New Order', 'New Hostess Order', 'View All Orders', 'View All Customers', 'New Guest', and 'View Guests'. Underneath is the 'Send Host Invitation' section with buttons for 'Click Here To Send Host Invitation' and 'View Responses'. The 'Share Party Link' section includes social media sharing icons for Facebook, Email, Twitter, Print, Pinterest, LinkedIn, and a plus sign for more options, with a '1' next to the plus sign. The 'Upcoming Spa Bar Bookings' section states 'This party has no Bookings.' and has a 'New' button highlighted with a red box and a 'View All' button. The 'Spa Bar Statistics' section shows: Total Sales: \$0.00, Total Guests: 2, Total Volume: 0, and Products Sold: 0.

- g. Select the Guest to assign the Booking, and enter the Scheduled Party Date. Add any notes (if desired) and click SAVE.

☐ Cassie's Training Party (Cassie Lewis) - New Booking

Booking Guest:
----- Choose One ----- ▾

Scheduled Date: (MM/DD/YYYY format)*

Start:

End:

Booking My Notes (used 0 of 350 chars):

* - denotes required field

Save Changes Cancel Changes

- h. After adding the Booking, you'll land on the Bookings Summary page. You can either add additional Bookings, or return to the Party Details page by clicking HOME in the Party navigation menu.

 Dashboard Party Alerts Showcase Messages Autoship New Order Orders Organization Commissions

Home Guests Bookings Orders Close Spa Bar

Cassie's Training Party (Cassie Lewis) - Bookings

Open Bookings: 0
Closed Bookings: 0
Established Bookings: 0
Total Bookings: 0

New Booking

Open Bookings
This party has no openBookings.

Established Bookings
This party has no establishedBookings.

Closed Bookings
This party has no closedBookings.

Closing a Party

13. When ready to close your Party, click on CLOSE SPA BAR from the Party navigation window.

Home Guests Bookings Orders **Close Spa Bar**

Cassie's Training Party

Party ID: 526
Hostess: Cassie Lewis (865898)
Event Type: Spa Bar
Distribution Type: Direct Ship Guest
Spa Bar Date: 3/9/2021
Start - End: -
Contact Phone1: 4172881919
Email: cassie.lewis@bydesign.com
Available in Cart: Yes

Address Information

Billing Address:
Lewis, Cassie
PO Box 118
CONWAY, MO 65632
LACLEDE, USA

Shipping Address:
Lewis, Cassie
PO Box 118
CONWAY, MO 65632
LACLEDE, USA

Spa Bar Orders & Hostess Orders (Total is without tax and shipping)

Order Number	Guest	Total	Status
10622124	Cindy Hawkins (865913)	\$0.00	Void

/ /

Send Host Invitation

Share Party Link

14. Before closing a Party, all possible rewards must be validated. You will be prompted to do this after clicking to close. When prompted, click VALIDATE REWARDS.

Home Guests Bookings Orders **Close Spa Bar**

Reward Validation - Cassie's Training Party (Cassie Lewis)

Before closing this Spa Bar, all possible rewards must be validated. Click *Validate Rewards* below to begin the process. Please be patient, this process could take a few moments. If all rewards for this Spa Bar are validated, you will automatically be forwarded on to the Spa Bar payment page. If there are errors found, you will be asked to fix the errors before continuing.

- i. If the Party qualifies for rewards, you can redeem them at this point (if you haven't already when entering the Hostess Order).
- j. If the Party does not qualify for rewards, you will be taken straight to the final page to CLOSE SPA BAR AND POST ORDERS.



Home Guests Bookings Orders Close Spa Bar

Summary - Cassie's Training Party (Cassie Lewis)

Total Orders: 0
Spa Bar Volume: \$0.00
Spa Bar Sub Total: \$0.00
Tax: \$0.00 +
Shipping: \$0.00 +
Total: \$0.00
Payments: \$0.00 -
Balance Due: \$0.00

Order Information

Order Number	Status	Volume	Sub Total	Tax	Shipping	Total	Payments	Balance
Order Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: Once you close the Spa Bar, the Spa Bar will become uneditable.

Close Spa Bar And Post Orders