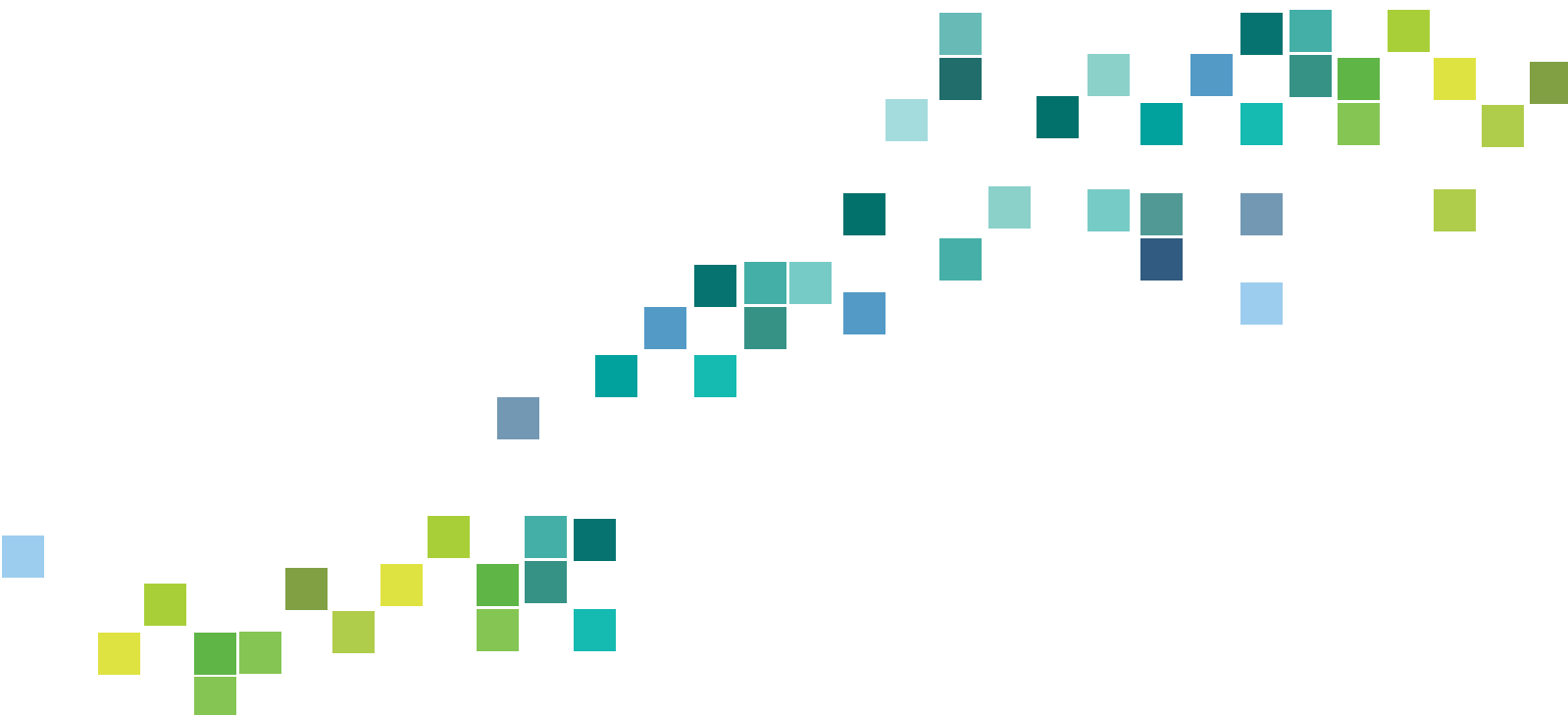


Online Print Center Training Guide



[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: *

[Save & Continue](#)[✓ Apply Changes](#)**Default Ship to Address**

No default address selected.

[Address Book](#)

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**Girl Scouts of River Valley – Recruitment Brand Portal**

Login URL

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

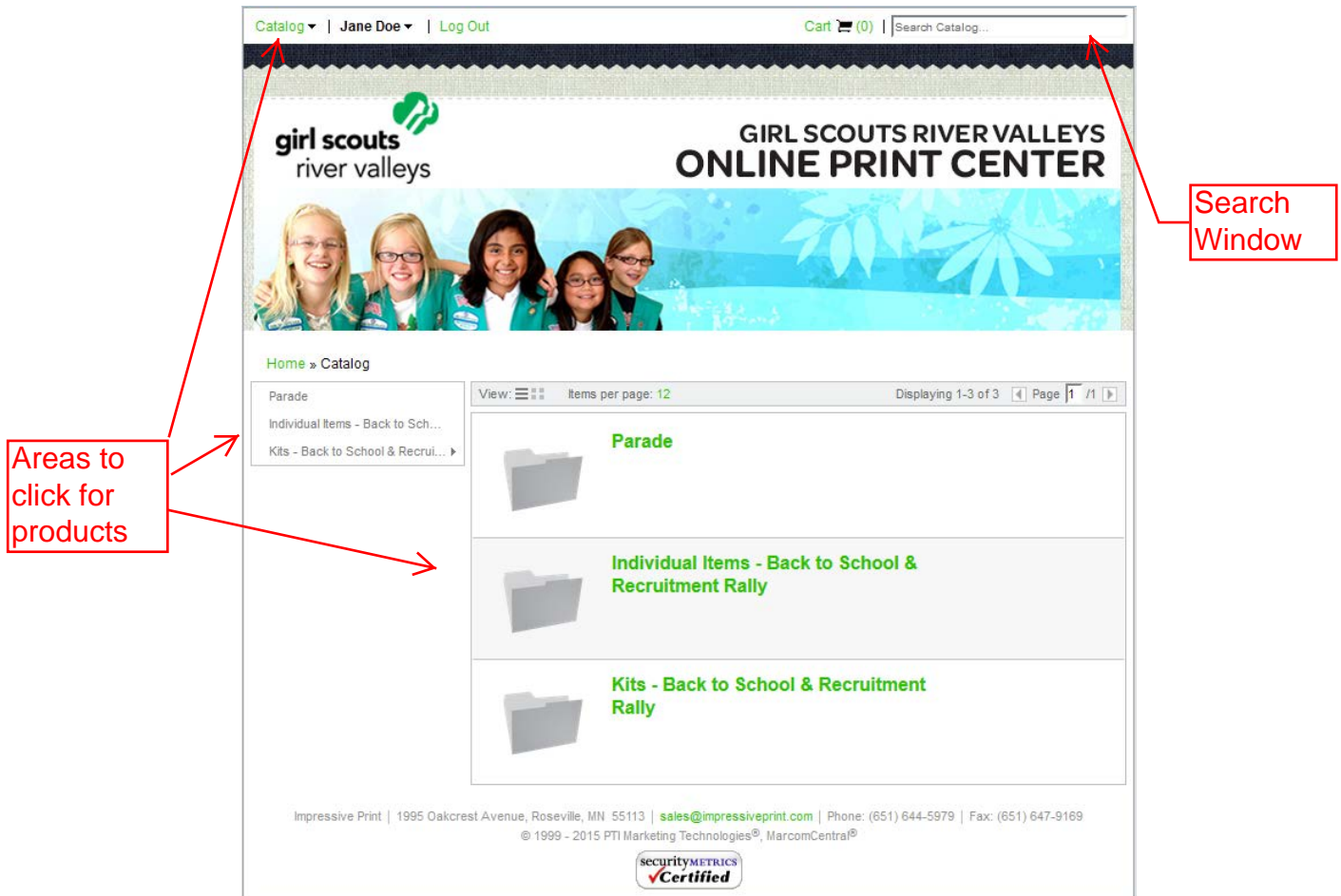
User Id

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



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

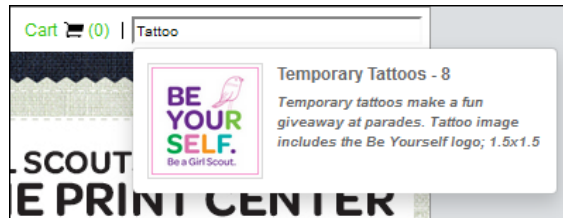
Frames Coloring Sheet: qty 20

Join Forms: qty 50

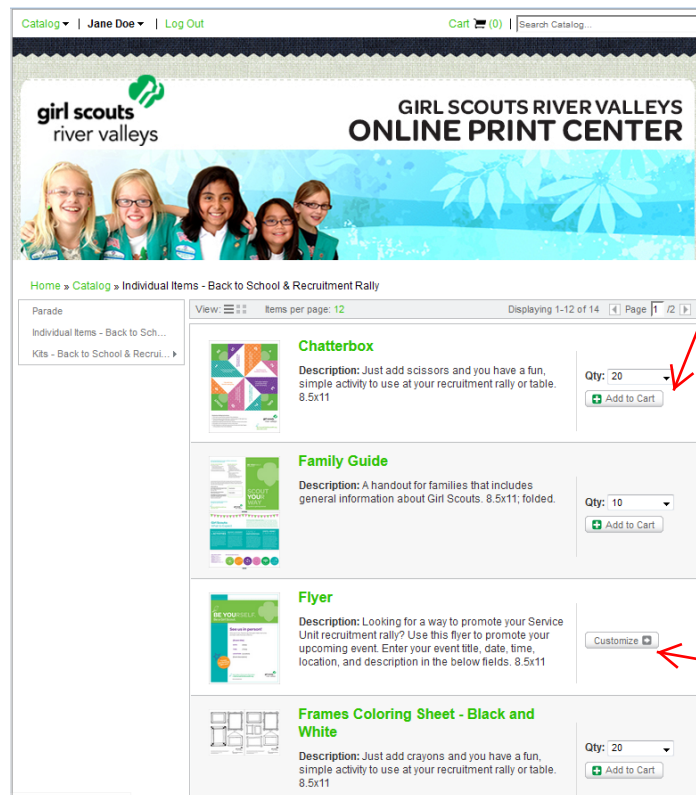
How to Start A New Troop flyer: qty 10

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.



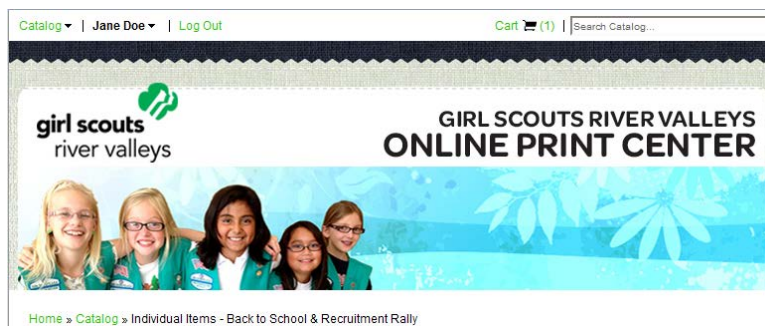
Ordering Individual Products:



Static items:
Just select quantity
needed and add to
cart

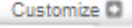
Customized Flyer

Simply click the quantity you want and Add to Cart. You will see your cart symbol **Cart (1)** at the top of the screen and when ordering is complete. Just click this to complete your order



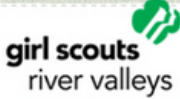
Custom Flyer

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)



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

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

Event Title*

Date*

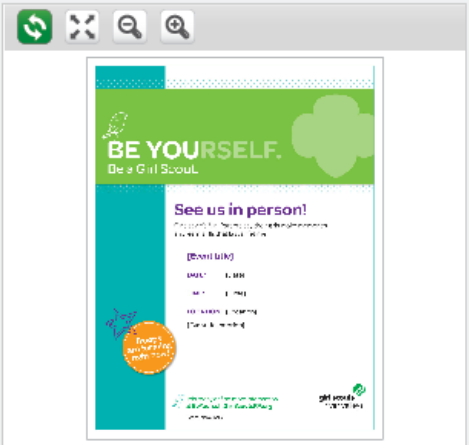
Time*

Location*

Event Description*

School Disclaimer

Proof



Enhanced View

Order Information

Qty:

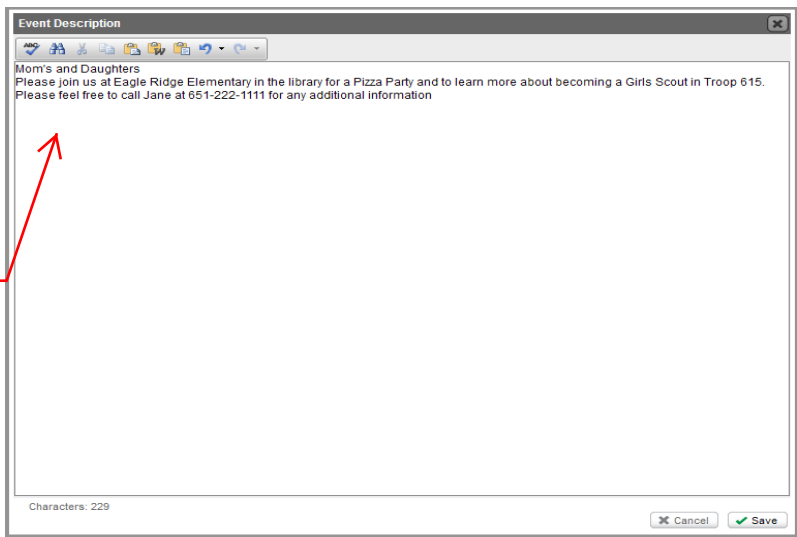
Add to Cart

Fill in fields

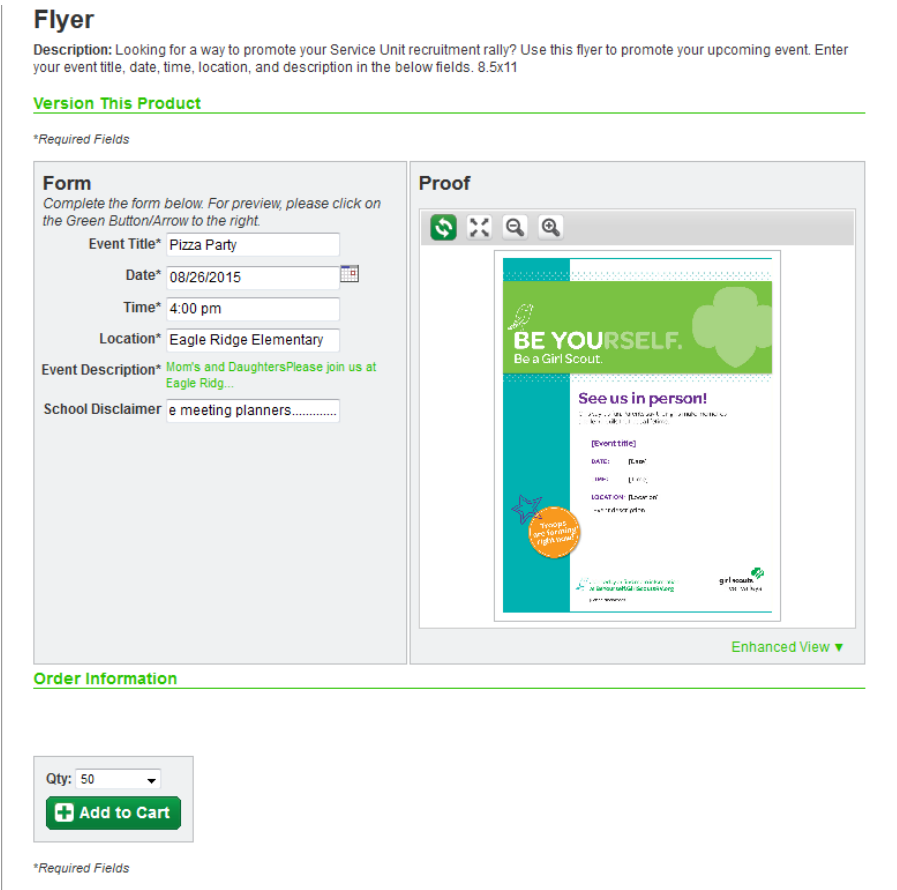
Adding custom text
for body copy of
the Flyer


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

A screenshot of a web browser window titled "Event Description". The window contains a text area with the following text: "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 Girls Scout in Troop 615. Please feel free to call Jane at 651-222-1111 for any additional information". A red arrow points from the text box on the left to the text area. At the bottom of the window, it says "Characters: 229" and has "Cancel" and "Save" buttons.

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

A screenshot of a web page titled "Flyer". The page has a description: "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". Below the description is a section "Version This Product". Underneath is a "Form" section with fields for "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...), and "School Disclaimer" (e meeting planners.....). To the right of the form is a "Proof" section showing a preview of the flyer. The flyer has a green header with "BE YOURSELF. Be a Girl Scout." and a blue body with "See us in person!". Below the proof preview is an "Enhanced View" link. At the bottom of the page is an "Order Information" section with a "Qty: 50" dropdown and an "Add to Cart" button. A note at the bottom says "*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”




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

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)
Description: Back to School Kit	
Rally Kit SKU: GSRV-RK	1
Frames Coloring Sheet - Color SKU: GSRV-FC34	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)
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

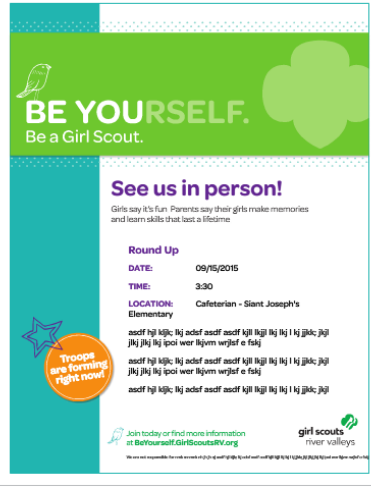
Time* 3:30

Location* Siant Joseph's Elementary

Event Description* asdf hj kjkc; lkj asdf a sdf asdf kjl lkj lk...

School Disclaimer* ipoi wer lkjvm 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) |



GIRL SCOUTS RIVER VALLEYS ONLINE PRINT CENTER



Shipping → Confirm Order

[Home](#) » Shopping Cart

Search Cart by: Product Name


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

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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: Attn:

OR

☒ 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
GIRL SCOUTS RIVER VALLEYS
ONLINE PRINT CENTER

Shipping Address

View: Items per page: 25

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: My Home Address

☒ Save as Default Ship To Address

Products	Description	Ship To	Instructions	Qty
<input type="checkbox"/> Chatterbox GSPP/CB		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:

Payment Method

Purchase Order

Items


1	<div>Name</div> Chatterbox	SKU	GSRV-CB	Qty	20
	<div>Description</div>				
	<div>Ship To</div> Jane Doe 111 Smith Street Nowhere, NA 12345 [Change]				
2	<div>Name</div> Flyer	SKU	GSRV-FLY-	Qty	150
	<div>Description</div> 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 -				
	<div>Ship To</div> 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

Current Ship To

Jane Doe
111 Smith Street
Nowhere, NA 12345

Purchase Order Number:

080520151424478743

Payment Method

Purchase Order

[print this page](#)

Options	SKU	Description	Ship To	Qty
	GSRV-BSK	Back to School Kit <div>Kit Contents:</div>	Current	2
	GSRV-CB		Current	20
	GSRV-RK	<div>Kit Contents:</div>	Current	1
	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:

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Ask For Dave or Heidi.

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