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# QUICK REFERENCE GUIDE

## AYSO VOLUNTEER

### MARKETING TOOLKIT

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URL: [www.aysomarketing.org](http://www.aysomarketing.org)

#### LOG IN – FIRST TIME USERS

Your email address has been pre-loaded, so the program will recognize you; however, you will need to assign your own secure password following these steps:

1. Enter your email address
2. Select *I forgot my password*.
3. Click on **SIGN IN**.

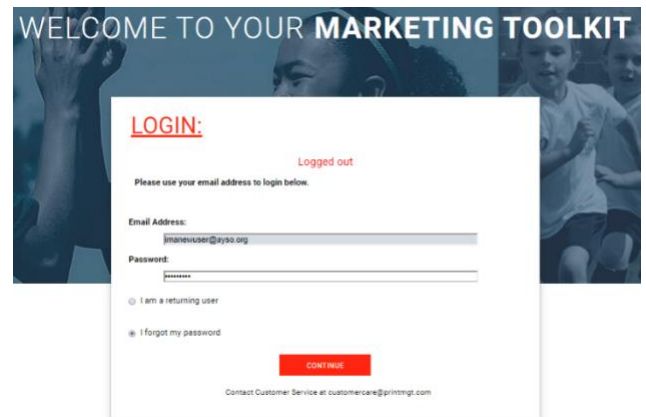
You will receive an email with a link to reset (or initially assign) your password.

Passwords must be at least 7 characters long and have at least one of each of the following:

- uppercase letter
- lowercase letter
- number

Back on the login page, enter your email address and your password. Select *I am a returning user* and click on **SIGN IN**.


Once you're logged in, you'll see the Marketing Toolkit **Home Page**.



## NAVIGATION

The menu bar at the top will appear on all pages. Each element in the menu bar has a function:



- A click on the **AYSO** logo will always return you to the home page.
- The **Products** link will take you to the product catalog.
- Once you've placed orders, you will be able to reference them through the **Track Orders** link.
- The shopping cart link is only visible if you have added item(s) to your cart. The cart icon is followed by the number of items in the cart.
- To review your profile information or to log out, click on the profile icon. 

## VIEW AND SELECT PRODUCTS

From the home page, there are several ways to go to the catalog: 1) click on the **Products** link in the menu bar, 2) click on one of the three images below the video to go directly to the desired catalog section, **SOCIAL MEDIA, SIGNAGE or FLYERS, POSTCARDS, ETC.** 3) A click on **START SHOPPING** will bring you to the first section in the catalog, **SOCIAL MEDIA.**

You'll notice the catalog section names are displayed at the top of the catalog page. You can move from one to the other section by clicking on those labels. Note that you can search for a specific item by name or partial name from the catalog pages.



All products are represented with a thumbnail image. Click on the image to enlarge the view.

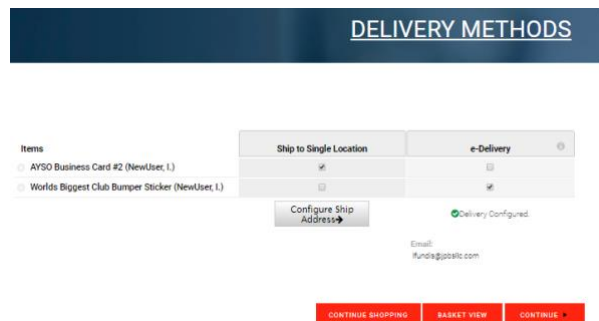
Select a quantity under the product and click on **ADD**. If the product is customizable, another screen will open where you will add custom text. As you fill the custom fields, the item image will update. When finished filling the custom fields, click on

**+PRODUCTS**. This will open a window for you to review and approve the proof copy.

If the proof is correct, click the check box, then click on **ACCEPT PROOF** to add the item to your cart. Select other products following the same steps or check out.

## CHECKOUT

On the next page, you will see the delivery options. The shopping cart items are listed on the left. If an item is listed in red, you need to select a delivery method. Select **e-Delivery** if you want a high-resolution pdf file emailed to you for printing at a local print supplier. Select **Ship to Single Location** if you want the product to be printed and shipped. Note that not all items are available for both delivery methods.



Your email address is the default for e-Delivery. Hover over **Delivery Configured** to change the email address.

Click on **Configure Ship Address** to add shipping information.

Click on **CONTINUE** to complete the billing page. Enter your credit card information and click on **SEND ORDER**.