

How to Enter a Show Online!

(You must use credit card or debit card ~ to use a check then the show must be mailed in)

1. Have all your orders tallied and ready to enter. A great tool to use for this is the tally sheet from <http://cb.bestofboards.com> March What's New page. Direct link to file: <http://cb.bestofboards.com/download/download.htm>. Also have your Hostess Credit order ready.
2. Go into the Business Center, and then click on Hostess Credit.
3. Enter your hostess info - ALL info must be filled in! If your hostess doesn't have an email address, then put yours! If your hostess is paying by credit card, but you are using your credit card for the guest orders, see Additional Credit Card rules below.
4. Proceed to the next screen, and enter ALL of your guests and the amounts they have spent! Do this BEFORE you order product, or it won't calculate any hostess credit for you! Only enter the amount of product, no tax or shipping.
5. After you have entered all guests and amounts, then go in and enter your products... including your guest orders and hostess credit. No need to enter each guest order separately. For instance, if you have 3 guests that ordered honeysuckle lotion bars, then just enter 3 lotion bars.
6. The sales for your commission is calculated on actual PURCHASED product minus hostess credit, and the hostess credit is calculated on the amounts you enter in the hostess credit screen. Example: Guest purchase totals ~ \$300. Hostess purchase ~ \$33, but Hostess Credit ~ \$30. Product amount entered ~ \$333 (hostess went over her credit by \$3). Commission paid on \$303 (\$333 minus \$30 credit = \$303).
7. Now click on View Cart. Verify your order, and if all is ok, click on "Proceed to Checkout" to enter your credit/debit card info and complete your transaction. **If you don't receive an invoice #, please check your "My Order Status." Do not keep hitting the submit button or multiple orders may result.**

Additional Credit Card Rules

If you have credit card orders, there are 2 ways you can handle this.

1. You can go into Bunnymart where you normally enter your rep order and place the credit card order. When you get to the shipping screen, put the guest address info in there, and it will be shipped directly to the guest. This may result in a higher shipping amount, and will be dependent on the order amount and the chart found in your manual. Once the credit card order(s) is entered, go into the hostess credit screen in Business Center, enter all of your guests and amounts (INCLUDING the cc order you just placed), then enter the product orders. DO NOT RE-ENTER THE CREDIT CARD ORDER PRODUCTS! The reason they do it this way is because you can actually give hostess credit on cash 'n carry items without entering ANY orders, just the amounts that people purchased. That way, you won't get commission on the cash 'n carry stuff, either, because commission was already paid when you bought your stock.
2. To avoid the higher shipping amount, you can fax or email the order and place it directly with the Hutch. They can manually override the higher shipping amount for the card and have that order shipped directly to the hostess with the rest of the show!