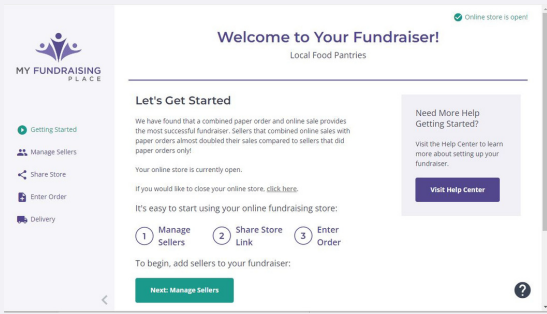


GROUP LEADER PORTAL HELP



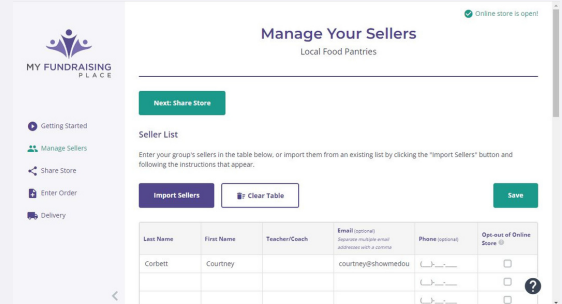
Getting Started

This page offers a quick guide to what you can use your Group Leader Portal (GLP) for. Group Leaders can also access the Help Center on this page.

Manage Your Sellers

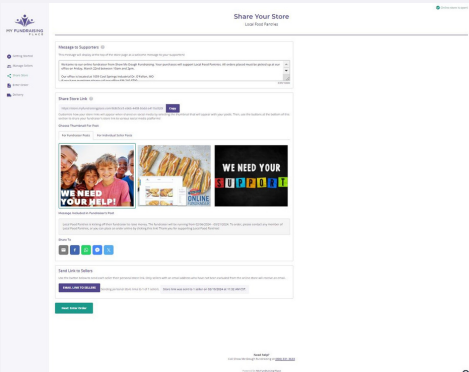


Visit this page when you are ready to enter your seller's names and email addresses. You can type information in individually or use our formatted template to upload your seller list all at once. Make sure to click "Save" once you have your sellers added.



Share Your Store

This page allows you to edit the Message to Supporters that is at the top of your group's store page. In addition, you can post to social media, send out individual links to your sellers and access your group's store all with the click of a button!



Enter & Submit Order

When you are ready to enter your paper orders you can use the search bar to type in a seller's name and enter the totals from their form. The system will automatically total as you tab across the line. This page auto saves as you enter information. You can also track online orders on this page. All online orders are automatically tallied when the orders are placed by your supporters. Once you enter all paper orders simply click Submit Order.

