



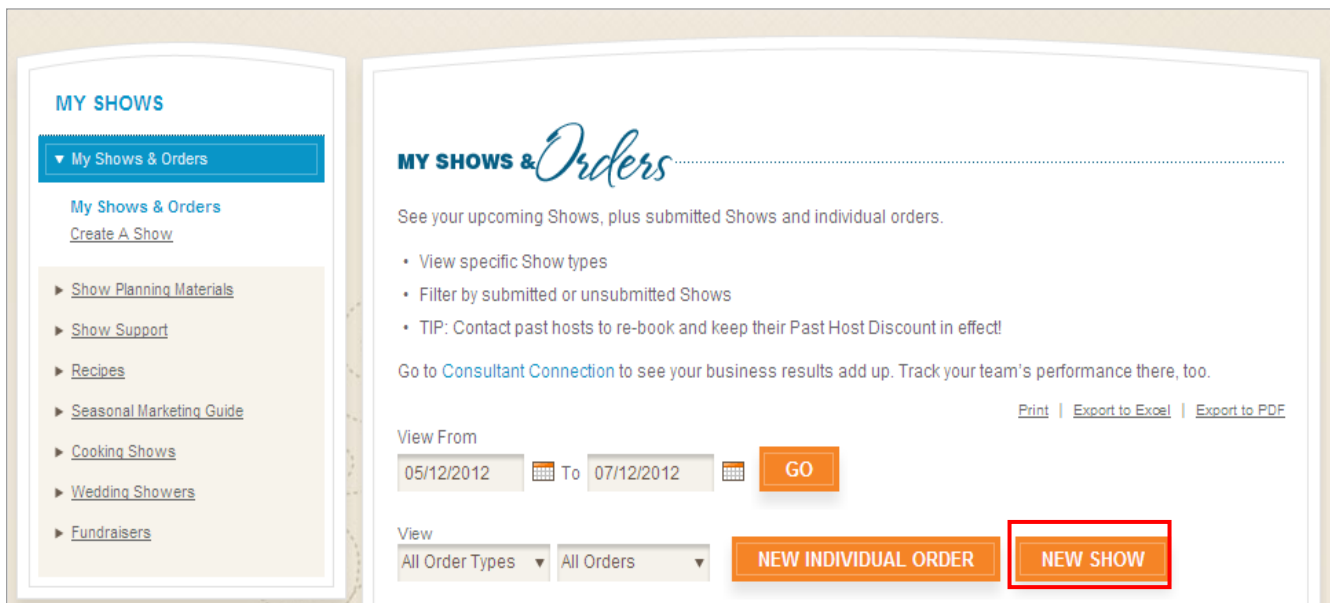
## Quick Tips for Setting Up a Show

- On Consultant's Corner, select My Shows & Orders from the My Shows tab at the top of the page. (Or, click on My Shows & Orders from the Tools & Quick Links.)



## CREATE A SHOW

- Click the **NEW SHOW** button.



## CREATE A SHOW

### CREATE A SHOW

When you Create a Show, it's automatically added to your calendar on Consultant's Corner.

After creating the Show, set up the Show Page and then ask your host to upload her guest names.

<sup>\*</sup> denotes required field

**Show Type\***

**Show Date\***

**Show Close Date\***

**Show Start Time\***  :  AM

**Show End Time\***  :  AM

**Show Number\***

**Show Name\***

**HOST** **CO-HOST**  CONSULTANT ACTING AS HOST

**First Name\***

**Last Name\***

**Email\***

Day Phone

Evening Phone

Cell Phone

**Phone appearing on E-Invitations\***

**Address\***

Address 2

Address 3

**City\***

**State\***

**Zip Code\***

County

**HOST SEARCH**

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**Show Location\***

**Ship-To Location\***

Sales Tax %  Food Tax %

Preferred Language

On my calendar, make this Show:  Private  Public

**CREATE SHOW**

## SHOW INFORMATION

- Select a **Show Type** from the drop-down menu.
- Click the calendar icon to set the **Show Date**. The **Show Close Date** is pre-set for two days after the Show. You can change this date if you want to.
- The **Show number** will be auto-populated; you can change it if you like. (If you're a Consultant with Shows in P3, start your new website Shows with a number higher than your last P3 Show.)
- The **Show Start Time** and **End Time** are for your online calendar. (Otherwise, it would look like the Show went on forever!) The **Show Start Time** also appears on the e-invitation, as well as on the Show page that guests come to when they RSVP or want to place an order.
- The **Show Name** defaults to "Come to my Show." (If you have eBizTools™, this will appear on e-invitations and reminders. Use a fun name to create excitement for the event.)

## HOST INFORMATION

- Email address – **Type carefully!** Once you create the Show, this is not editable, because the host's email associates the Show with her customer account.
  - Do not use your Consultant email address as the host's email, unless you are the host. (If you use your Consultant email, the system will think you're creating a Consultant-hosted Show.)
  - If a host doesn't have an e-mail address, enter the customer's 10-digit phone number followed by @mytpc.com in the required email field.

Example: If a host's phone number is (630) 123-4567, enter [6301234567@mytpc.com](mailto:6301234567@mytpc.com) in the email field.

If the Show has a co-host, click the **[CO-HOST]** tab and enter the information.

If you're hosting the Show, check  CONSULTANT ACTING AS HOST.

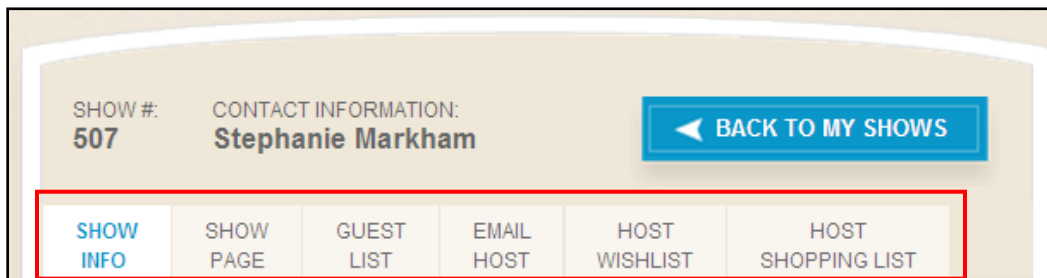
## OTHER INFORMATION

- Show Location / Ship-To Location – If you choose an address other than the host's (or co-host's), add the details in the fields that will display here.
- The Sales Tax and Food Tax will display based on the Ship-To Location.
- Decide if you want the Show to be a Public or Private event on your calendar.
  - Public events will appear on the calendar on your Personal Web Site, so anyone can see the event date, name, and time.
- Click **[CREATE SHOW]**.

- You'll receive a confirmation message that your Show has been created. Click **OK** to close the window.



- Then click each tab across the top of the page to manage the Show from start to finish.



**SHOW INFO:** This tab includes the information you entered when you created the Show.

**SHOW PAGE:** You can set up a personalized Web page for each Show! The Show theme you choose is applied to the e-invitations and reminders, too.

**GUEST LIST:** You can add names and keep people updated about the Show. All you need is a first name, last name and email address. Your host can do the same thing from her Host Tools. *(See the Quick Tips About Your Host's Tools.)*

**EMAIL HOST:** Easily send emails to keep in touch with your hosts.

NOTE: The Show Page, Guest List and Email Host tabs are available to eBizTools™ subscribers. New Consultants receive a FREE 90-day subscription when they join.

**HOST WISHLIST:** Create a list of the products your host would love to have. *(Currently, your host is not able to share with others a wish list she's created in her account. This feature will be available in the future.)*

**HOST SHOPPING LIST:** You can send a pre-populated grocery list from current and past *Season's Best® Recipe Collections* or create a customized shopping list for the Show.

## Let's take a closer look at the Show page:

SHOW #: 14 CONTACT INFORMATION: Diedre Green [← BACK TO MY SHOWS](#)

SHOW INFO	SHOW PAGE	GUEST LIST	EMAIL HOST	HOST WISHLIST	HOST SHOPPING LIST
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Your Show theme will be applied to the Show Page, as well as to e-invitations and reminders.

Click Preview to see the Show Page before you Publish it.

### SELECT THEME

[Cooking Show](#) [Change Show Type](#) [What's This?](#)

Select the design you'd like for your show page. Click a theme for a larger view.



KeepSummerFresh InOrOutPizza Selected

### FEATURE PHOTO

[What's This?](#)

Select or upload a photo to promote your show:

Click a photo for a larger view.



OR

[See photos you've previously uploaded](#)

Use this photo

### SHOW DESCRIPTION/ PERSONAL MESSAGE

[What's This?](#)

This message will appear on the show page on PWS.

Homemade pizza at my place — come grab a slice! We'll get easy pizza-making tips and sample a tasty recipe! Just bring a friend.

372 characters left

### SHOW RECIPES

[What's This?](#)

You can determine when or if your recipe appears on your show page in PWS.

Find a Recipe

Search

[SEARCH](#)

### SHOW URL

You can copy the URL below to share with guests. It will take them directly to the Show page where they can RSVP or place an order.

<http://pamperedchef.com/pws/carriejamison/guest-landing/8829582654619>

[PREVIEW SHOW PAGE](#) [SAVE](#) [PUBLISH](#)

[DELETE SHOW](#) [SHOW CART](#)

### SHOW THEME

- Scroll through the themes. Click **[SELECT]** to apply the theme to the Show page and e-invitations. You'll see the themes that are available for the Show type you created:
  - Cooking Show
  - Catalog Shows
  - Fundraiser Shows
  - Wedding Showers

### FEATURE PHOTO

- Selecting a theme also applies a Feature Photo.
  - You can upload a different photo to display on the Show page, if you want.
  - Once you upload a photo, it's saved so you can access it in the future for other Shows.

### SHOW DESCRIPTION

- Use the description as-is, or personalize it to this specific Show. The description appears on the Show page where guests come to RSVP or place an order.

### SHOW RECIPES

- You can display a recipe name and photo on the Show page, if you choose. (It will link to the complete recipe in the Recipes section of the website.)
  - Search for the recipe you want. You'll be able to view the recipe before selecting it.
  - Once you select a recipe, you can add a message to display on the Show page, along with the recipe photo and link. (Please note that not all recipes have a photo.)
  - You can choose to display the recipe Now or the Day After the Show.

### SHOW URL

- You can share the URL with guests. It will take them to the Show page to RSVP or place an order.

### PUBLISH

- You can **[PREVIEW]** the Show page.
- Remember to click **[PUBLISH]!**

## SETTING UP A CATALOG SHOW

### CREATE A SHOW

When you Create a Show, it's automatically added to your calendar on Consultant's Corner.

After creating the Show, set up the Show Page and then ask your host to upload her guest names.

\* denotes required field

Show Type*	Catalog
Show Date*	06/21/2012
Show Close Date*	06/21/2012 <a href="#">What's This?</a>
Show Start Time*	8 : 00 AM
Show End Time*	8 : 00 AM
Show Number*	23
Show Name*	Becca's Having a Catalog Show!

### CATALOG SHOW INFORMATION

- Select Catalog from the **Show Type** drop-down menu.
- Set the **Show Close Date** to be the date that all orders are due. This date will be displayed on the Show Page and e-invitations with the label **ORDERS DUE**.
- Consider what you want to see on your Calendar. The calendar displays the Show Date. **This date determines which Guest and Host Specials are available for the Show.**
  - If you want your calendar to display the date that orders are due, you could set the **Show Date & Show Close Date** to be the same day.
- The **Show Start Time** and **Show End Time** won't display on the Show Page, but will be on your Calendar. You might want to set it for early or late in the day as a reminder to you that this particular Catalog Show closes that day.
- We suggest including "Catalog Show" in the **Show Name** field, because that name will display on the Show page and e-invitation. For example, "Holly Host's Catalog Show."

\*\*\*\*\*

Here's what would appear on the Show Page and e-invitations for this Catalog Show.



### Becca's Having a Catalog Show!

Hosted By:	Becca Peters
Orders Due:	Thursday, June 21, 2012
Phone:	630-555-1212

I love Pampered Chef® kitchen products and thought you would, too! Visit my Show web page to browse the catalog and order online. It's that simple. DEADLINE FOR ORDERS IS JUNE 22!



## SETTING UP A FUNDRAISER SHOW

### CREATE A SHOW

When you Create a Show, it's automatically added to your calendar on Consultant's Corner.

After creating the Show, set up the Show Page and then ask your host to upload her guest names.

\* denotes required field

**Show Type\*** Fundraiser

**Show Date\*** 06/26/2012

**Show Close Date\*** 6/28/2012  
What's This?

**Show Start Time\*** 7 : 00 PM

**Show End Time\*** 9 : 00 PM

**Show Number\*** 23

**Show Name\*** Fundraiser for Joey Parker - spor  
Fundraiser for Joey Parker - sponsored by Kiwanis Club of Centreville

#### Organization Information

**Organization Name** Kiwanis Club of Centreville

**Name to Appear on Check\*** Kiwanis Club #8888  
 This is a Feeding America Fundraiser

**Chairperson First Name\*** Kate

**Chairperson Last Name\*** Alexander

**Email\*** kate.alexander001@yahoo.com

\*\*\*\*\*

#### Event Information

Is your Fundraiser Show going to be advertised on the organization's website?

No

Yes

If yes, please enter the complete URL where it will be advertised\*

www.kiwaniscentreville.org

Please select the date range the link will be active\*

**Start**

06/11/2012

**End**

06/28/2012

**What is the purpose of the fundraiser?\***

Raise money for Joey's medical bills

I have read and agree to the [Fundraiser Linking Policy](#).\*

### FUNDRAISER SHOW INFORMATION

- If the Fundraiser Show is being done as a "live" event, enter the date and time as you would for a normal Show.
  - NOTE: The system does not yet provide a separate Show page and invitation for fundraisers that are done through a "catalog" format. This will be made available as soon as possible.
- Because the **Show Name** is displayed prominently on the Show Page and e-invitations, you might to include the organization name in the Show Name. Below is an example of how the e-invitation would look.



- Be sure to complete the fundraiser-specific fields:
  - **Organization Name**
  - **Name to Appear on Check**
  - **Chairperson Name**
  - **Email**

If you answer YES here, you'll need to complete the additional fields that are then displayed.

When you agree to the Fundraiser Linking Policy, an email is sent to you from the Home Office with approval to advertise on the organization's website.

**TIP:** For more details about Fundraisers, including policies for advertising on the organization's website, look under My Shows > Fundraisers, as well as in the Consultant Policy Guide.