

PRE-ORDER

(QUICK REFERENCE GUIDE)

STEP ONE: DESIGNATE PRODUCTS & PACKAGES FOR PRE-ORDER USE

- a. Click the “**Setup**” tab on the top. Click the “**Product Management**” tab on the left hand side. Click on the “**Offers & Packages**” tab, then click on the desired offer.
- b. Locate the desired package/product, then click on the “**EDIT**” tab.
- c. Click on the “**Edit Package Settings**” tab.
- d. Under the “**Where do you want this package/product offered**” section, select the “**I want this package/product to be available for ordering online**” option **AND** the “**I want this package/product included for pre-orders online**” option.
- e. Click the “**Save Settings**” tab at the bottom.

STEP TWO: CREATE THE PRE-ORDER EVENT IN CORE

- a. Click on the “**Events**” tab at the top of the page, then click the “**Click here to create new event**” tab.
- b. Enter event information. Select the HQOE level at the bottom from the dropdown, then click the “**Next**” tab.

STEP THREE: SETUP THE PRE-ORDER EVENT IN CORE

- a. Confirm correct event settings and change if needed.
 - i. Under the “**Event Settings**” tab, make sure the “**Enable Lab Auto-Cropping of Group Images**” box has been checked, then click the “**Save Settings**” tab.
- b. Confirm correct tax & shipping settings and change if needed.
 - i. Under the “**Tax and Shipping Tab**”, select the desired tax rate for the event, then click the “**Save**” tab.
- c. Select applicable online settings for pre-order
 - i. Select the “**Online Settings**” tab. Under the “**General Settings**” section, deselect the “**Customers can find their proofs by last name**” box. Then select the “**Enable Pre-Orders**” box.
 - ii. In the pink box, type “**OK**” in the text box to confirm pre-order activation.
 - iii. **Adding a pre-order placeholder image (optional)** : Add the event Order Number, Roll and Frame where the desired placeholder image is located.
 - iv. **Adding a pre-order message (optional)**: Type desired message in “**Pre-Orders Event Message**” box.
 - v. Click the “**Save Settings**” tab at the bottom.

- d. Select applicable offer and input all titling, caption and crest data.
 - i. Click on the **“Offer Setup”** tab, click on the **“Which offer would you like to use for this event?”** dropdown, then choose the applicable offer.
 - ii. Fill in all Caption/Titling data & select all applicable product crests.
 - iii. When finished, click the **“Save”** tab at the bottom.
- e. Select a modifier for the event.
 - i. Select the **“Edit Teams/Category”** tab on the left hand side, then click the **“Edit/Add Divisions”** tab.
 - ii. From the **“Modifier”** dropdown, select the applicable modifier then click the **“Save”** tab.

STEP FOUR: ENABLE EVENT ON RETAIL

- a. On the **“Event Details”** screen, click the **“Enable event on Retail”** tab.
- b. Click on the **“Event Details”** tab on the left hand side to refresh the screen, then click on the **“Preview Event”** tab at the bottom.

STEP FIVE: CREATE SPLASH PAGE WITH PRE ORDER LINK

- a. On the homepage of the BizHub, click on the **“Quick Links”** tab, then select the **“Marketing: Organization Splash Screens”** tab.
- b. Click on the **“Create New”** tab, then on the next screen click the **“Create New Splash Page Now”** tab.
- c. Enter applicable data under **“Shoot Information”** section, then enter an event specific message AND the pre-order HTML code under the **“Important Picture Day Information”** section.
 - i. Use the link below to insert into the pre-order HTML code. Replace the information highlighted in yellow with the specific event ID (this will change every time) and the franchise specific CCS account number.
<http://tss.partypics.com/QPPlus/SearchNames.aspx?EventID=1554068&AccountNumber=91030>
 - ii. **Paste the link above with event specific ID and specific franchise CCS account number, into the YELLOW section of the HTML code listed below:**

```
<a href="http://tss.partypics.com/QPPLUS/Packages.aspx"><h1 style="font-size:175%">CLICK HERE TO PREORDER YOUR PICTURES NOW</h1></a>
```
 - iii. Once the pre-order web link has been pasted into the HTML code, copy the ENTIRE HTML code and paste it into the **“Important Picture Day Information”** section of the splash page. Next click on the **“Save Changes”** tab.

- d. Upload any other desired documents by clicking the **“Add/Remove Upload Documents”** tab under the **“Uploads”** section.
 - i. Click the **“Choose File”** tab. Browse for the desired document. Select the document and click the **“Open”** tab. Once the document has been selected, click on the **“Upload”** tab.
- e. Display the newly uploaded documents by clicking on the **“Add/Edit Links on this Splash Page”**.
 - i. From the **“File”** dropdown, select the file that you uploaded in the previous step. Type in link text in the **“Link Text”** box, then click the **“Add”** tab. Link will then appear in the box below.
 - ii. When finished, click the **“Back”** button on your browser to return to the splash page control screen.
- f. To add product images to the splash page, click on the **“Update product spotlight”** tab in the **“Product Spotlight”** section.
 - i. Click on the **“Search By”** dropdown menu and select the method you want to search products by. Enter the appropriate data in the **“Enter Description”** box. Select the appropriate product when the text description populates in the **“Select Product to Add”** screen. When the correct product image populates in the **“Product Spotlight”** area, click the **“Save Changes”** tab.
 - ii. Click the **“Back to Splash Page Admin”** tab to get back to the splash page control screen.
 - iii. Once the splash page build is complete, click on the **“Preview”** tab at the top to see a preview of the splash page.
- g. Send either the splash page URL or the web HTML code to the league/organization director. They can in turn either post it to the organization web page OR send the URL link to all of the parents in the organization.
 - i. **To copy and paste the URL:** On the splash page preview screen, copy the URL for the splash page, then paste it into an email to the league/organization director.
 - ii. **To copy and paste the HTML web code:** Click on the **“Web Code”** tab at the top. On the next page, select the TSS Logo you want displayed, then highlight and copy the web code that appears in the box below. Paste the web code into an email and send to the league/organization director.

STEP SIX: COLLECT PRE-ORDER DATA ON PICTURE DAY

- a. Use the **“Pre-Order Tracking Form”** to collect subject first and last name, subject image number, subject division and subject modifier on picture day.
- b. Each camera station should have multiple copies of this form.

STEP SEVEN: MERGE PRE-ORDER DAY WITH PICTURE DAY ORDER DATA

- a. Type all of the pre-order data (subject first and last name, subject image number, division and division modifier) into the same spreadsheet used to process picture day orders.
- b. Upload images.
 - i. For detailed instructions on how to do this, please refer to the **“Uploading Images”** section in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.
- c. Lock rolls & align images.
 - i. For detailed instructions on how to do this, please refer to the **“Locking Rolls & Aligned Images”** section in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.
- d. Upload the spreadsheet (with the Pre-Order Data Included).
 - i. For detailed instructions on how to do this, please refer to the **“Uploading the Spreadsheet”** section in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.
- e. Import pre-orders.
 - i. Click on the **“Imported Orders”** tab on the left hand side, then click on the **“Import Pre Orders”** tab at the top.
 - ii. Match all pre-orders with the applicable name from the name dropdown menu, then click on the **“Save Name Assignments”** tab.
- f. Transfer & identify group images.
 - i. For detailed instructions on how to do this, please refer to the **“Transferring & Identifying Group Images”** sections in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.
- g. Queue Orders for Transmit.
 - i. For detailed instructions on how to do this, please refer to the **“Queuing Orders for Transmit”** section in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.
- h. Transmit orders.
 - i. For detailed instructions on how to do this, please refer to the **“Transmitting Orders”** section in either the **“Standard Order Entry”** or the **“Green Screen Order Entry”** section of the CORE Manual.

PRE-ORDERS

1. DESIGNATE PRODUCTS & PACKAGES FOR PRE-ORDER USE

IMPORTANT: Packages, products and offers must be designated for pre-order use before they can be used for that purpose.

IMPORTANT: This designation is done on a “per product/package” basis. It must be done for every product and/or package that is desired for pre-order use.

3 WAYS TO SET UP THE PRE-ORDER OFFER:

ONE: Utilize your standard offer and just make sure each desired pre-order product and package has the pre-order designation. (THIS IS THE BEST METHOD PROVIDING PRE-ORDER PRICING IS CONSISTENT WITH PICTURE DAY PRICING)

TWO: Create pre-order products and packages within your standard offer by copying the desired products and packages, then giving each product/package the pre-order designation. (THIS IS THE BEST METHOD PROVIDING PRE-ORDER PRICING IS DIFFERENT THAN PICTURE DAY PRICING)

THREE: Create a stand-alone offer specifically used for pre-order use. (WITH THIS METHOD, IT WOULD BE NECESSARY TO CHANGE THE OFFER ON THE EVENT BEFORE PICTURE DAY ORDERS COULD BE PROCESSED)

HOW TO GIVE A PRODUCT/PACKAGE A PRE-ORDER DESIGNATION:

STEP ONE: Click the “Setup” tab on the top. Click the “Product Management” tab on the left hand side. Click on the “Offers & Packages” tab, then click on the desired offer.

The screenshot shows the CORE software interface. At the top, there are navigation tabs: Customers, Events, Reports, Setup, and Queues. The 'Setup' tab is highlighted. On the left sidebar, there are several menu items, with 'Offers & Packages' highlighted. The main content area is titled 'Offer and Package Builder' and contains a table of offers. A table with columns 'Name', 'Market', and 'Version' is visible. The table contains the following data:

Name	Market	Version
TSS Seminar	TSS	2.00
CCS - All TSS Products	TSS	2.00
CCS - Master Offer- \$14.50 8x10 Unit	TSS	2.00
CCS - Master Offer (Copy)	TSS	2.00

STEP TWO: Locate the desired package/product, then click on the “EDIT” tab.

EDIT OFFER SETTINGS Kens Offer

Packages A-La-Carte Product Add-Ons Impact Products Mobile

DEL

EDIT GROUPING DELETE COPY Prints

ADD A SINGLE PRODUCT ADD PACKAGE

Name
1-8x10
1-8x10
1-8x10 Group
1-8x10 Group
2-5x7

STEP THREE: Click on the “Edit Package Settings” tab.

<< Back to Offer Details <<Previous Package | Next Package >>

Package Builder: Package Details

Offer: Kens Offer

Package: 1-8x10

EDIT PACKAGE SETTINGS

Product/Package: 1-8x10

Products

ADD A PRODUCT or Special Billing Package

ProductID	Qty	Lab Cost Estimate	Product Description	Modifiers	Contains Group	Notes
8x10	1	2.21	8x10 (1)	CROP,	No	details...

STEP FOUR: Under the “Where do you want this package/product offered” section, select the “I want this package/product to be available for ordering online” option **AND** the “I want this package/product included for pre-orders online” option.

Where do you want this package/product offered?:

- I want this package/product to be available to order through my CORE account.
- I want this package/product to be available for ordering online.
- I want this package/product to be available as an upsell only. Do not show on the offer list.
- This package is available for bulk orders across multiple favorite images.
- I want this package/product included for pre orders online.

STEP FIVE: Click the “Save Settings” tab.

Mix & Match: I want my customers to be able to order this package using more than 1 image.

Restrict this package to specific Images:

- I only want this package to be available when ordering from a Group/Team image.
- I only want this package to be available when ordering from an Action Shot.
- Limit this package to being purchased once per NameID or BIBNumber.
- If product in package contains custom collage backgrounds, do not also show CCS collage generic backgrounds.
- I want to restrict this package/product to only being ordered with specific images:

Save Settings

2. CREATE THE PRE-ORDER EVENT IN CORE

STEP ONE: Click on the “Events” tab at the top of the page, then click the “Click here to create new event” tab.

The screenshot shows the CORE interface with the 'Events' tab selected. The left sidebar contains navigation options like '15 imported orders', '1 preorder', '8 email jobs', and 'Create New Event'. The main content area is titled 'TSS Events' and features a table with columns: Name, Date, Order #, and EventID. Two events are listed: 'Standard Order Entry Video' (2014/08/14, 26762035, 1552890) and 'z-Standard Order Entry Video' (2014/08/12, 26761875, 1552640). A red box labeled '1' points to the 'Events' tab, and another red box labeled '2' points to the link 'Click here to create a new event.'.

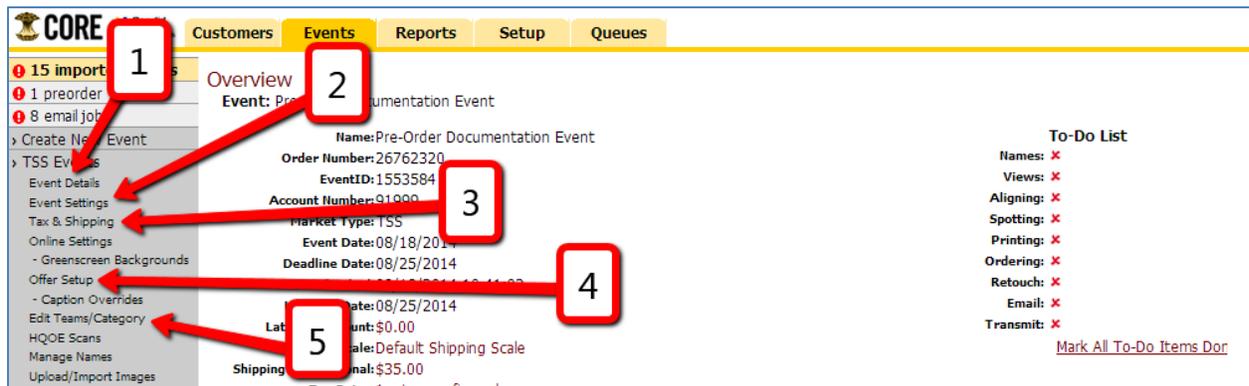
STEP TWO: Enter event information. Select the HQOE level at the bottom from the dropdown, then click the “Next” tab.

The screenshot shows the 'Create a New Event' form. The form fields are: Event Name (League Name Goes Here), Event Date (Job Date Goes Here), Event Deadline (30 Days After Event Date), Late Fee Date (Not a Required Field), CORE Organization (TSS), CCS Account (91999 -Test Account), Market Type (TSS), Watermark Preview (Custom Watermark), and Watermark Thumbnail (Custom Watermark). Below the form is the HQOE Level dropdown menu, which is highlighted with a red box labeled '2'. The 'Next >>' button is highlighted with a red box labeled '3'. A red box labeled '1' highlights the form fields. The footer contains copyright information and the URL /CORE/Event/AddEvent.aspx.

3. SETUP THE PRE-ORDER EVENT IN CORE

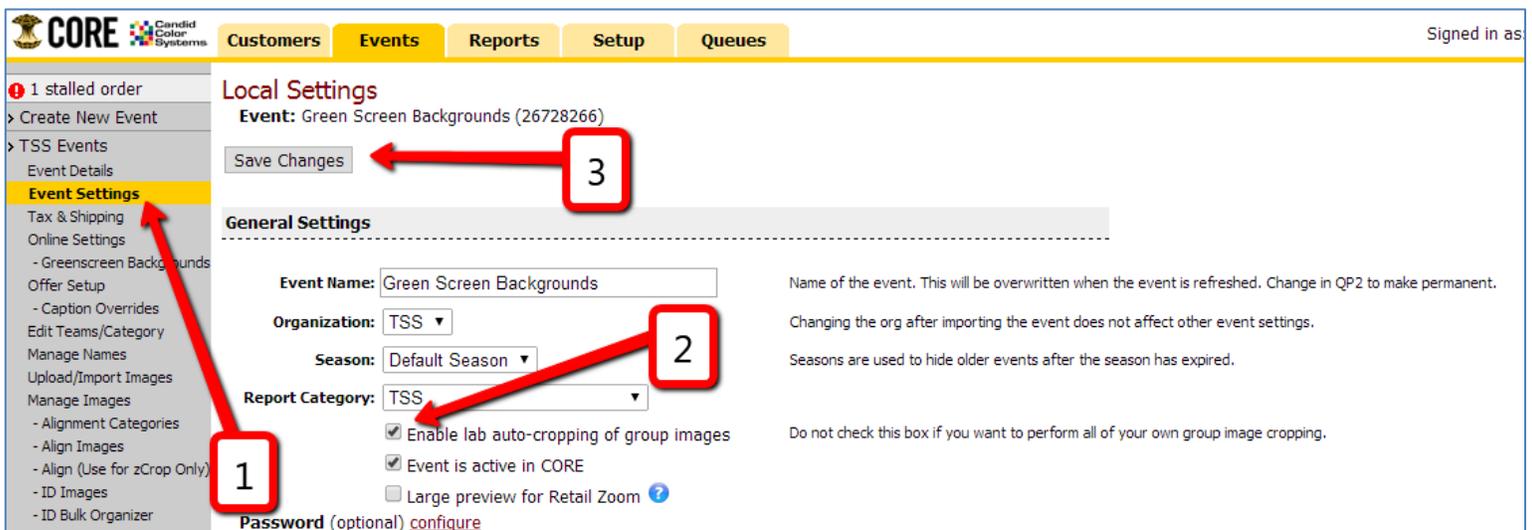
NOTE: From the event menu on the left hand side, there are 5 steps to completing the event setup.

1. Confirm correct event settings and change if needed
2. Confirm correct tax and shipping settings and change if needed
3. Select applicable online settings for pre-order
4. Select applicable offer and input all applicable titling, caption and crest data
5. Select a modifier for the event



ONE: CONFIRM CORRECT EVENT SETTINGS AND CHANGE IF NEEDED

STEP ONE: Under the “Event Settings” tab, make sure the “Enable Lab Auto-Cropping of Group Images” box has been checked, then click the “Save Settings” tab.



NOTE: Failure to complete this step could potentially result in having to spend a significant amount of time custom cropping each group image, for every product variation.

TWO: CONFIRM CORRECT TAX & SHIPPING SETTINGS AND CHANGE IF NEEDED

STEP ONE: Under the “Tax and Shipping Tab”, select the desired tax rate for the event, then click the “Save” tab.

Taxes & Shipping
Event: Green Screen Backgrounds (26728266)

Tax Settings

Tax Rates: GA-GWINNETT (7.500%) OKLAHOMA (8.375%)
 OK-CLEVELAND (8.375%) 00-No Sales Tax (0.000%)

Shipping Settings

Default Carrier: Post Office
Default Packaging: Envelope
Shipping Scale: Default Shipping Scale

Include shipping board on all orders.

Save

THREE: SELECT APPLICABLE ONLINE SETTINGS FOR PRE-ORDER

STEP ONE: Select the “Online Settings” tab. Under the “General Settings” section, deselect the “Customers can find their proofs by last name” box. Then select the “Enable Pre-Orders” box.

Online Settings

General Settings

Use Candid Color Systems for customer service.
 Customers can find this event by event name or date.
 Customers can find their proofs by last name.
 Customers can choose to browse all images within a user selected Team/Division (SPRT/SCHL only).
 Customers can browse all images within this event.
 Allow customers to zoom in to view larger version of thumbnail.
 Prompt for name and email address before displaying images.
 Enable online PreOrders.

STEP TWO: In the pink box, type “OK” in the text box to confirm pre-order activation.

Are you sure? You must return here and manually disable pre-orders once images are available. You must configure packages to be available for pre orders. And you will have to import the pre-orders into the CORE Imported Orders UI for fulfillment later.

Type OK into the box to confirm.

NOTE: A custom pre-order placeholder image can be added if desired. **This image must be added to an event before it can be designated as the placeholder image.**

STEP TWO A (OPTIONAL): Adding a Pre-Order Placeholder Image : Add the event Order Number, Roll and Frame where the desired placeholder image is located.

PreOrders Placeholder Image
You may optionally configure a placeholder image to be shown during pre-orders. Otherwise the CCS default pre-order image will be used.

OrderNumber
Roll
Frame

NOTE: You can create a custom image specifically for the pre-order page. You can download a template for this purpose on the BizHub (Library/CORE Training/Pre-Order Resources/Pre-Order Image).

NOTE: If no custom image is selected, then the default pre-order image will apply.



Custom Image



Default Image

NOTE: A Pre-Order Event Message can also be added:

PreOrders Event Message

Pre-order message here.....

STEP THREE: Once all desired data has been entered, click on the “**Save Settings**” tab at the bottom.

Landing Page

Event Graphics: Account Default

Location:

Description:

Save Settings Manage Images

FOUR: SELECT APPLICABLE OFFER AND INPUT ALL TITLING, CAPTION AND CREST DATA

STEP ONE: Click on the “**Offer Setup**” tab, click on the “**Which offer would you like to use for this event?**” dropdown, then choose the applicable offer.

STEP TWO: Fill in all Caption/Titling data & select all applicable product crests

Grade	13	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Group Name	12	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Height	5	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Hometown	11	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Hometown	12	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Jersey Number	0	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Jersey Number	4	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>
Jersey Number	7	0	Text: <input type="text"/>	<input checked="" type="checkbox"/>

IMPORTANT: Fill in caption data on this screen that would apply ONLY FOR THE ENTIRE ORDER, such as the “Group Name”.

IMPORTANT: Any caption data in the spreadsheet will override caption data entered here.

To Choose the Applicable Crest: Click on the crest “Category” dropdown, then select “Business”. The Business crests will then load to the “Crest” dropdown below.

Customers
Events
Reports
Setup
Queues

! 1 stalled order

> Create New Event

> TSS Events

- Event Details
- Event Settings
- Tax & Shipping
- Online Settings
- Greenscreen Backgrounds
- Offer Setup**
- Caption Overrides
- Edit Teams/Category
- Manage Names
- Upload/Import Images
- Manage Images
- Alignment Categories
- Align Images
- Align (Use for zCrop Only)
- ID Images
- ID Bulk Organizer

Plaque Line 2 (Group)	5	0	Text: <input type="text"/>
Plaque Line 2 (Individual)	4	0	Text: <input type="text"/>
Plaque Line 3 (Group)	4	0	Text: <input type="text"/>
Plaque Line 3 (Group)	6	0	Text: <input type="text"/>
Position	9	0	Text: <input type="text"/>
School	3	0	Text: <input type="text"/>
Sport Crest	2	0	Category: <div style="border: 1px solid black; padding: 2px;"> No Crest No Crest Business College Greek High School Special Vector </div> Crest: <input type="text"/>

Select the Appropriate Crest from the Dropdown.

	2	0	Category: Business	Crest: Select
	3	0	Category: [Dropdown]	Crest: [Dropdown]
	4	0	Category: [Dropdown]	Crest: [Dropdown]
	5	0	Category: [Dropdown]	Crest: None

The dropdown menu for the second row is open, showing a list of crest options including '2008LMYSA_logo (23961)', '380YSO_2010_NEW! (25111)', '440104858_redwht_on_blk (23963)', '874814_FYBAbball (23962)', and 'ACA LOGO (25203)'. A red arrow points from the 'Sport Crest' icon in the second row to the dropdown menu.

IMPORTANT: When Finished click the “Save” Tab at the Bottom

NOTE: If **Allow Change** is checked, QPPlus users can modify the contents of the field. Highlighted rows indicates the row has not yet been saved to the database.

Save

FIVE: SELECT A MODIFIER FOR THE EVENT

STEP ONE: Select the “**Edit Teams/Category**” tab on the left hand side, then click the “**Edit/Add Divisions**” tab.

1

2

Copyright © 2002-2014 Candid Color Systems, v.4.0.2-03 0818-1135
[/CORE/Event/Shared/Divisions/Edit.aspx?EventID=1553584](#)

STEP TWO: From the “**Modifier**” dropdown, select the applicable modifier then click the “**Save**” tab.

The screenshot shows the CORE software interface with the following elements:

- Navigation Bar:** CORE logo, Candid Color Systems logo, and tabs for Customers, Events, Reports, Setup, and Queues.
- Left Sidebar:** A list of navigation options including "15 imported orders", "1 preorder", "8 email jobs", "Create New Event", "TSS Events", "Event Details", "Event Settings", "Tax & Shipping", "Online Settings", "Offer Setup", "Edit Teams/Category", "HQQE Scans", "Manage Names", "Upload/Import Images", "Manage Images", "Proofs: Print & Email", "Ordering", and "Bulk".
- Main Content Area:**
 - Title:** Edit Divisions/Teams in Bulk
 - Event:** Pre-Order Documentation Event
 - Text:** The following divisions/teams are currently defined:
 - Table:** A table with two columns: "Division/Team Name" and "Modifier". The "Default Division" is set to "None - Prompt me on each order." and the "Modifier" dropdown is open, showing a list of options. "Baseball (TSSBaseball1)" is highlighted in blue.
 - Buttons:** "Save" and "Add" buttons are visible.
 - Annotations:** A red box with the number "1" has an arrow pointing to the selected modifier. A red box with the number "2" has an arrow pointing to the "Save" button.

NOTE: Once this step is complete, the event setup is finished.

4. ENABLE EVENT ON RETAIL

STEP ONE: On the “Event Details” screen, click the “Enable event on Retail” tab.

CORE Candid Color Systems

Customers Events Reports Setup Queues

1 alert
2 stalled orders
37 pending orders
5 imported orders
1 agent job
16 email jobs
Create New Event
TSS Events
Event Details
Event Settings
Tax & Shipping
Online Settings
- Green Screen Backgrounds
Offer Settings
- Caption Overrides
Edit Team Category
Manage Images
Upload Images
Marketing Categories
- Alignment (for zCrop Only)
- ID Images
- ID Bulk Organizer
- ID Group Images
Proofs: Print & Email
Ordering
- Bulk
- Individual
- Imported Orders

Overview
Event: Pre Order Event 2

Name: Pre Order Event 2
Order Number: 26761481
Event ID: 1551672
Account Number: 91999
Market Type: TSS
Event Date: 08/06/2014
Deadline Date: 08/20/2014
Last Refreshed: 08/06/2014 20:32:01
Late Fee Date: 08/20/2014
Late Fee Amount: \$0.00
Shipping Scale: Default Shipping Scale
Shipping International: \$35.00
Tax Rates: 1 rates configured
Email Campaign: TSS Sports Email Campaign History
Campaign Start Date: Not configured.
CORE Offer: Kens Offer (377 packages)

To-Do List
Names: X
Views: X
Aligning: X
Spotting: X
Printing: X
Ordering: X
Retouch: X
Email: X
Transmit: X
[Mark All To-Do Items Done](#)

Email Campaigns
Automated queuing is **disabled** for this event. You should enable this after spotting and syncing your event.
 [more info](#)

NOTE: Once the “Enable Event on Retail” tab is selected, it will take approximately 30 seconds for the event to be enabled.

Email Campaigns
Automated queuing is **disabled** for this event. You should enable this after spotting and syncing your event.
 [more info](#)

Settings Sync

Packaging data:	100%
Uploading data:	100%
Importing data:	100%

Status message:

Event Sync

Packaging data:	20%
Uploading data:	0%
Importing data:	0%

Status message: Zipping event TaxEvents

To Preview Event:

Click on the “Event Details” tab on the left hand side to refresh the screen, then click on the “Preview Event” tab at the bottom.

The screenshot shows the CORE software interface. At the top, there are navigation tabs: Customers, Events, Reports, Setup, and Queues. The left sidebar contains a list of menu items, with "Event Details" highlighted. A red box with the number "1" is placed over the "Event Details" menu item, and a red arrow points from it to the "Event Details" section in the main content area. The main content area displays event information for a "Pre-Order Documentation Event". The information includes: Order Number: 26762320, EventID: 1553584, Account Number: 91999, Market Type: TSS, Event Date: 08/18/2014, Deadline Date: 08/25/2014, Last Refreshed: 08/18/2014 10:41:02, Late Fee Date: 08/25/2014, Late Fee Amount: \$0.00, Shipping Scale: Default Shipping Scale, Shipping International: \$35.00, Tax Rates: 1 rates configured, Email Campaign: TSS Sports Email Campaign History, Campaign Start Date: Not configured, and CORE Offer: Pre Order Offer (354 packages). Below this information is a red-bordered box titled "Email Campaigns" with the text: "Automated queuing is disabled for this event. You should enable this after spotting and syncing your event." and a button "Enable Campaign Auto Queuing". To the right of the event details is a "To-Do List" with items: Names, Views, Aligning, Spotting, Printing, Ordering, Retouch, and Email, each with a red 'x' icon. Below the list is a "Transmit" status: "8/18/2014 11:51:00 AM" and a link "Mark All To-Do Items Done". At the bottom of the interface, there is a row of buttons: "Order Entry", "Refresh Event Settings from the L...", "Disable Event on Retail", "Refresh Retail Offer Only", "Advanced Retail Event Sync", and "Preview Event". A red box with the number "2" is placed over the "Preview Event" button, and a red arrow points from it to the button.

NOTE: If everything was done correctly, the pre-order site should look similar to the following:

The screenshot shows the TSS Photography website. The header features the TSS Photography logo with the tagline "30 Years of Capturing Memories". Below the header, there is a navigation bar with "PRE-ORDER DOCUMENTATION EVENT" and "Details" links, along with "Sign In" and "Help" options. The main content area is divided into two columns. The left column displays two pre-order packages: "Package 1" (2) 8x10's, (4) 4x7's, (16) Wallets, (1) Textured Memory Mate, (8) Trading Cards, (2) 3x5 Magnets, \$35.00, and "Package 2" (2) 8x10, (4) 5x7, (16) Wallets, Textured Mate, (2) 3x5 Magnets, \$40.00. Each package has an "Add to Cart" button. The right column features a large black banner with the text "Online PreOrder" in white. At the bottom of the page, there is a navigation bar with links for "FAQ", "MAIL-IN ORDER FORM", and "SUPPORT".

5. CREATING SPLASH PAGE WITH PRE-ORDER LINK

STEP ONE: On the homepage of the BizHub, click on the “Quick Links” tab, then select the “Marketing: Organization Splash Screens” tab.

Home | Urgent! | Forums | News | Library | Profile | Search | Logout

Quick Links | Helpspot | TSS 360 | Toolkit | Products | Rewards | Quick Poll | Survey | Training | Directory

1 → Quick Links

- Online Order Admin Area
- Online Order Admin Tutorials
- TSS ID Lookup
- TSS Apparel: Order Online
- Staples Advantage Program: Registration
- Staples Advantage Program: Login
- Green Screen: Background Catalog
- Marketing: Customer Emails for Vertical Response
- Marketing: Booth Request Form
- 2 → Marketing: Organization Splash Screens
- New Franchise Websites: FAQ
- New Franchise Websites: How do I?
- Order Verification Emails
- Franchisee List
- Custom Mattes
- Online Proofing
- Online Schedule
- Growth Fund: Financial Updates
- Growth Fund: Meeting Minutes
- Growth Fund: Calendar
- Growth Fund: Reimbursement Information
- Growth Fund: Event/Membership Reimbursement Request
- View R&D Report
- Compare Sales
- Sales Goals
- Online Orders
- Online Orders Legacy
- Search Orders
- Rookie Training Area
- Starter Kit Contents
- Rookie Report Card
- Photo Survey Results
- Recent Activity
- Order Evaluation
- Training Evaluation
- Focus Archives
- YM - Update Online Pricing
- Green Screen

Having technical issues outside of normal business hours? Call our after hours at 678-982-4314.

For after hours support for photography, please call 678-580-9543.

Advanced CORE Features Webinar Series Login Info:

Utilizing CORE for View First (Again): Monday, August 18th @ 2pm (EST)
<https://www4.gotomeeting.com/join/375600711>
 Dial +1 (571) 317-3112
 Access Code: 375-600-711
 Audio PIN: Shown after joining the meeting
 Meeting ID: 375-600-711

CORE August Training
[August CORE Training Schedule](#)

CCS Update for TSS - August 1, 2014

Candid Color Systems Update

Date: August 1, 2014
 To: TSS Franchisees
 From: Jack Counts, Jr.

Since we merged with TSS our goal has been to help you make more money. Our plan is to do that with superior marketing on things you are already buying.

One of the things we want to do is save you money on your shipping and postage costs. We have taken a lot of pride in how customers. We now want to do that for the TSS family. There are three basic ways we can save you money on shipping and postage.

Gallery

TSS at a USA Football event in TX

STAPLES Advantage Register today for savings up to 20%
 TSS & Staples partnership **Get Started**

[View All](#)

Countdown to CORE
 EZOE and 360 will be expiring
 August 8, 2014

STEP TWO: Click on the “Create New” tab, then on the next screen click the “Create New Splash Page Now” tab.

Create New | Splash Pages

Splash Pages

Admin	Code	Group Name					
			8/18/2014	Copy	Add VOY	Preview	Delete
			8/15/2014	Copy	Add VOY	Preview	Delete
			8/13/2014	Copy	Add VOY	Preview	Delete

Create New | Splash Pages

Create New Splash Page Now

STEP THREE: Enter applicable data under “**Shoot Information**” section, then enter an event specific message AND the pre-order HTML code under the “**Important Picture Day Information**” section.

New Splash Pages Web Code Preview

Splash Page Info Splash Page last updated 8/18/2014 7:22:22 PM

Page URLs

Splash Page Url: <http://www.tssphotography.com/orgs/94980>
Prepay Url: <https://vando.imagequix.com/galleries.html?id=B95N49H&keyword=5006948> -

Shoot Information

Group Name:

Job ID:

Start Date:

End Date:

Contact Information

Photographer Name:

Photographer Address:

Photographer City:

Photographer State:

Photographer Zip:

Photographer Email:

Photographer Website:

Photographer Phone:

Reorder URL:

Important Picture Day Information

ENTER EVENT SPECIFIC MESSAGE IF DESIRED THEN ENTER HTML CODE FOR PRE-ORDER LINK

1

ENTER APPLICABLE DATA

2

ENTERING THE HTML CODE FOR THE PRE ORDER LINK:

1. Use the link below to insert into the pre-order HTML code.

IMPORTANT: YOU WILL NEED TO CHANGE THE “EVENT ID” IN THE LINK EVERY TIME YOU CREATE ANOTHER PRE-ORDER EVENT.

IMPORTANT: YOU WILL ALSO NEED TO PUT YOUR **FRANCHISEE SPECIFIC ACCOUNT NUMBER** IN THE LINK AS WELL.

PRE-ORDER LINK TO BE INSERTED INTO PRE-ORDER HTML CODE

http://tss.partypics.com/QPlus/SearchNames.aspx?EventID=1554068&_AccountNumber=91999

SPECIFIC EVENT ID
NEEDS TO BE CHANGED
EVERY TIME

FRANCHISEE SPECIFIC
CCS ACCOUNT
NUMBER

NOTE: The event ID can be found on the “Event Details” screen of the specific event

The screenshot shows the CORE system interface with a navigation menu on the left and an 'Overview' section for a 'Convention Event'. The 'EventID: 1536560' is highlighted with a red arrow. The navigation menu includes: 1 alert, 8 stalled orders, 16 imported orders, 2 preorders, Create New Event, TSS Events (Event Details, Event Settings, Tax & Shipping, Online Settings, Offer Setup, Edit Teams/Category, HQOE Scans, Manage Names, Upload/Import Images, Manage Images, Alignment Categories, Align Images, Align (Use for Crop Only)), Customers, Events, Reports, Setup, and Queues. The event details include: Name: Convention Event, Order Number: 26749088, EventID: 1536560, Account Number: 91998, Market Type: TSS, Event Date: 07/12/2014, Deadline Date: 07/12/2014, Last Refreshed: 07/12/2014 13:07:00, Late Fee Date: 07/12/2014, Late Fee Amount: \$0.00, Shipping Scale: Default Shipping Scale, Shipping International: \$35.00, Tax Rates: 1 rates configured, Email Campaign: TSS Sports Email Campaign History, Campaign Start Date: 7/12/2014, and CORE Offer: Not Yet Configured.

2. Paste the pre-order web link into the **YELLOW** section of the HTML code listed below:

```
<a href="http://tss.partypics.com/QPPLUS/SearchNames.aspx?EventID=1554141&AccountNumber=91999"><h1 style="font-size:175%">CLICK HERE TO PREORDER YOUR PICTURES NOW</h1></a>
```

IMPORTANT: REMEMBER TO CHANGE THE EVENT ID TO REPRESENT THE SPECIFIC EVENT AND THE ACCOUNT NUMBER TO REPRESENT YOUR SPECIFIC FRANCHISE

3. Once the pre-order web link has been pasted into the HTML code, copy the ENTIRE HTML code and paste it into the "Important Picture Day Information" section of the splash page. Next click on the "Save Changes" tab.

Important Picture Day Information

```
<a href=" http://tss.partypics.com/QPPLUS/SearchNames.aspx?EventID=1554068& AccountNumber=91999"><h1 style="font-size:175%">CLICK HERE TO PREORDER YOUR PICTURES NOW</h1></a>
```

Save Changes

NOTE: You can preview the splash page by clicking the "Preview" button at the top.

New Splash Pages Web Code **Preview**

Splash Page last updated 8/18/2014 7:46:41 PM

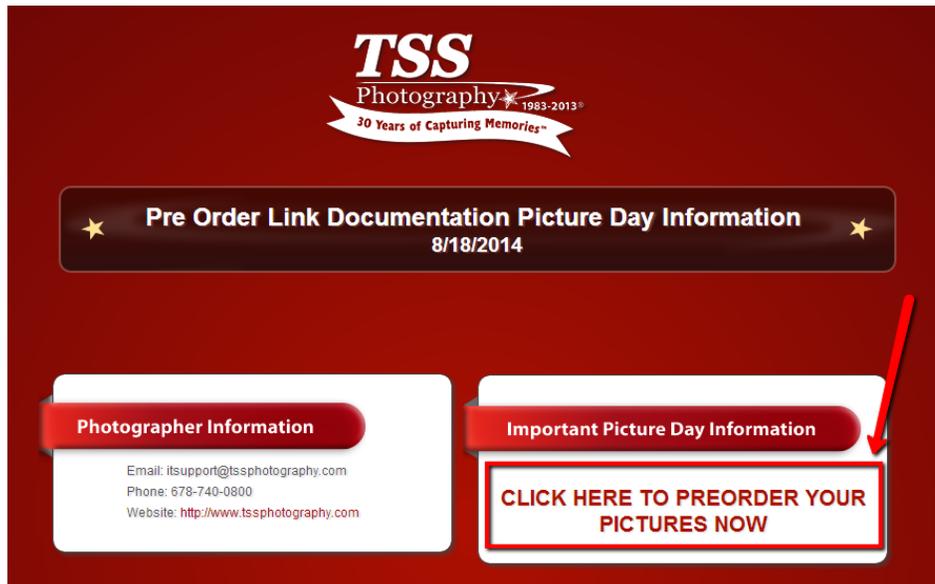
Splash Page Info

Page URLs

Splash Page Uri: <http://www.tssphotography.com/orgs/94979>

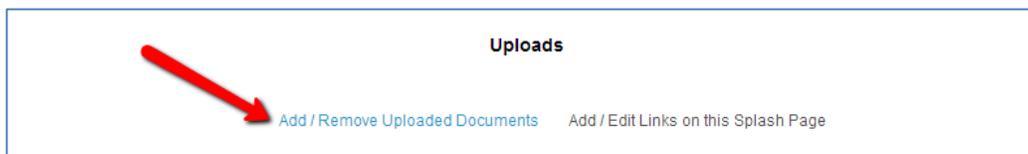
Prepay Uri: <https://vando.imagequix.com/galleries.html?id=B95N49H&keyword=5006948 - 0>

NOTE: If the HTML code was entered correctly, the following link should appear:

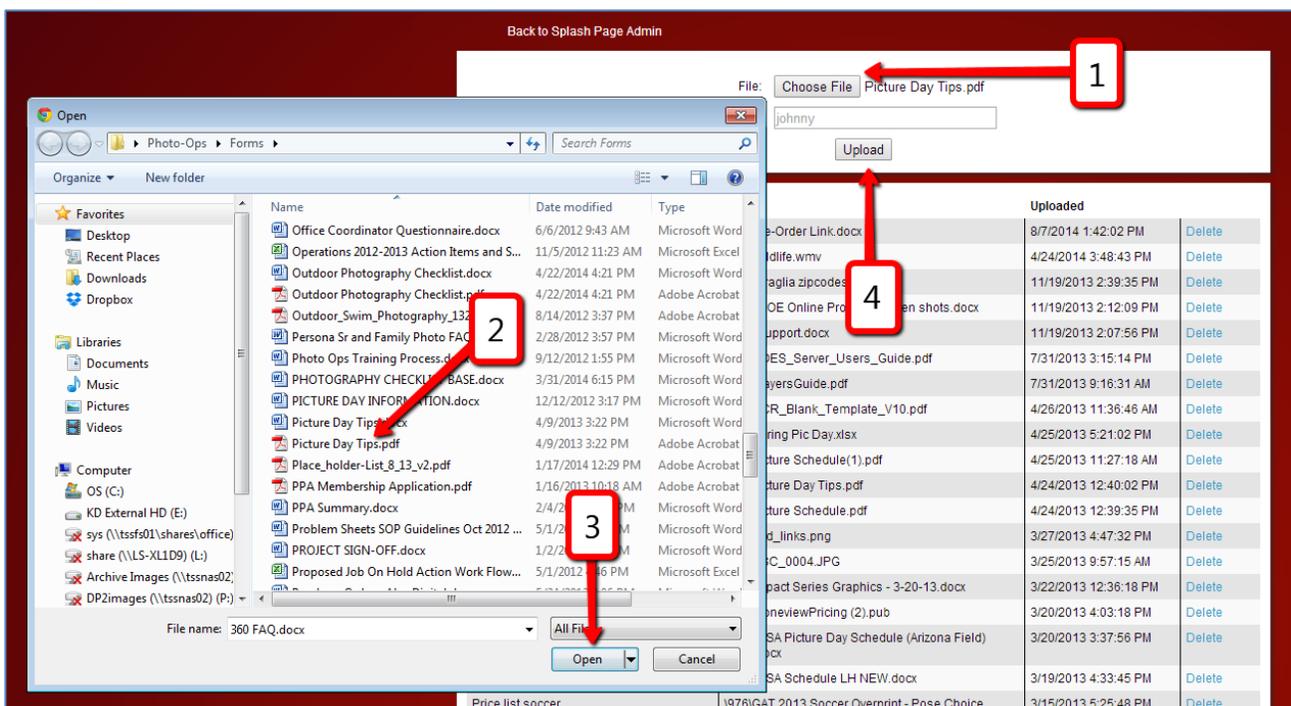


IMPORTANT: THE REMAINING STEPS ARE OPTIONAL STEPS TO FINISH OUT THE SPLASH PAGE (with the exception of step seven)

STEP FOUR: Upload any other desired documents by clicking the “Add/Remove Upload Documents” tab under the “Uploads” section.

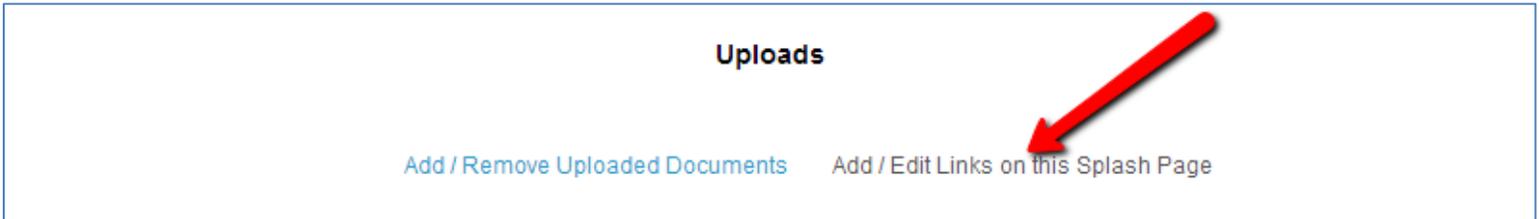


Click the “Choose File” tab. Browse for the desired document. Select the document and click the “Open” tab. Once the document has been selected, click on the “Upload” tab.



IMPORTANT: This step just added the document to the splash page cloud. It did not add it to the specific splash page. You must complete the next step before the document will populate as a link on the splashpage.

STEP FIVE: Display the newly uploaded documents by clicking on the “**Add/Edit Links on this Splash Page**”.



From the “**File**” dropdown, select the file that you uploaded in the previous step. Type in link text in the “**Link Text**” box, then click the “**Add**” tab. Link will then appear in the box below.

Back to Splash Page Admin

Add File to Your SplashPage

Select a file from the dropdown below that you want on your splash page and click the add button

File:

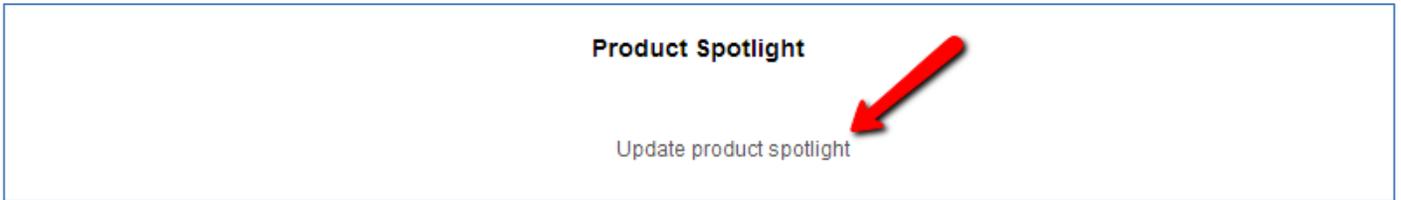
Link Text:

Have a new file? [Upload it now](#)

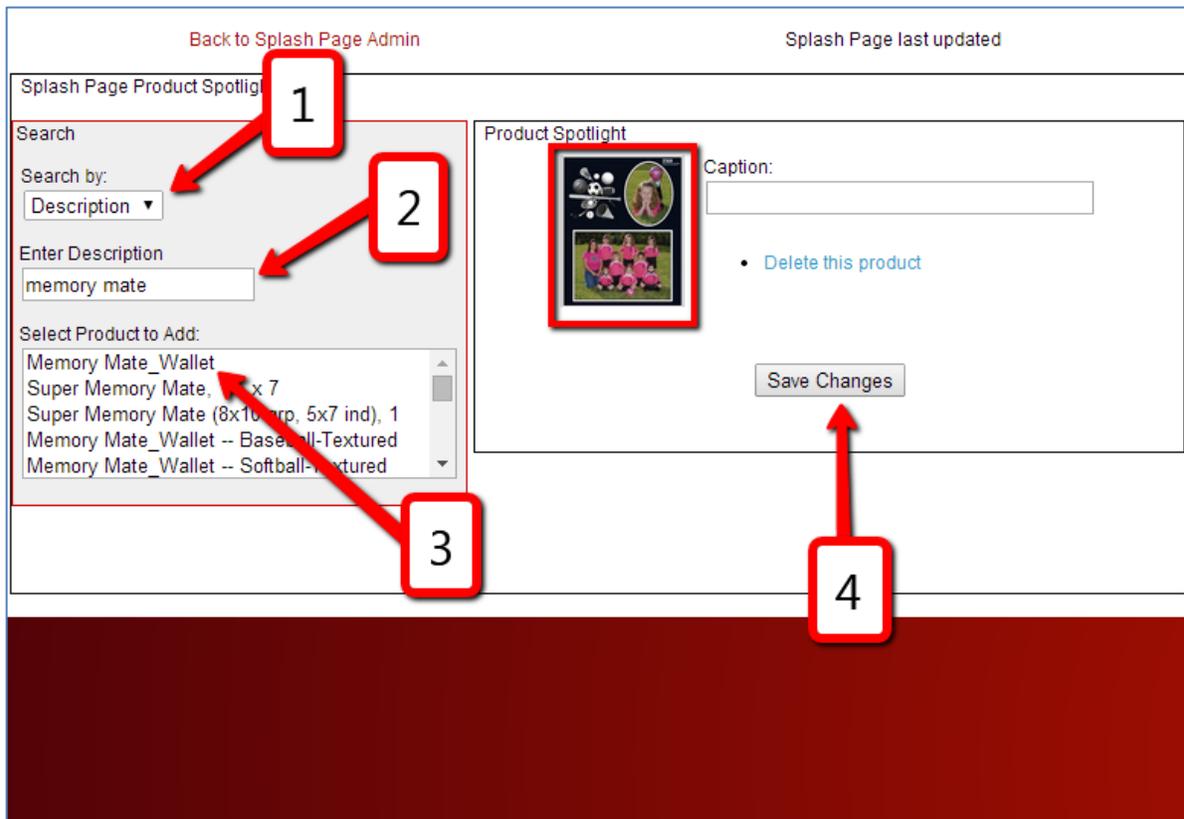
File	Link Text	
Picture Day Tips	Picture Day Tips	Remove

NOTE: When finished, click the “**Back**” button on your browser to return to the splash page control screen.

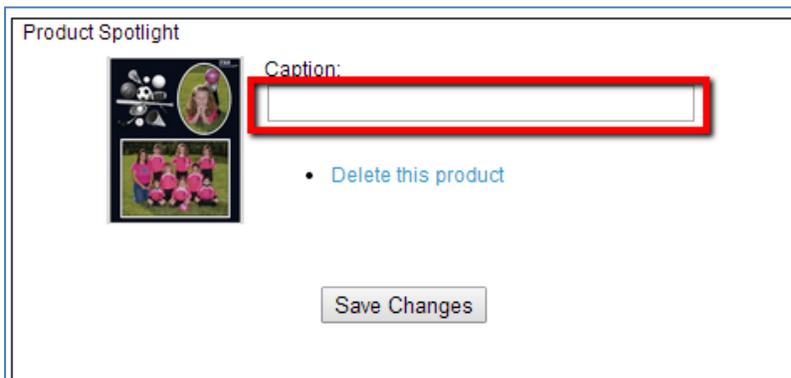
STEP SIX: To add product images to the splash page, click on the “Update product spotlight” tab in the “Product Spotlight” section.



Click on the “Search By” dropdown menu and select the method you want to search products by. Enter the appropriate data in the “Enter Description” box. Select the appropriate product when the text description populates in the “Select Product to Add” screen. When the correct product image populates in the “Product Spotlight” area, click the “Save Changes” tab.



NOTE: Adding a caption for the product is optional.



NOTE: Click the “**Back to Splash Page Admin**” tab to get back to the splash page control screen.

NOTE: Once the splash page build is complete, click on the “**Preview**” tab at the top to see a preview of the splash page.



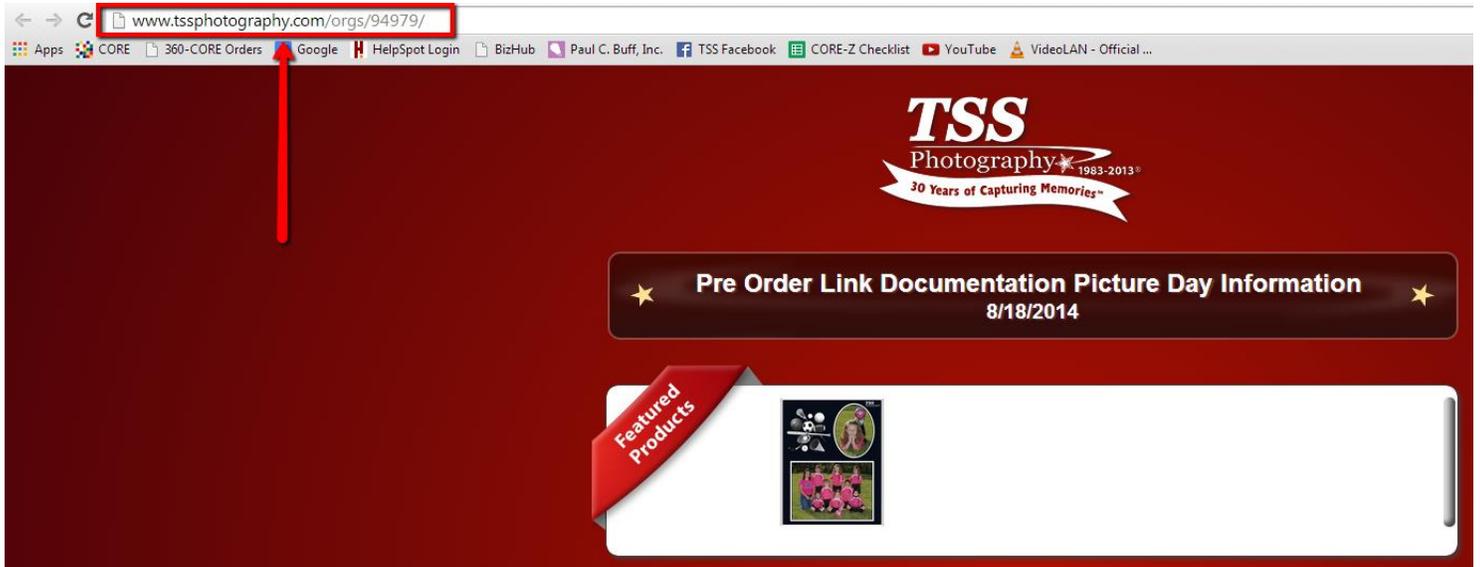
SPLASH PAGE PREVIEW



STEP SEVEN: Send either the splash page URL or the web HTML code to the league/organization director. They can in turn either post it to the organization web page OR send the URL link to all of the parents in the organization.

COPY & PAST THE URL:

On the splash page preview screen, copy the URL for the splash page, then paste it into an email to the league/organization director/contact.



SENDING THE WEB HTML CODE:

Click on the “**Web Code**” tab at the top.



On the next page, select the TSS Logo you want displayed, then highlight and copy the web code that appears in the box below. Paste the web code into an email and send to the league/organization director.

Create New Splash Pages

1

Choose A Logo



PICTURE DAY INFORMATION
click here

PICTURE DAY INFORMATION
click here

Picture Day Info
click here

Now just copy the Code!

2

```
<!-- Begin code from TSS Photography -->
<p><a href="http://www.tssphotography.com/orgs/94979/">
</a></p>
<!-- END code from TSS Photography -->
```

6. COLLECTING DATA ON PICTURE DAY

IMPORTANT: Specific data must be collected on picture day to ensure proper data matching when processing the pre-orders. Data that needs to be collected:

- Subjects First and Last Name
- Subjects Image Number
- Subjects Division
- Subjects Modifier (Sport Type)

IMPORTANT: Each photography station would need to be supplied with multiple copies of this form.

NOTE: The Pre-Order tracking form was designed be used for this purpose. Downloadable from the BizHub (Library/CORE Training/Pre-Order Resources/Pre-Order Tracking Form).



Pre-Order Tracking Form

EVENT: Buckhead Baseball			
DATE OF EVENT: 08/06/14		PHOTOGRAPHER: Ken D	
FIRST/LAST NAME	IMAGE/SEQUENCE #	DIVISION	MODIFIER
Jordan Taylor	0462	Royals	Baseball
Wyatt Luther	0469	Royals	Baseball
Evan Coltrane	0458	Royals	Baseball
Jude Salley	0476	Royals	Baseball

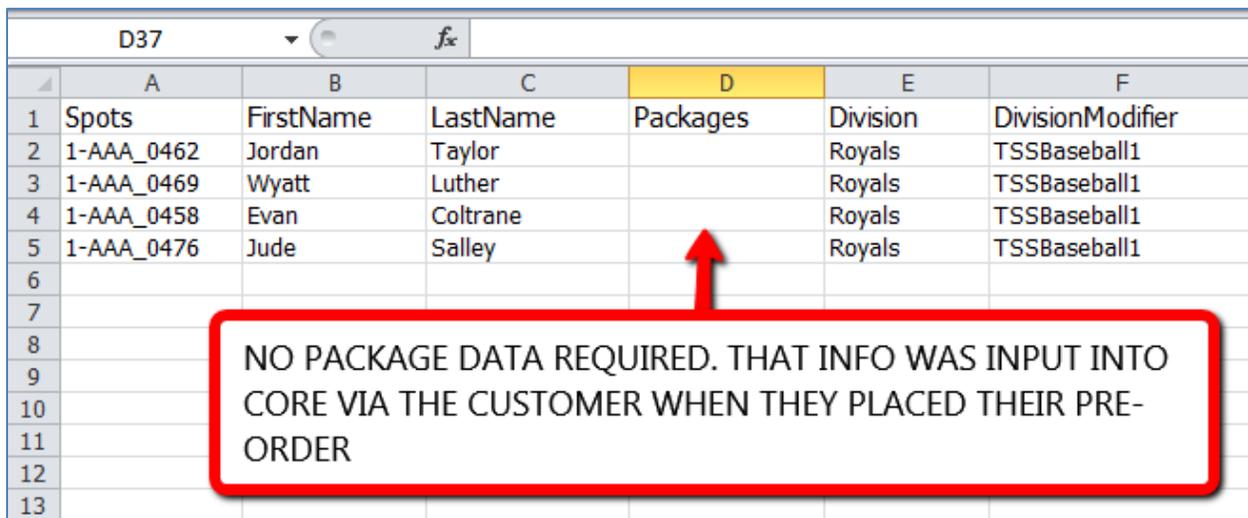
NOTE: It would also be helpful to have signage up on Picture day to inform any pre-order customers that they would need to inform the photographer of their pre-order status, so that the correct data can be collected from the customer.

7. MERGING PRE-ORDER DATA WITH PICTURE DAY ORDER DATA

IMPORTANT: You must merge pre-order data with picture day order data, after picture day has taken place.

IMPORTANT: The Pre-Order Tracking Form will be instrumental in this process.

STEP ONE: Type all of the pre-order data (subject first and last name, subject image number, division and division modifier) into the same spreadsheet used to process picture day orders.



	A	B	C	D	E	F
1	Spots	FirstName	LastName	Packages	Division	DivisionModifier
2	1-AAA_0462	Jordan	Taylor		Royals	TSSBaseball1
3	1-AAA_0469	Wyatt	Luther		Royals	TSSBaseball1
4	1-AAA_0458	Evan	Coltrane		Royals	TSSBaseball1
5	1-AAA_0476	Jude	Salley		Royals	TSSBaseball1
6						
7						
8						
9						
10						
11						
12						
13						

NOTE: You can put these at the end of the spreadsheet as long as the correct division has been assigned to each subject.

NOTE: Package data is not required, as that information was entered into CORE when the pre-order was placed.

STEP TWO: Upload Images

NOTE: for detailed instructions on how to do this, please refer to the “**Uploading Images**” section in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.

STEP THREE: Lock Rolls & Align Images

NOTE: for detailed instructions on how to do this, please refer to the “**Locking Rolls & Aligned Images**” section in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.

STEP FOUR: Upload the Spreadsheet (with the Pre-Order Data Included).

NOTE: for detailed instructions on how to do this, please refer to the “**Uploading the Spreadsheet**” section in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.

STEP FIVE: Import Pre-Orders

Click on the “**Imported Orders**” tab on the left hand side, then click on the “**Import Pre Orders**” tab at the top.

Imported Orders
Event: Pre-Order Documentation Event (26762320)

Pre Orders
Manage pre orders placed on retail that need to be migrated into unprocessed orders below.

Import Pre Orders

Unprocessed Orders
The orders listed below have not been queued. Check the orders you wish to process and click "Queue for Transmit".

Carrier: Return In Box
Packaging: Envelope
Tax Rate: 00-No Sales Tax (0.000%)
 Automatically choose the tax rate.
 Automatically complete these orders, regardless of the balance due.
 Automatically transmit the completed orders.
 If multiple frames exist for a customer, automatically choose the first one.
 Process orders as fast as possible.

Queue for Transmit Delete Save Merge all names

PIN	Name	Packages	Paid	SpecialCodes	Primary Image	Status	Division	Retail Pre OrderID
4888	Coltrane, Evan	1	\$0.00		edit 1-AAA_0458		Royals	
4889	Salley, Jude	1	\$0.00		edit 1-AAA_0476		Royals	

Queue for Tra Delete Save Merge all names

NOTE: Once the “**Import Pre Orders**” tab has been selected, any pre-orders will populate in the “**Pre Orders**” section.

Imported Orders
Event: Pre-Order Documentation Event (26762320)

Pre Orders
Manage pre orders placed on retail that need to be migrated into unprocessed orders below.

Import Pre Orders

The following pre-orders need name assignments

OrderID	FirstName	LastName	
20	Wyatt	Luther	Choose an existing name...

Save Name Assignments

Unprocessed Orders
The orders listed below have not been queued. Check the orders you wish to process and click "Queue for Transmit".

Match all pre-orders with the applicable name from the name dropdown menu, then click on the “Save Name Assignments” tab.

1

MATCH PRE-ORDER NAME WITH NAME FROM DROPDOWN

2

Imported Orders
Event: Pre-Order Documentation Event (26762320)

Pre Orders
Manage pre orders placed on retail that need to be migrated into unprocessed orders below.

Import Pre Orders

The following pre-orders need name assignments

OrderID	FirstName	LastName	Name
20	Wyatt	Luther	Choose an existing name...

Save Name Assignments

Unprocessed Orders
The orders listed below have not been queued. Check the orders you wish to process and click "Queue for Transmit".

Carrier: Return In Box

NOTE: Once the “Save Name Assignments” tab has been selected, the pre-orders will then populate in the “Unprocessed Orders” section along with all of the picture day orders.

Imported Orders
Event: Pre-Order Documentation Event (26762320)

Pre Orders
Manage pre orders placed on retail that need to be migrated into unprocessed orders below.

Import Pre Orders

Unprocessed Orders
The orders listed below have not been queued. Check the orders you wish to process and click "Queue for Transmit".

Carrier: Return In Box

Packaging: Envelope

Tax Rate: 00-No Sales Tax (0.000%)

Options:

- Automatically choose the tax rate.
- Automatically complete these orders, regardless of the balance due.
- Automatically transmit the completed orders.
- If multiple frames exist for a customer, automatically choose the first one.
- Process orders as fast as possible.

Queue for Transmit Delete Save Merge all names

OrderID	Name	Packages	Paid	Special Codes	Primary Image	Status	Division	Retail Pre OrderID
4887	Luther, Wyatt	23			edit 1-AAA_0469		Royals	VG3578879
4888	Coltrane, Evan	1	\$0.00		edit 1-AAA_0458		Royals	
4889	Salley, Jude	1	\$0.00		edit 1-AAA_0476		Royals	

Queue for Transmit Delete Save Merge all names

Successfully Processed Orders
The orders below have been processed. If the order has not been transmitted, you can click "Remove from Queue" to cancel the order and allow them to be processed again.

PTN	Name	Pose	Packages	Pose	Tax State	Tax	Shipping	SubTotal	Paid	Total	Transmitted	OrderID	Retail Pre OrderID

Remove from Queue

STEP SIX: Transfer & Identify Group Images

NOTE: for detailed instructions on how to do this, please refer to the “**Transferring & Identifying Group Images**” sections in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.

STEP SEVEN: Queuing Orders for Transmit

NOTE: for detailed instructions on how to do this, please refer to the “**Queuing Orders for Transmit**” section in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.

STEP EIGHT: Transmitting Orders

NOTE: for detailed instructions on how to do this, please refer to the “**Transmitting Orders**” section in either the “**Standard Order Entry**” or the “**Green Screen Order Entry**” section of the CORE Manual.