Entering an Order

In this Quick Tip, you will learn how to enter an order on your Workstation. Let’s get started:

1. From the Workstation, click the **Orders** tab.

2. Click **Scentsy Order**.

3. Next, select your order type. There are five different types of product orders: Home, Basket, Fair & Show, Fundraiser and Individual. Required details vary by order type.
Below is a description of each order type:

a. **Home**: With a home party, your Host will provide the location, invite guests and supply simple refreshments. Then you’ll share the products and business opportunity, interest others in hosting a party and show everyone how much fun you get to have as a Consultant!

   Home parties can include open houses and online parties. For an open house, your Host will invite guests to drop by at their convenience during a two- to three-hour window. You won’t give one big presentation, but instead give several “mini” presentations. Guests can browse products and mingle at their leisure.

   An online party is a great option for Hosts who don’t want to worry about inviting people over. You or your Host can set up an event on a social media site such as Facebook, and then invite everyone to shop the party through a link to your Personal Website (PWS). After 10 to 14 days, make sure your Host has selected their Host Rewards, and close the party out through your Workstation.

b. **Basket**: While it may not offer the full social experience of a home party, a Scentsy basket party is the perfect alternative for guests-on-the-go. Provide your Host with a beautiful display basket full of product samples, order forms and all the information they’ll need to share with as many people as they like. After 10 to 14 days, collect the basket and completed order forms and enter the orders into your Workstation!

c. **Fair & Shows**: Fairs and shows are temporary events where you sign up or pay a fee to sell your product. Fairs and shows have a clear beginning and end date, are not held in a retail location, do not span more than 30 days, include multiple vendors and are put on by a third party (i.e., not you or Scentsy).

d. **Fundraiser**: Generosity is one of Scentsy’s core values, and a fundraiser is a great opportunity to give back. Consultants can work with their community to donate commissions directly to an organization — a local school, sports program or favorite charity, for example. Please note, you will determine what percent of your commission to donate to the organization; Scentsy, Inc., will not make a donation on your behalf.

e. **Individual**: Individual orders allow any customer who doesn’t meet the $200 (USD)/$240 (CAD) party qualification to place an order with you.

4. Ensure your party is visible on your Personal Website (PWS) by clicking the Yes radio button. This allows guests who are unable to attend to order online.
5. Enter the party information. The Name of Party is how this party will be identified in your pending orders and order history.

```
Name of Party: My Scentsy Launch Party
Party Date: 8/17/2015
Party Start Time: 10:00 AM
Party End Time: 10:00 AM
Street: 
Street: 
Zip/Postal: 
City: 
State: 
```

6. Click on the date for your party.

```
Name of Party: My Scentsy Launch Party
Party Date: 08/18/2015
```

[Calendar interface for selecting date]

[State dropdown menu]

[Zip code field]

City: 
State: 
```

7. Enter the party start time and select a.m. or p.m.

```
Party Info
Name of Party:  
My Scentsy Launch Party
Party Date:  
08/18/2015
Party Start Time:  
10:00 AM
Party End Time:  
10:00 AM
City:  

State:  
```

8. Enter the address information. Enter your ZIP or postal code, then hit Tab to autofill your city and state.

```
Party Info
Name of Party:  
My Scentsy Launch Party
Party Date:  
08/17/2015
Party Start Time:  
10:00 AM
Party End Time:  
10:00 AM
Street:  

Street:  

ZIP/Postal:  

City:  

State:  
```
9. If you are the Host, click *Use Consultant as Host*. If someone else is the Host, enter their name and contact information so you can keep accurate records and look for potential repeat Hosts.

10. Scroll down to enter the shipping information. This is the address where the orders will be shipped. Selecting Host or Consultant will automatically populate their shipping information below. If you would like to ship to another address, you can enter those details below. Click *Continue* to save the information.
11. A direct link to your party is generated. When shared, this link will take customers directly to the party on your PWS.

Copy and paste this link into a text, social media post, email or other digital channel to promote your party, increase sales and expand your reach!

12. To add a guest to your party order, click Add a New Guest.

13. Select whether you would like to ship the order directly to the guest or add them to your newsletter using the appropriate radio buttons.
14. Enter the guest’s shipping information and click Save & Add Another. When you are finished entering guests, click Save & Return to Carts.

Name:
First          Last
Phone:
Email:
Street:
Street:
ZIP/Postal:
City:

State:

15. Once all your guests are entered, click the Item box to begin entering your first guest’s order.
16. Enter the item code into the Item box. If you do not know the item code, type the first letters of the product name and select the product from the drop-down menu.

17. Enter the item quantity.

18. Click Add to Cart. The item will be added to the guest’s order.

19. Repeat steps 15-18 until all guest orders are entered.