



HOW TO Schedule A PARTY

To schedule a party login to your goDésana Organics back office. In the left-hand navigation of your back office click on the link titled “Host a Party”.

Create New Host

The first thing you will do is create a new host for the party.

If you are scheduling your own party, you would add yourself as the host. If you are scheduling a party for an existing Wholesale Customer who wants to host a party to receive the fabulous Host Rewards, you would add their information as the host. If you are scheduling a party for someone who is not a member of goDésana Organics, you would add their information as the host.

The screenshot displays the goDésana Organics back office. On the left, a dark sidebar contains a menu with icons and text: 'Dashboard', 'Host a Party' (highlighted in green), 'Create New Host' (circled in red), 'View/Edit Hosts', 'Create New Party', 'View/Edit Parties', and 'Tell a Friend'. The main content area is white and titled 'Host a Party' with a sub-header 'Create a New Host'. Below this is a breadcrumb trail 'Home > Create A New Host' and a green bar with the text 'Create a New Host'.



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View/Edit Hosts

You can view/edit host(s) information at any time by clicking on the View/Edit Hosts link.

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Dashboard

Host a Party

Create New Host

View/Edit Hosts

Create New Party

View/Edit Parties

Tell a Friend

Host A Party

View/Edit Hosts

Home > View/Edit Hosts

View/Edit Hosts

To Edit a record click on the "pencil"
To Delete a record click on the "scissors"
To Save while editing or adding a record click the "ch"
To Cancel editing or adding a record click the "x"

HostID	FirstName	LastName	DisplayName	MailAddress	MailCity	MailState	MailZ
676712	Chris	Test	Chris Test	PO Box 891588	Temecula	California	92592
410088	Party	Test	Party Test	1199 Clapham Court	Westerville	OHIO	43081
882633	Chris	Test2	Chris Test2	33402 Fox Road	Temecula	California	92592

New Host Notification

The newly added host will receive a notification email.

Note: Member accounts are not created for hosts.

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THANK YOU

For hosting a party, we appreciate it!

Hi (FirstName),

Thank you so much for hosting a goDesana Organics party with (SponsorName). We know that (SponsorName) appreciates it and we want you to know that we do as well.

Over the next couple of days (SponsorName) will be working closely with you to ensure you have a fun event. Don't hesitate to contact (SponsorName) with a phone call ((SponsorPhone)) or by email ((SponsorEmail)) with questions, suggestions, and ideas!

Have a Blessed Day,
Paula & Ben Scarcella
goDesana Organics Founders

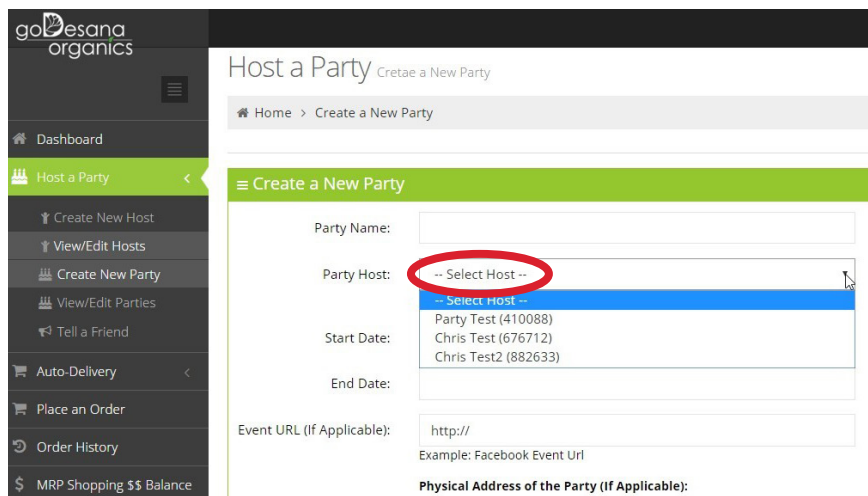
We Appreciate You!



Create New Party

The second step is to click on the “Create New Party” link. You will choose the host of the party from the Party Host drop-down box and then complete the rest of the information.

Note: Before creating a new party, you will want to create a Facebook event page for the party. This way you can add the link as you are creating the party. Of course, after the party is created you can always go back and edit to add the Facebook event URL link.



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Host a Party Create a New Party

Home > Create a New Party

Create a New Party

Party Name:

Party Host: -- Select Host --

Start Date:

End Date:

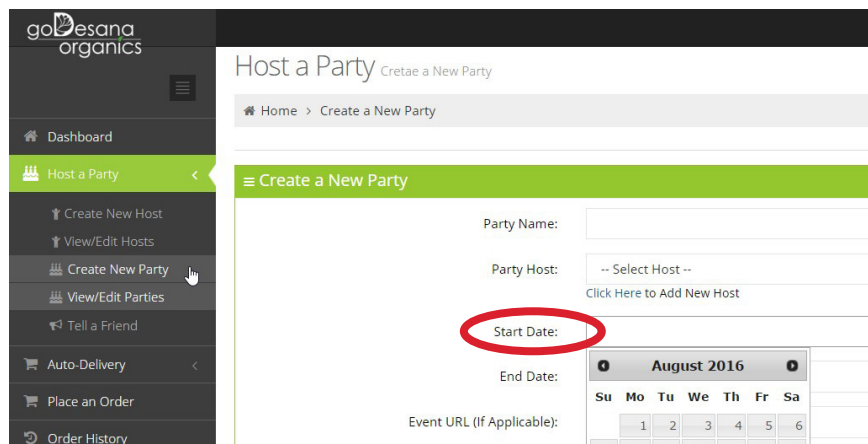
Event URL (If Applicable):

Example: Facebook Event Url

Physical Address of the Party (If Applicable):

New Party Start & End Dates

When creating a new party, you will select a start and end date. Orders for the party can only be placed during this time frame.



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Host a Party Create a New Party

Home > Create a New Party

Create a New Party

Party Name:

Party Host: -- Select Host --

Click Here to Add New Host

Start Date:

End Date:

Event URL (If Applicable):

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	



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Successful Party Creation

Make note of the Party Order Link provided once the party has been created. This is how party guests will place orders between the start and end dates for the party.

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Dashboard

Host a Party

Create New Host

View/Edit Hosts

Create New Party

View/Edit Parties

Tell a Friend

Host a Party

Create a New Party

Home > Create a New Party

Monday Party has been Created! An email has been sent to you and the Host. The Party Order Link is <http://www.GoDesana.com/party.asp?id=11>

Create a New Party

Party Name:

Party Host: -- Select Host --

Host Notification


After a party is created, an email will be sent to your host with all the details, including the Party Order Link for guests to use between the start and end dates of the party to place orders.

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You're All Set...

Your party has been scheduled!



Hi {FirstName},

Thank you so much for hosting a goDésana Organics party with {SponsorName}. We know that {SponsorName} appreciates it and we want you to know that we do as well.

{SponsorName} has officially added your party to her calendar!

The name of your party is {PartyName}, and of course, you, {HostName}, are the party host. We have your phone listed as {HostPhone} and your email as {HostEmail}. If any of this information is incorrect, please let us know so we can do a quick edit.

The Facebook event page for guests to learn, ask questions, and receive support during your party is {PartyEventURL}.

Your party is scheduled to start on {StartDate} and end on {EndDate}.

When your party's start date arrives, your guests will place their orders from your party link, {PartyOrderURL}.

Don't hesitate to contact {SponsorName} with a phone call ({SponsorPhone}) or by email ({SponsorEmail}) with questions, suggestions, and ideas!

Have a Blessed Day,
Paula & Ben Scarcella
goDésana Organics Founders

We Appreciate You!



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Tell A Friend

Working with your party host, you can send email invites to the host's friends and family. Click on the "Tell a Friend" link found under "Host A Party". From the "Select Party" drop-down box, choose the party for which you will be sending email invites. On behalf of your party host, you can send up to 5 invitations at one time.

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Host A Party Tell A Friend

Home > Tell A Friend

Enter the names and email addresses of 5 people you would like to send

Select Party: Awesome Party 31

Name: Awesome Party 31 Email Address:

You: Green Organics, LLC greenorganicsinternational@gmail.com

Friend 1:

Friend 2:

Friend 3:

Friend 4:

Tell A Friend Email

Potential party guests will receive an email from you giving all the details for the party, including the Party Order Link for guests to use between the start and end dates of the party to place orders.

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You're Invited...

FREE Prizes
Education
Recipe Book

Hi (FirstName),

(HostName) is having a goDésana Organics party and would love to see you join in on the fun.

The name of the party is (PartyName), and of course, (HostName), is hosting the party.

A Facebook event page is set up for you to learn more and ask questions. You can find (HostName) and the other guests having fun at (PartyEventURL).

The party is scheduled to start on (StartDate) and end on (EndDate).

Once the party has started you can place an order using the party order link, (PartyOrderURL).

Don't hesitate to contact (HostName) with a phone call ((HostPhone)) or by email ((HostEmail)) with questions!

We want to say thank you so much for learning more about the 300+ organic and wild-crafted products at goDésana Organics. We know that (HostName) appreciates it and we want you to know that we do as well.

Have a Blessed Day,
Paula & Ben Scarcella
goDésana Organics Founders

Free Shipping On All Orders!



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When The Party Closes

After the party closes (all parties close at midnight PST on the scheduled close date), the host will receive an email with the amount of MRP Shopping Dollars received and the number of half price items that are available based on the total sales of the party.

The email will contain a unique URL that the host can utilize to spend their MRP shopping dollars and select their 50% discounted products.

Although the host's unique URL will not expire, because member accounts are not created for hosts, it is a one-time use link.



Hi {FirstName},

Congratulations on a successful goDésana Organics party and thank you so much for the time you spent hosting and promoting your party. We know that {SponsorName} appreciates it and we want you to know that we do as well.

Your {PartyName} has earned you \${MRP} in goDésana Organics Member Rewards Program dollars. You have also qualified to purchase {DiscountProd} products of your choice at a 50% discount.

We recommend that you contact {SponsorName} with a phone call ({SponsorPhone}) or by email ({SponsorEmail}) to talk about what products you would love to order with your free shopping dollars.

You have \${MRP} in MRP shopping dollars that can be used to purchase the products of your choice and you have the option to purchase up to {DiscountProd} additional products of your choice at 50% off by using the link below:

{HostDiscountOrderLink}

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Host Rewards

At goDésana Organics we love our Hosts and appreciate the time and effort spent promoting and hosting a party.

As a thank you to our Hosts, we award MRP Shopping Dollars that can be used to purchase the products of their choice, as well as the option to purchase additional products at a 50% discount based on the sales total of the party. There are no restrictions on the products that can be purchased with MRP shopping dollars or at 50% off.

Additionally, when a party is booked during an event, the host receives a free Essential Oils Intro Kit containing Lavender, fine {5ml}, Lemon {5ml} and Peppermint {5ml}.

Party the goDésana Organics Way & Receive Fabulous Host Rewards!

Host	Receive	Save
		
Event Sales Total	Receive MRP Shopping Dollars*	Plus 50% Off Products*
\$0 - \$299	20%	1 Product
\$300 - \$599	25%	2 Products
\$600 - \$1,199	30%	3 Products
\$1,200 - \$1,499	35%	4 Products
\$1,500 or more	40%	5 Products

Plus free shipping!

*There are no restrictions on which products that can be purchased with MRP shopping dollars or at 50% off.



Plus, when a party is booked at your party receive a free Essential Oils Intro Kit!

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