

PROGRAM STEPS

Your Steps to Success

For detailed instructions visit:

www.orginalworks.com/customer-care

1



Artwork Creation

- ☐ Deliver art paper & art instructions to anyone overseeing art creation.

2



Promote! *Build excitement by advertising the program*

- ☐ Send the "Look What's Coming" letter home
- ☐ Login to the Coordinator Care Center for helpful tips & tools to use for promotion.

3



Student Artwork Labels

- ☐ Email student list to studentlabels@originalworks.com
- ☐ Printed labels will be mailed to you for identification on artwork.
- ☐ Place the student label on the **back** of the correct artwork

4



Prepare

- ☐ Indicate the orientation by putting a "T" on the back "TOP"
- ☐ Organize artwork by teacher/grade
- ☐ **Shipping Form G**- complete and send with art

5



Ship

- ☐ Use the prepaid shipping label
 - ☐ Take to UPS Ship Center or hand to driver
- Send to OW:**

6



Coordinator Panel

- ☐ Register for access to your online Coordinator Panel. This is where you can track sales and find helpful reports.

**TURN
OVER**

PROGRAM STEPS, CON'T

7



Custom Ordering Flyers

- ☐ Flyers are specific to each child.
- ☐ Send flyers home to families

8



Ordering

- ☐ Families place thier orders online
- ☐ If applicable, mail any paper order forms & art to OW

9



Orders Ship

- ☐ All orders are shipped directly to the address provided by families at checkout.

PLEASE NOTE: Blankets/Towels & Tumblers - will ship & arrive separately from other orders.

10



Profit

- Your profit will be sent at the conclusion of the program.



Coordinator Care Center

You'll have access to program guidelines, forms, lesson plans, art ideas, and an eMarketing Kit to make promoting your program easy!

Password: **CCC2627** (Capital C's)

Thank you  