

## 1 ARTWORK SCAN PHASE

1. Send your Student List to:  
studentlabels@originalworks.com
2. Organize your artwork by class/grade
3. Ensure student labels are on the BACK of the artwork
4. Shipping Form G- complete and send with artwork
5. Use the provided prepaid Shipping label
6. Take package to UPS Ship Center or hand to your UPS driver

SEND ART TO OW:

REMEMBER  
TO  
PROMOTE!

## 3 REGISTER!

### COORDINATOR PANEL

1. Register for access to your panel
2. Monitor sales, send email reminders & download reports

#### Access your panel

- Go to: [www.originalworks.com](http://www.originalworks.com)
- Click "Coordinator Panel"

**Please note:** When your program has ended, ordering information is no longer accessible. If you need assistance with order questions please contact Customer Service at 518.584.9278 or [cs@originalworks.com](mailto:cs@originalworks.com)

## 2 ORDER PHASE

1. Distribute CUSTOM flyers to each child
2. Families order online
3. If families cannot order online they can call OW Customer Service: (518) 584-9278 or you can provide them a paper order form

### PAYMENT

1. Families pay OW directly online
2. Once orders ship, a profit check is mailed to the school

### PRODUCT DISTRIBUTION

1. Orders are packed & organized in the same manner as artwork was sent to OW
2. Blankets/Towels/Mats & Tumblers - will ship & arrive separately from other orders.

ORDER DEADLINE:

### First time coordinator??

#### 1. Register

- Go to [store.originalworks.com](http://store.originalworks.com)
- Click CREATE AN ACCOUNT
- Complete the registration form

#### 2. Notify Original Works

- Once you have registered, email [cs@originalworks.com](mailto:cs@originalworks.com) and let us know you have registered
- Include your school account code/name and the email address used

**Returning Coordinators:** please follow step 2, above

**Please note:** Access to your Coordinator Panel may not be available immediately, as it is only available AFTER the artwork has been scanned and uploaded