MARY KAY®
SHOP MY PARTY!

INSTRUCTION GUIDE

Mary Kay® Shop My Party! is a tool that allows you to create a unique, shareable link for each of your parties and easily manage them!

Use this guide to learn how to use Shop My Party!

## Table of Contents

MARY KAY®

Before the Party

- Look at your schedule, and work with your hostess to decide on a date and time for the party.

- Confirm with your hostess the start date for the party and the date that ordering will close for the party.
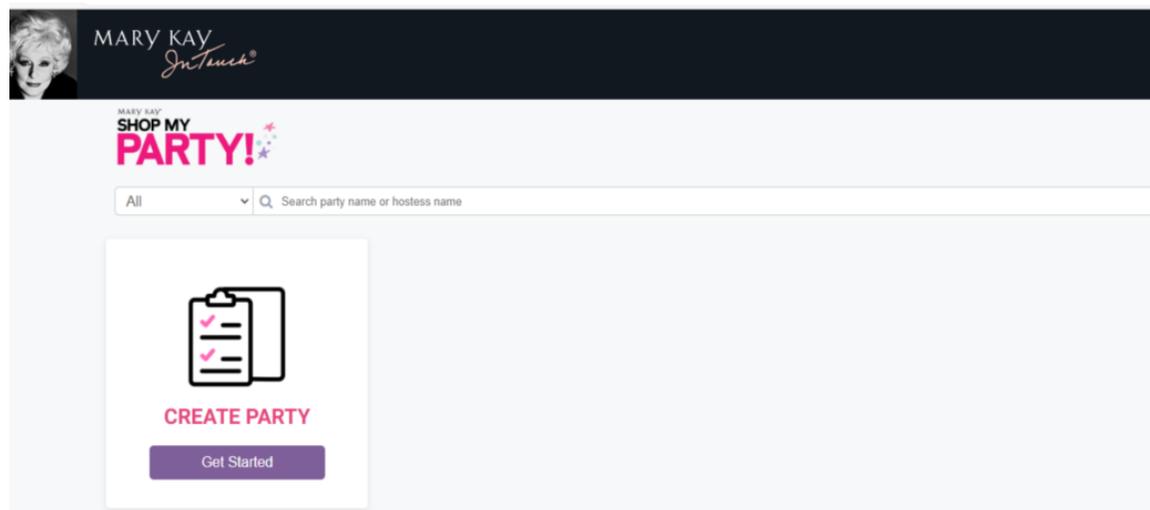
How to Access the Shop My Party! Tool

- You can access the Shop My Party! tool from the *Mary Kay InTouch*® homepage.

- Click on the **Shop My Party!** button to access the tool.
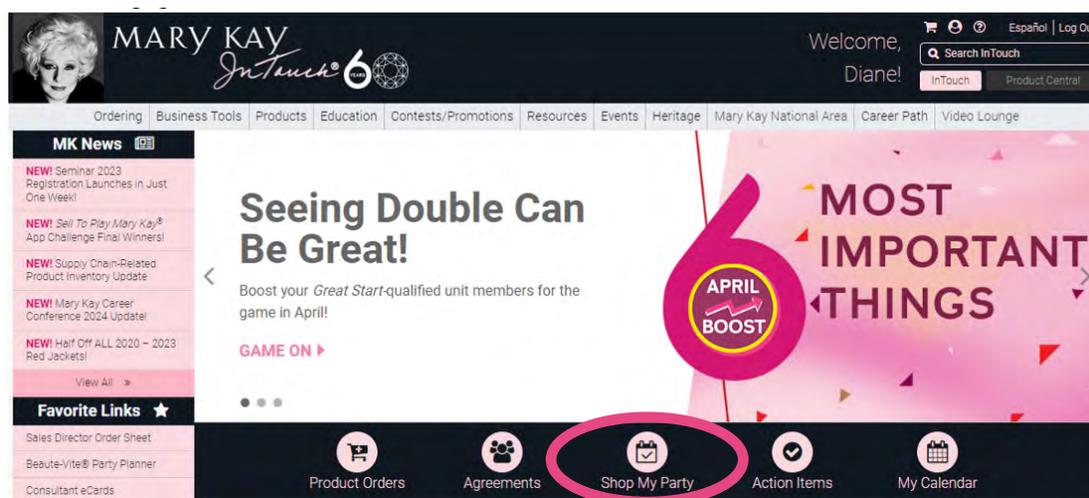
How to Create the Shop My Party! Link

- On the Shop My Party! homepage, go to **Create Party,** and click on **Get Started.**
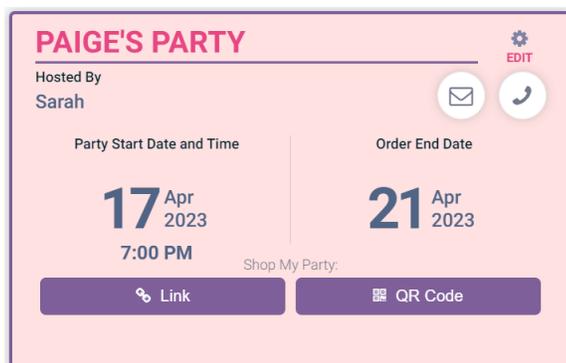
Party Information

Fill out all required fields to create a party

Party Name *

15-character limit

Hostess Email

Use email@domain format

Hostess Name *

Name

Hostess Phone *

Must be 10 digits

Party Start Date and Time *
Cannot be edited once party is created.

mm/dd/yyyy --:-- --

Order End Date *
Ordering will close automatically.
Cannot be more than 30 days from start date

mm/dd/yyyy

Cancel Changes   **Create**

PAIGE'S PARTY
⚙ EDIT

Hosted By
Sarah

Party Start Date and Time

17 Apr 2023

7:00 PM

Order End Date

21 Apr 2023

Shop My Party:

🔗 Link   ▦ QR Code

Create a party name under **Party Name.**

 ○ Please note that there is a 15-character limit. You can use your hostess's name or a party theme. For example, you can call it "Amy's Party" or "Amy'sColorParty".

• Fill out the Hostess Name, Email and Phone fields.

• Add the Party Start Date and Time.

 ○ You can create your party link as early as 30 days prior to the party start date.
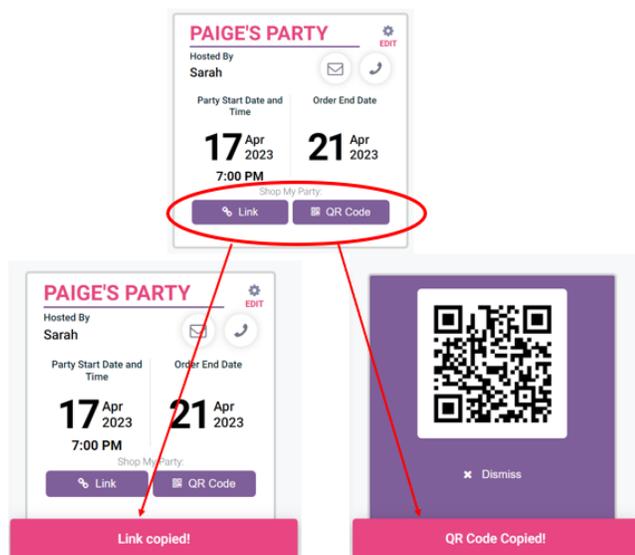
How to Create the Shop My Party! Link *(cont.)*

○ Keep in mind that the Shop My Party! link will be active as soon as you create it, even if the party start date is on a future date. Make sure to share the link with your hostess and guests at the time you would like them to start shopping.

   ■ Please note that the Party Start Date and Time cannot be edited once the party has been created. If you need to edit the party start date or time, you will need to delete the party and create a new one. See Page **8**.

- Set the Order End Date for when you would like to stop receiving orders for the party.

   ○ The Order End Date can be up to 30 days from the party start date.

   ○ The Shop My Party! link will automatically close on the date selected at midnight Central time.

   ○ You can extend the Order End Date up to 30 days from the Party Start Date and Time.

   ○ If you would like to extend the Order End Date, you will need to do so before the party automatically closes at midnight on the Order End Date.

- Click **Create** to generate the Shop My Party! link or QR code for your party.

- Click **Cancel Changes** if you do not want to create the party.

How to Share the Shop My Party! Link and QR Code With Your Hostess and Guests

- Once you create the party, a unique Shop My Party! link and QR code will be available for you and your hostess to share with her guests.

- Review Shop My Party! Tips and Scripts on *Mary Kay InTouch*® for suggestions on how to share the party link with your hostess.

- The link and the QR code for ordering will be activated once it is created. They can be shared via text, social media or email.

  ○ Clicking on the link or the QR code button adds it to your clipboard so you can paste it into a text or email.

  ○ The link and QR code are created for each party to give you an alternate way of sharing the Shop My Party! link. Both have the same functionality for shopping.


- You can create a fun and personal message for your hostess and guests, and paste the link into your message. Review the Shop My Party! Tips and Scripts document for suggestions on when and how to share the party link or QR code with your hostess.

Connecting With Your Hostess

- From your computer:

  o The **Mail** button opens a web browser where you can navigate to your email carrier.

  o The **Call** button will launch the call feature if you have the Phone Link app and an Android device, based on your settings and desktop type (Mac or PC).

- From your mobile device:

  o The **Email** button will open the native email feature and your selected email carrier.

  o The **Phone** button will launch the native call feature. Click on the **X** to exit.
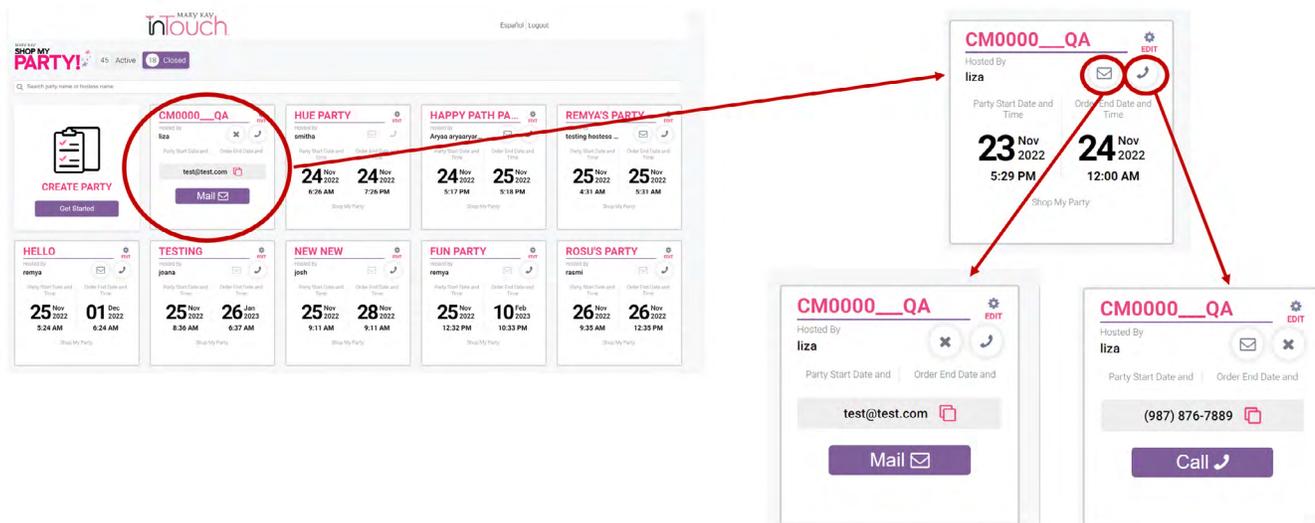
Understanding the Shop My Party! Dashboard

- When you open the Shop My Party! tool from Party Central, you will see your dashboard where you can create a new party and view your active and closed parties.

- To access the Spanish version of the tool, you can click **Español** in the top right corner of the dashboard.
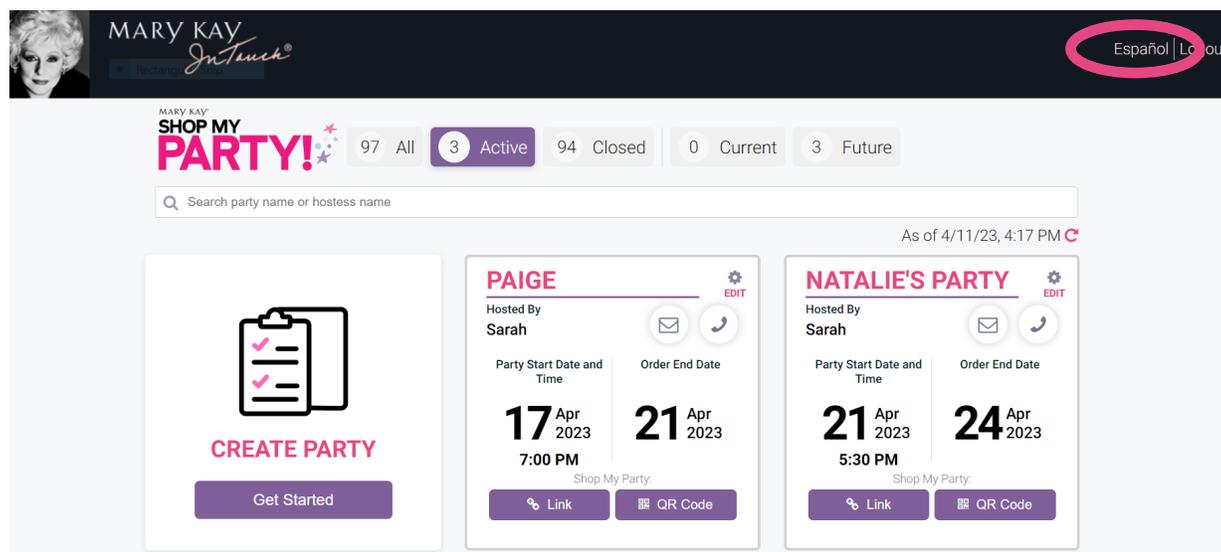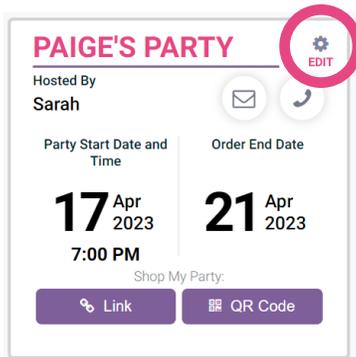

- You can search for your parties by Party Name or Hostess Name.

- You can view and search within **All, Active, Closed, Current** and **Future** parties.
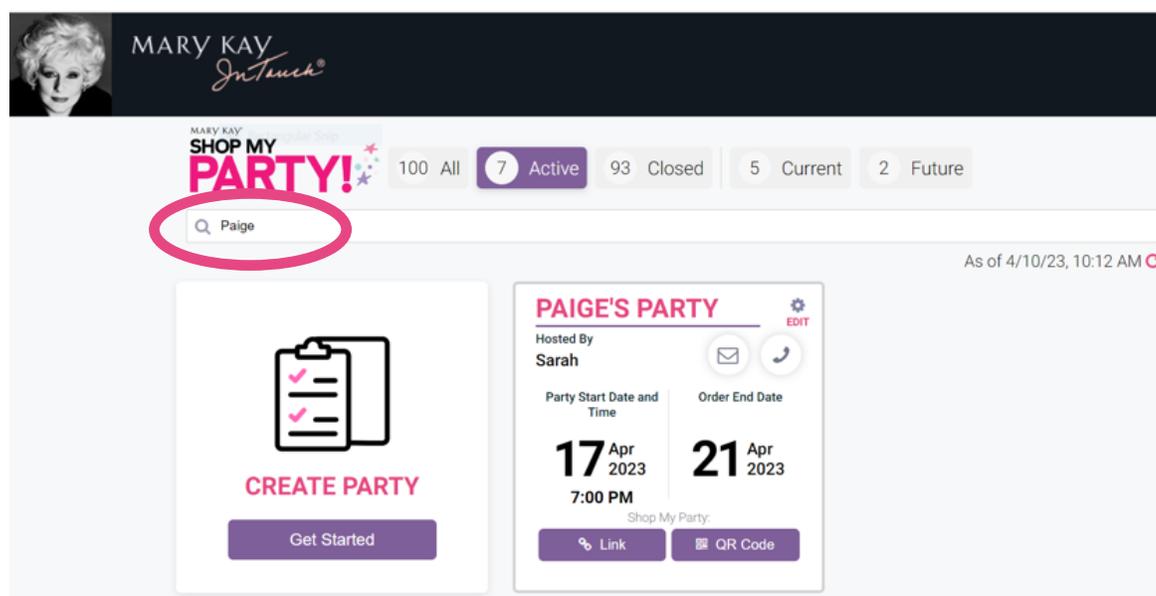
Editing a Party

- From your dashboard, select the party you would like to edit.

- Click on the gear icon in the upper right corner of the party box to edit your party information.

- You can edit:

  - Party Name, Hostess Name, Phone and Email.

  - Order End Date, up to 30 days from your Party Start Date and Time.

    - Keep in mind that you can only edit/extend the Order End Date before your party ends.

- Once you've made your changes, click on **Update Details** to save them.

- Click on **Cancel Changes** if you don't want to make or keep any changes.

- You can also delete the party if the party is canceled. Click on the **Delete** icon.
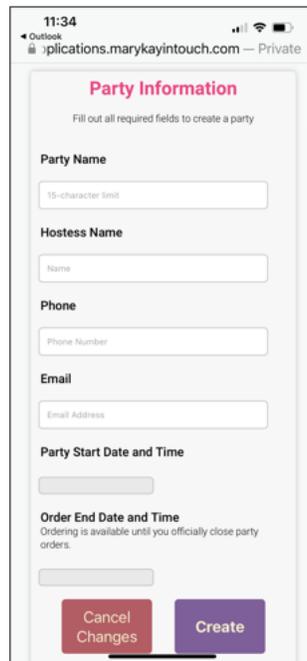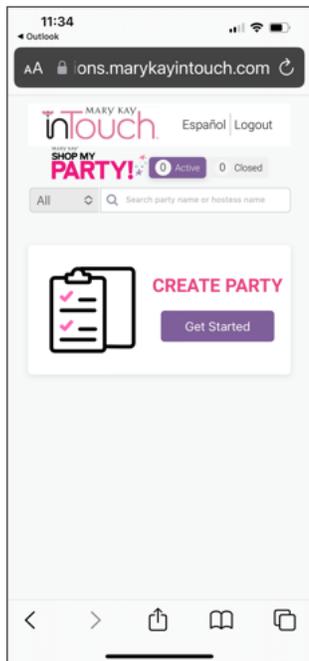

- Note: The Party Start Date and Time cannot be edited after the party is created. If you need to edit the party start date or time, you will need to delete the party and create a new one.

Accessing Shop My Party! From Your Mobile Device

- You can also create a party link and view your personalized dashboard on your mobile device.

How Customers Can Place *Mary Kay*® Product Orders

Once your hostess and her guests click on the Shop My Party! link, they will be directed to the *Mary Kay*® App or to your *Mary Kay*® Personal Web Site to shop your party.

From the *Mary Kay*® App:

If a guest accesses the Shop My Party! link using her mobile device, she will be directed to place her order using the *Mary Kay*® App.

- **If a customer hasn't downloaded or used the *Mary Kay*® App:**

  ○ The link will prompt her to download the *Mary Kay*® App, and she will be connected with you there.

  ○ After downloading the app, it will open to the Shop page and will display the Party Name.

  ○ The customer can then complete her order.

  ○ After she completes her order, she will remain registered with you within the app.

How Customers Can Place *Mary Kay*® Product Orders *(cont.)*

- **If a customer has previously downloaded the *Mary Kay*® App:**

  ○ After she taps the link, the *Mary Kay*® App will open to the Shop page and will display the Party Name.
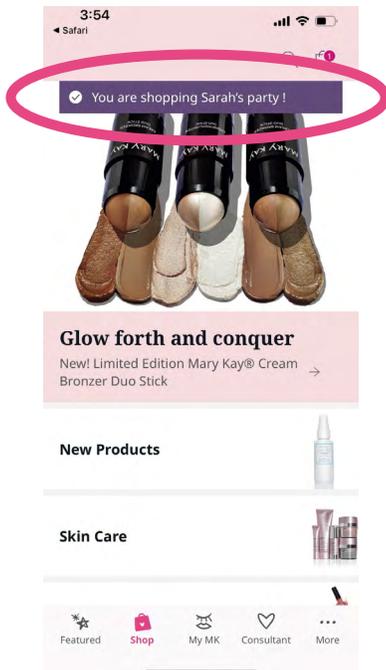

  ○ Because the customer is accessing the *Mary Kay*® App through the Shop My Party! link for your party, she will be connected with you and your party even if she was previously registered with another Independent Beauty Consultant.

  ○ When the customer completes her order, she will be reconnected with her previous Beauty Consultant the next time she opens the app.

  ○ If a customer taps on the link and either doesn't add items to her bag or does add items but doesn't submit her order, she will be reconnected with her previous Beauty Consultant after 15 days or upon party close (whichever comes first). The items she had in her bag (if any) will be cleared.

  ○ If a customer taps the Shop My Party! link after the party is closed, the Party is Closed page will display. She can continue to shop with you, but the order will not be added to the party sales. If she was previously registered with another Independent Beauty Consultant, her order will be credited to her previously registered Beauty Consultant.

How Customers Can Place *Mary Kay*® Product Orders *(cont.)*

From Your *Mary Kay*® Personal Web Site:

If a guest opens the Shop My Party! link using her computer, she will be directed to shop on your *Mary Kay*® Personal Web Site (PWS), and all items added to her bag will remain for 30 days.
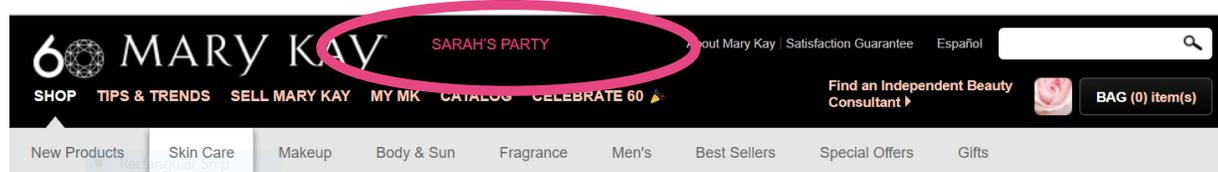
- If she is registered on another Independent Beauty Consultant's PWS, she will need to reregister with that Beauty Consultant after receiving her order confirmation.

- If she checks out as a guest, the order will still be attributed to the party, but it won't be eligible for any offers advertised for the party.

- If she adds products to her bag but doesn't purchase them, her bag will be cleared when she closes her browser. She will need to click the party link again to continue shopping for the party.

- If she does not register, all items she adds to her bag will be cleared within 24 hours, and she will need to click on the link again to shop the party.

- If a Beauty Consultant does not have a PWS, the Shop My Party! link will direct her to the Contact page on marykay.com.

How to Create Sales Tickets for Parties Through *myCustomers℠* for the Web

- Select the customer for whom you want to create an order.

  ○ Note: If it is a new customer, you will need to create a new customer record before creating the sales ticket.

- On the Customers page, click **New Order.**

- After selecting a fulfillment method, you will see a Select Party section. All your active parties will display in the drop-down menu.

- Select the associated party, and proceed through the page to add products to the sales ticket, collect payment and finalize.

  ○ Note: If you do not have any parties on your Shop My Party! dashboard, you will not see the Select Party section in *myCustomers℠*.

How to Create Sales Tickets for Parties Through the *myCustomers+™* App

- From the Home screen, tap the shortcut button at the bottom of the screen.

- Tap the shopping bag icon.

- Select the customer.

- Select whether you want to fulfill the order via Customer Delivery Service or from your inventory.

- Add products using the catalog or the Search feature.

- Select product quantity. Tap **Back** to edit. Tap the shopping bag icon to see the sales ticket.

- Tap **Add Party Name** on the sales ticket.

- Select the party to which you want to attribute the order. Then tap **OK.**

- Continue creating and processing the sales ticket as you normally would.

- On the Orders page, you'll see that orders associated with a party are tagged.