

### **CREATE an Online Party:**

Log into the Close to My Heart website ([www.closetomyheart.com](http://www.closetomyheart.com))

- Click on top right corner, Consultant Login
- Use your username/password

Click "Order Entry" under the Business Management Column

- Click EZ Invite Order
- Select EZ Invite Online Gathering
- Type "My Party" for Gathering Name (or whatever you'd like to name it, this will appear on your website)
- Select **any date within 30 days** for Gathering Date (you CANNOT close the party or redeem rewards any earlier than this date)
- Ensure Publish on my OBA is checked (this will make it appear on your website)
- Leave gathering time as 11:59 (this is when the gathering will close and you'll be able to go in and redeem the hostess rewards)

Click Select a Hostess

- Type your name and select yourself as the hostess
- When you select your name and click Select Hostess, it'll populate with your information

Click Select a Color Scheme for your emails

- Choose any color, this will just be the color of the emails you send/receive...no biggie, just pick a color

Click Send a Personalized Confirmation to Your Hostess

- You can choose to add a personal message

Click Send Personalized Message

You will receive an e-mail as the Hostess and your party should now appear on your website

NOTE: Your friends and family will be able to order online and pay via credit card with their order shipping directly to them...you don't pay any processing fees or anything...you earn the sales credit and will receive your commission on the 15th of the following month! Quick and easy, with no costs to you!!!

---

**Go into your emails and open the Hostess Email: Subject:** Thank You for Hosting a Close to My Heart Online Gathering!

From this email, you can click "Go to My EZ Invite Manager" and invite your friends and family, or you can just direct them to your website and have them begin shopping.

---

***Heres a sample email you can send to your friends and family after you've created your gathering:***

Hi,

I just wanted to touch base and let ya'll know about a challenge/goal I'm trying to meet that you can help me with. I've joined Close to My Heart because of my passion for scrapbooking and love of their quality products!

Fortunately, Close to My Heart gives members a free website that allows my friends and family to make online purchases that ship direct!

Also, when your order is \$50 or more, you'll be eligible to purchase our April Stamp of the Month: Life In Pictures for only \$5 (a \$17.95 value)!!

Select SHOP on the top left corner of my website and begin shopping! You'll be able to browse through our entire collection of products and EVERY purchase helps me reach my goals! Even if you're not a big stamper or scrapbooker, we have something for everyone!

I hope you'll take a moment to visit my website, check out our fabulous products and hopefully you'll find something that will work for you! Every order truly goes a long way in helping me reach my goal!

Please let me know if you have any questions...I'm super excited about joining Close to My Heart and appreciate your support of my new adventure!

I'm available to answer any questions you have and truly do appreciate you taking the time to read this e-mail! Thanks so much and please reply and let me know you've received this e-mail (and of course if you have any questions!!)