Eagle Gift and List Registry allows any Retailer to create an online presence without participating in an eCommerce program.

Registrants and Consumers will easily access your website to create, modify and share wish or project lists.

In this course we will review the set up needed to begin and take a look at the administrative functions available to you, the Retailer, within the Configuration section of your Gift and List Registry site.

After purchasing the Gift and List Registry module, a phone trainer will contact you to configure your specific login and site information.

Our Licensing group will ensure that you have the proper options enabled to move forward with launching your site.

Be sure to review the attached documentation found in the Course Materials section for this Training on Demand class.

When you, the Retailer, log into your Gift and List Registry site as an Administrator you will see the four tabs located here [pause].

These contain the same options shown below in these four boxes. Clicking either will navigate to the same locations.

We will explore the Content tab first and discuss some of the customization options available.

This tab is divided into three sections: 'Pages', [pause] 'Carousel' [pause] and 'Store information'.

The 'Pages' portion gives you the option to 'List Pages', 'Add Custom Pages', Add a web 'Link' or add a 'Social Media Link' to your site.

List Pages displays the current custom pages and links along with the option to 'Edit' or 'Delete' each of them.

'Add Custom Pages' give you the opportunity to add another page to your site with a link either in the Footer of the Home page or within a Projects Instructions.

For example, you might add an 'About Us' page to describe your stores' history and mission statement.

The Name field must not have any spaces.

The Link Title should be filled in exactly as you would like to see it appear on the page.

Add your own Custom Content including text or images here [pause] or upload an existing HTML file.

Select 'Save', and your link will appear at the designated space within your site. In our example the footer section now has a link titled 'About Us'.

If you have an existing store Website or other related URL, you can add a link to your Home Page. Click 'Add Link' and give the page a name, again without spaces. In the 'Link Title' field enter the text as you want it to appear for the link. In our example, 'Store Website'.

Enter the URL here, [pause] and press 'Save'.

Your custom link will appear on your home page. When users click the link they will be taken to the address you entered.

Connect your Customers with your Social Media Links by pressing here. Enter your specific URL for each type and choose 'Save'. The links will appear in the footer of the Home Page.

The Carousel menu option is the place to modify and add to the scrolling images and links that make up your landing page.

'List Carousel Items' will display those images or URL's that are already added. You can Delete an item [pause] or Edit it.

'Add Item' gives you the ability to provide a 'Title, 'URL' or 'Image', and some descriptive 'Text'.

Press Save, and the picture and text will be added to the boxes that move across the screen when someone navigates to your Registry site.

'Store Information' provides a 'Select Store' drop down list for multi-site users to select the appropriate location. Single Store users will see their location displayed here.

The 'Location' tab gives you means to update any name or address information. Be sure to include your store 'E-mail'.

On the 'Information' tab you can add some details in the 'About Store' text box.

You can also choose to include your Logo by browsing to its location on your PC in the 'Store Image' section.

Press 'Save' to update your page.

Finally the 'Hours' tab provides space to update your open and close times for each day of the week.

This is valuable information that Consumers and Registrants look for when searching the Internet so be sure to fill this out.

Press 'Save' to update your site. You will be reminded to fill out the information completely if any fields are not properly updated.

The Configuration tab has three available selections: Email, Advanced and the Event Log.

Choose 'Email' to view 'Email Settings'.

'Email Settings' provides space to create a Signature for the outgoing emails sent from your Gift and List Registry.

The preset HTML code in the 'Email Signature Format' includes your Store Name, the full address and your phone number.

'List Addresses' permits you to choose a Default if more than one e-mail address has been setup for a location. This is the E-mail configuration for your User Administrator.

'Add Address' gives you the opportunity to provide multiple emails.

Choosing 'Advanced' from the 'Configuration' tab displays several selections.

Your Phone Trainer will review the 'Configuration Test' and 'Registry API Access' and make any needed changes.

You will want to review the 'Default Customer Settings' if you plan to add new Customer records to Eagle from your Gift Registry site.

These fields will update accordingly in Eagle MCR.

Click on the 'User Registration Settings'. [pause] 'User Registration Method' allows you to determine if new Customer Accounts will be added to Eagle MCR when a User is added here on your registry site.

'Create New/Link Accounts' compares the phone and email data entered here with that on Eagle and will link the new User to the existing charge account.

If you currently offer a loyalty program review and set the options for 'Loyalty Sign Up for New Users' and

'Default State of Loyalty Sign Up Checkbox'.

The Registry Settings provide you with the power to control additional aspects of your Gift and Registry site. Hovering over each item provides a detailed explanation of its function.

Use the 'Value' field to determine if you want to 'Include Carousel on Landing Page', or 'Include Projects Link on Landing Page'.

You can 'Allow Gift Card Suggestion on Registry' if your store uses Gift Cards and customize the text that the Registrant and Consumer see.

Review each of the settings carefully. You can change them at any time so experiment with the available combinations. Your Phone Trainer can assist with any questions.

Selecting 'Registry Types' allows you, the Retailer, to determine what options the Registrant has available when creating a list or project.

Simply change the 'Value' field to 'No' to eliminate from their choices or set it to 'Yes' to add it.

Press 'Save Changes' to enable the new Values.

The Event Log, found under the Configuration tab, allows you to view iNet user account activity, and other troubleshooting information.

This data can be exported to Excel or Printed.

Setting up your Eagle Gift and List Registry is easy with the organization of tabs and pages.

Again, changes can be made at any time so explore which ones work best for your business.

The Content tab and the Configuration tab are accessible to you from any PC or tablet.

Once the foundation is set you can begin using your customized web page and drawing in Registrants and Consumers from any locale.