



Do you have a special occasion or big life event coming up?

Are you working on a home improvement project and trying to be sure you have all the correct materials?

Are you a charitable organization looking for a simple way to bring in donations?

All of these scenarios lend themselves to using the Eagle Gift and List Registry.

This course will walk you through the process of creating a new Registry, managing an existing List, importing a Project, editing your profile, and buying registry items from a participating Retailer.

If you are already a User on this site, simply Login and choose 'Create Registry'.

If you are new to this site, go to the 'Create a Registry' section and chose the appropriate type that most closely matches your agenda.

Click 'Create'.

Update the 'User Name' and 'Password' fields with data you can easily remember.

Confirm the Password and fill in each of the fields below.

You must include a valid Email Address and Phone Number.

When complete, press 'Continue'.

Dependent on the Type of Registry you selected, you will be asked to fill in some information.

In our example, we are asked for the co-registrants name and the wedding date.

If displayed, check the box here, to allow Consumers to purchase Gift Cards on your behalf.

Now, set 'Access' to your Registry.

Choose 'Public' if anyone can find and access this registry.



Select 'Shared' if only those with the secret word that you designate will have access to this registry.

Set access to 'Private' if only you can access this registry.

Use the address on file or uncheck the box to enter a different address.

Click 'Create Registry'.

You can now begin adding items to this registry.

Contact your Retailer about 'Importing Scanned Items' into your List.

Click 'Add items to your registry'.

Enter a descriptive search word and press the 'Search' button.

Click 'Add' to add the item to your Registry.

Continue Searching and Adding items until your List or Project is complete.

Click the 'Manage' button in the upper right hand corner.

From this page you can 'Share' your registry on Social Media or send it to a printer.

Choose the pen icon to edit the 'Quantity Requested' or the 'Quantity Received'.

Select the trash can icon to delete an item from your registry.

When someone purchases one of your wish list items from another Retailer, click the record icon to 'Record a Purchase'.

Sales made through Point of Sale at your Retailer record the purchase automatically.

If your Retailer has created saved Projects, you can import those into your Registry.

Log into your account and choose My Registries from the upper menu.



Select the Plus Icon next to the list that the Project Items will be added to.

Select 'Add items to this registry'.

Now choose 'Import Items from Project'.

Press the 'View' button for the Project you wish to import.

The individual SKUs are listed and the total of all materials may be displayed.

Choose 'Add Items to My Registry'.

A confirmation message displays.

Click 'View Registry' to see your updated list.

You can Share your wish list via Twitter, Facebook or Email.

From the Home page select 'My Profile'.

Verify the information displayed.

To make changes press the 'Edit Profile' button.

From this screen you can change your password, alter your Name and Address data or set your preferences.

Press 'Continue' to Save your Changes.

Consumers and Registrants can purchase items from a Gift Registry or Project List in the store.

Items can be located with a printed list, an in store PC or tablet or even right on your smart phone.

From the 'Find a Registry' section enter the search criteria.

You can look for the Registrants Name or Registry ID or List Description.



Press the 'Search' button.

Click 'View' on the appropriate registry.

Print or Share the Registry with Friends.

Proceed to the check out and give the clerk your Registration Number.

They will ring up your sale, along with anything else you need to purchase, and provide you with a receipt.

Your receipt will contain the Registry number.

The items that were purchased from a Wish List or Project will be decremented automatically.

You now have the tools to create your profile and add a registry.

You can easily manage your list online or with your Retailer.

Be sure to share you event through social media with family, friends and coworkers so they can get you that perfect gift, support you with a donation or help you with your latest DIY project!