



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, click 'Gift Registry', select a Type and choose 'Create'.

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'.

Designate a 'User Name' and 'Password' that 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'.

Be sure to check the box, here.

Give your List or Project a full 'Description' so that anyone viewing it knows what you are looking for.

Depending on the Type, you may be asked to indicate the event 'Date' or a Co Registrant.

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.

If 'Shared' is selected, review the option to 'Display on Find Registry Page'. If checked, this will allow the list to be searchable from the 'Find Registry' function.

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

Click 'Create Registry'. The Registry ID is displayed.

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.

You can also use your Retailer's Catalog search function.

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

Continue Searching and Adding items until your list or project is complete.

Click the 'Manage Registries' link.

Use the looking glass icon to select a Registry.

Use the pen and paper icon to edit the Registry properties.

The X icon will delete your registry.

We will select the looking glass to view the line items on this Registry.



You here you can 'Add items to the registry' or 'View Purchases'.

Choose the pen and paper icon to alter the 'Quantity Requested' or 'Quantity Received'.

The X icon will delete an item from the list.

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 or via the shopping cart on this eCommerce site record the purchase automatically.

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

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 to List' to add individual items.

Press 'Import All Items into My Registry' to add all of the Project SKUS into your registry.

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.



To purchase merchandise online from a Registry or Project list, go to the Registry Home Page and enter the search criteria in the text box.

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

Press the 'Search' button.

Click 'View' on the appropriate registry.

Click the 'Add to Cart' button to place this item in your shopping cart.

'Continue Shopping' or 'View Cart'.

We will select 'View Cart'.

Checkout as you normally would.

You can elect to hold the order for the Registrant at the store or deliver it to their address.

Consumers and Registrants can also 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.

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 your Registry number.



The items that were purchased from your 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 with your latest DIY project!

