

Customizable Business Card Tutorial

Welcome to the helpful how-to guide for creating your personalized employee pack of business cards. Take a look through the next few pages to see how it's done, and if you still have questions, feel free to reach out internally to Brand@SRNMJ.org or our assigned Account Manager, Gracie. Gracie can be reached at 401-443-2000 x1448 and at gracie@moo.com

Step One

Copy or click on the link below to set up our account and gain access.

<https://www.moo.com/m4b/account/signup/landing/c25076ba-bbe0-4354-be7e-3deda37bb918>

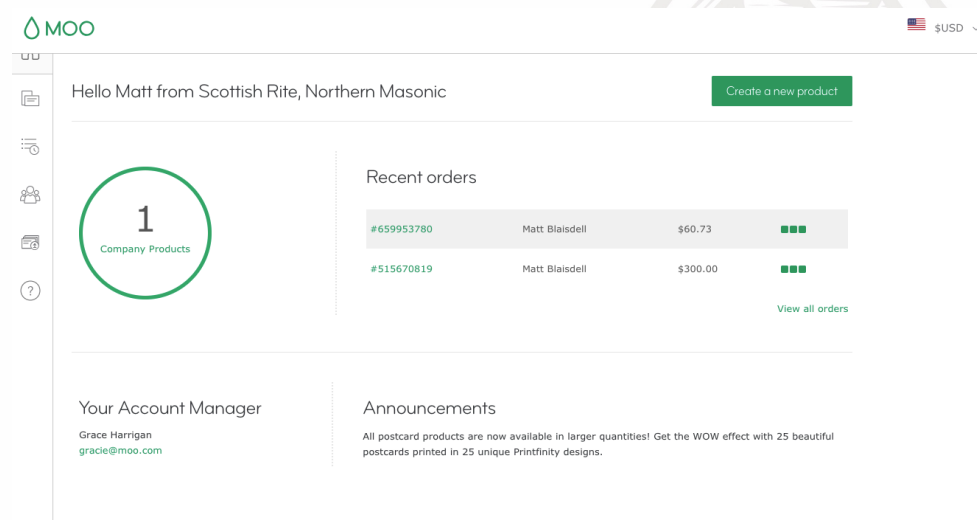
Step Two

If you haven't set up an account, click Sign Up and enter your details. After your account is created, sign in using the account credentials you have just entered.

Step Three

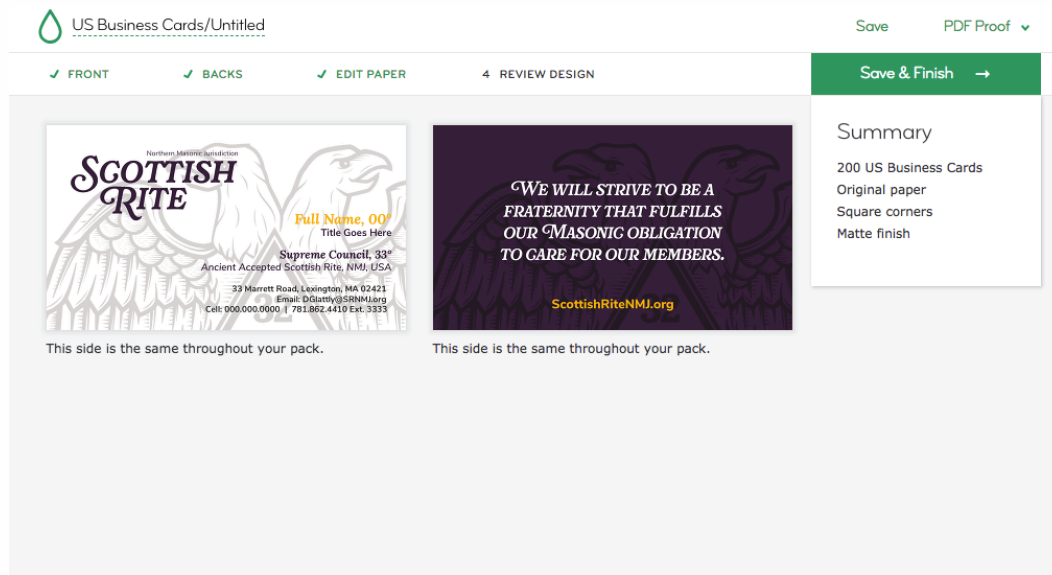
Now you have access to the ordering platform. From here, you are able to access the business card templates to create your own based on the template.

Start by clicking the green **Create a New Product** in the top of the page.



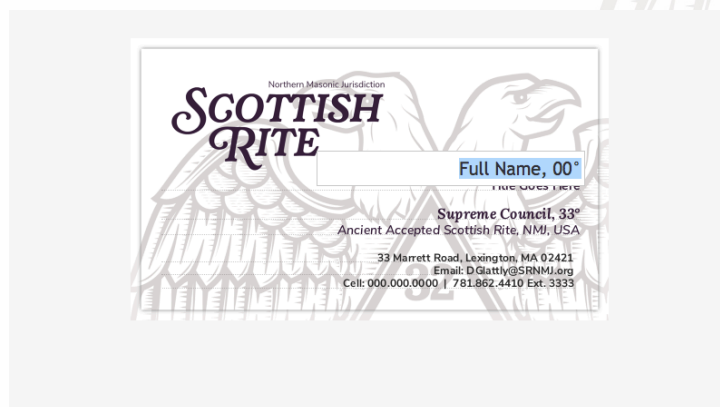
Step Four

Select the Business Card option and the template. This will open the design in full interactive page where you will be able to begin customizing.



Step Five

Once you're in the individual card view, you are able to add in your own personal information. Click on the detail side of the cards to start adding your own information.

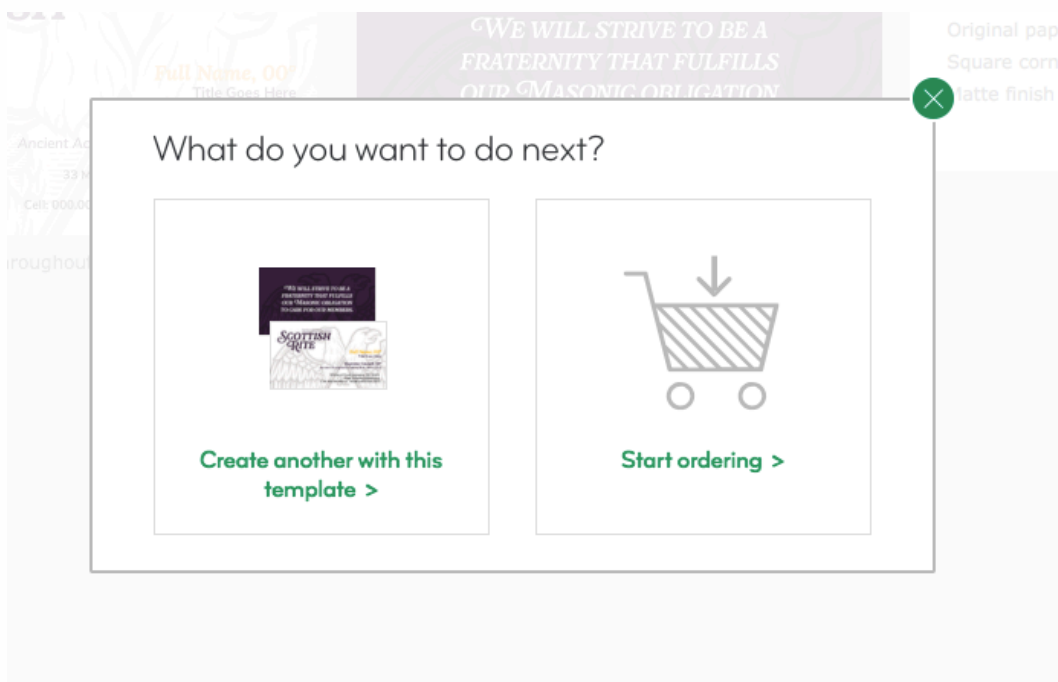


Step Six

Click on the flip card icon to edit the website if you wish to have a Valley-specific website. If you don't need to make this edit, you may skip past this by clicking the green rectangle button in the top right.

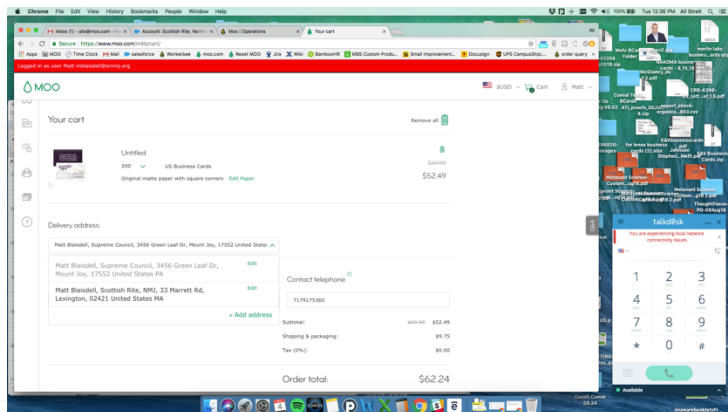
Step Seven

After you have checked your information for any spelling errors, simply click **Add to Cart** on all of the products you are ordering.



Step Eight

You should see a traditional online checkout page which outlines your order quantity, card options and contact information. Proceed through the checkout prompts and you're all set!



Contact and Questions

If you have any questions with the process, please reach out to Gracie, our Account Manager at MOO at gracie@moo.com, 401.443.2000 x1448 or for any custom internal requests, email Brand@SRNMJ.org

Fraternally,

Matt Blaisdell

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