



Regal Web V1.5

Guide B. Setting Up Your Personal Web Store/Web Store Features

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Setting up your Personal Web Store is simple and best of all – once it is set up you only have to worry about accepting orders. Whatever changes Regal makes to the main website are automatically reflected in your Personal Web Store.

1. Log into your Back-Office as usual with your Rep Number and password and click on the My Profile folder at the top far right.
2. You will now see a third sub-folder called My WebStore and click on this folder.
3. You will now see all the “personalization fields” where you can fill in all the information about YOUR REGAL business. Key Fields include:
 - a. My Message, Shipping & Handling & Other Terms

This is a critical area for you as throughout your Personal Web Store we tell you customers to check your own Shipping & Handling charges and other terms in this section. Here is an example of how we would start this section.
Hi I'm Mary Smith and welcome to my Regal webstore!
My Shipping & Handling terms are as follows –
Delivered by me - \$2.00 per order
Delivered Direct by Regal
\$0 to \$24.99 - \$7.95
\$25 to \$49.99 - \$8.25
\$50.00 to \$99.99 - \$8.95
\$100 to \$200 - \$10.00
Over \$200 – I will notify you of my charge
I can accept returns within 60 days for your purchase
Etc.
Etc.
 - b. Photo Upload

You can upload one photo on your site. We will accept photos of you, your family or other relevant business photo. Regal reserves the right to remove ANY photo we deem as unsuitable.
 - c. Website URL (your website address) www.MyName.shopRegal.ca

In the box enter the one word (string of words) you want as your URL or address name. Our policy will be that your URL address must include some part of your name or your business name. Regal will change any URL address that does not conform to this policy.
4. Once you are satisfied with your personalization simply click the save button and your web store is ready. Remember you can go back and edit this anytime!
5. You should now update all your emails, Facebook site, labels, catalogues, everywhere your customer sees your name should include your new web store address!



Key Personal Web Store Features:

- You can now look around your Personal Web Store and see all the features that your customers can now view.
- When you are speaking to your customers on the phone or in person make sure they know about your new web store and specifically:
 - **TOTALLY SECURE CREDIT CARD ORDERING**
If they want to order from the catalogue but use a credit – they can simply go to your web store and enter the items they wish and pay by credit card. Since we are PCI (Payment Card Industry) they can order in complete safety. Their card number is encrypted by PCI and made into a token. When you place your order with Regal you do not see their card number and neither do we.
 - **ORDERING FROM A CATALOGUE (Customer knows what they want)**
The following message is on the ordering page. If the customer wants to quick order it is really simple (see below) we are working on an even simpler order pad for them – this will come in early 2010.
Quick Order Method - Ordering From Your Catalogue? If you know the product code or name simply click the find button and enter the product code and then add to your cart. You can add all your catalogue items and be done shopping in minutes
 - **PRINT OUT THEIR RECEIPT** – currently the system does not email a copy of the receipt so they should print out a copy of the receipt they receive at the end of their shopping session.
- Good luck with your Personal Web Store