

Trunk Show Digital Postcard Request

How to create a digital postcard for your store's upcoming Trunk Show Event. Follow the steps below!

*****NOTE: Information needed to complete digital postcard template is found on the Jewelry Complex Dashboard under Trunk Shows/Trunk Show Schedule (saved by season) Confirm details Trunk Show details with Vendor Rep.**

1. Go to the **Jewelry Complex Dashboard** and click on the link in the **right hand corner** that says "Trunk Show Digital Postcard Request"

<http://mymacys.net/sites/stores/JewelryComplex/Pages/JewelryDashboard.aspx?Category=Trunk Shows>



2. Select a **VENDOR** – choose the vendor for your event (*vendor names are TBD)

Select a Vendor *

Effy

3. Select a **STORE**

Select a Store

003 -Herald Square

Store Number	Store Name	City, State
003	Macy's Herald Square	New York, NY

4. Select a **DATE**

Select a Date *

3/4/2019

Use Calendar Icon to select a date

Event Date

Monday, March 4, 2019

5. Select a **TIMEFRAME** - confirm start and end time with your Vendor Rep before making a postcard.

Select a Timeframe *

10am-7pm

Please confirm with Vendor Rep the Trunk Show event time.

Select a Timeframe *

Other

Please confirm with Vendor Rep the Trunk Show event time.

Start Time

9

End Time

6

Enter Time with a decimal. Example: enter "9" or "9.00" to populate as "9am"

Enter Time with a decimal. Example: enter "6" or "6.00" to populate as "6pm"

NOTE: If choosing "Other", make sure the time is entered in the format shown below.

6. Add a phone number and Fine Jewelry extension for clients to "**Make a Reservation by Calling**"

Make a Reservation by Calling

212-555-1212

Extension

1234

NOTE: When entering a phone number, the "dashes" are not needed; they will populate automatically for the PDF.

Trunk Show Digital Postcard Request

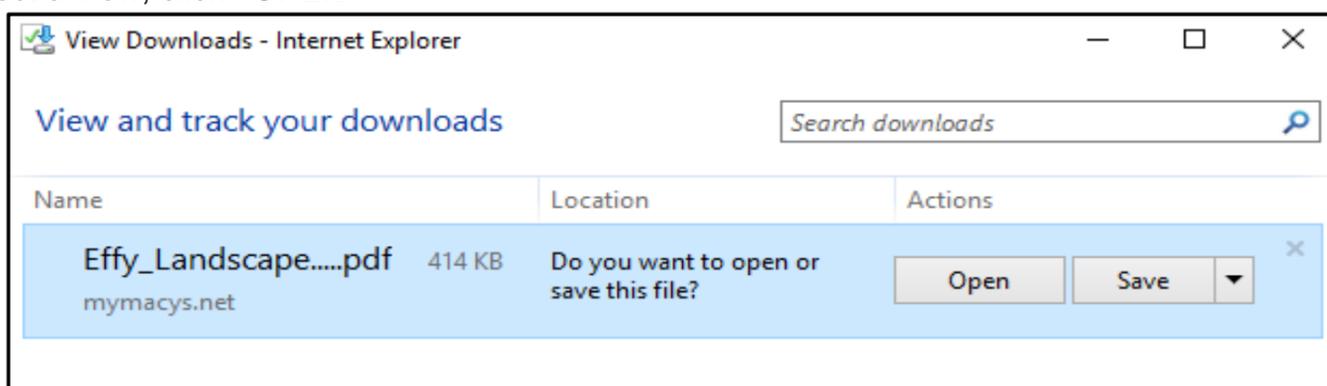
7. Hit "SAVE" at the bottom of screen



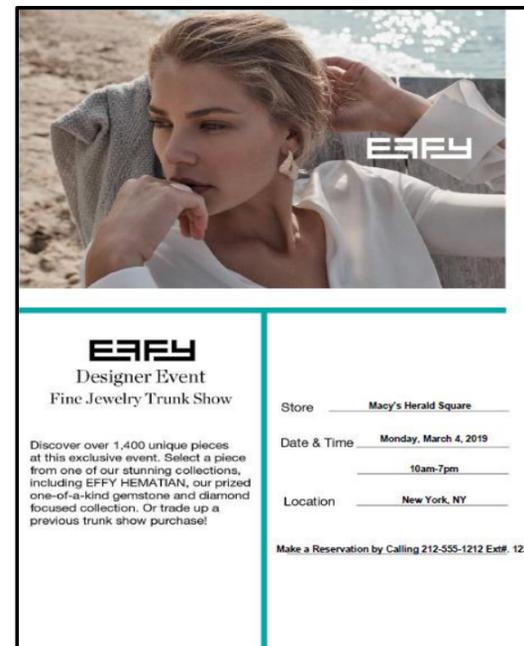
8. Email will be sent from "Trunk Show Poster Generation". Two PDF's views are included as well as ideas on how to use the digital postcards and an email contact for any questions!



9. Once you select a view, click "OPEN"



10. The **END PRODUCT!!!**



10. SAVE PDF's and start using for Store/Mall Social Media & Mall Website. Any questions, contact the Trunk Show Buying Office.