

HOW TO PLACE A GROUP ORDER



The Leader in Sport Stacking
www.speedstacks.com

Thank you for offering a Group Order to your students. **Here are some helpful hints to ensure a successful group order.**

1. GET STARTED – If you haven't already started your order, go to www.speedstacks.com/instructors/group-order/ to set up your school.

- STUDENT PARTICIPATION** is key. Give every student in your school a brochure. Send the brochure home in their weekly folder or hand out the brochures to each student on Day 3 of your 5 Day Lesson Plan. Remind the kids about the Group Order and the deadline to participate. Provide a paper order form **ONLY** to kids that do not have internet access.
- LETTER TO PARENTS** – The message is simple: 1) students win by being more active, 2) parents win with lower pricing and free shipping and 3) the school wins with free equipment. Include the order deadline and attach a parent letter to each brochure going home. A follow-up email to parents is recommended.
- CLASSROOM TEACHER PARTICIPATION** – Communicate with your classroom teachers and educate them on the process. Let them know this is similar to book orders they promote and that the school will earn free equipment. Give them the ordering dates and have them include the stacker brochure in the weekly student folder.

2. MONITOR YOUR GROUP ORDER

- The Group Order site lets you check on your students' orders at any time. Student credit card orders / payments are automatically processed making it easy to manage your group order.
- If you are accepting paper order forms from kids that do not have internet access, login to your order and enter each student order. If you received payment, mark the order as paid.
- Throughout the group order, remind students of the order deadline.
- Once all student orders are entered, select your bonus items.
- Submit your order and mail checks to Speed Stacks, all checks must be payable to Speed Stacks. The order will ship once payments are received.

3. BE THEIR FAVORITE TEACHER

- Separate and distribute student orders, include student printout with each order (a copy of each student order is included in the box).

That's it – it's easy. Feel free to contact us if you have any questions.

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