

How to create a Group Order

BEFORE YOU START A NEW ORDER: select the **account** you wish to use for this group order. This is to make sure your participants see accurate pricing and availability.

> Start a Group Order

1. In the Orders menu, click on **Group Orders**.
2. Click on **Start a Group Order**.
3. Chose **Quick Group Order** or **Advanced Group Order**.

QUICK GROUP ORDER (to manage invitations outside of eway)

4. Enter the required information.
5. Click on **Send Invitation** to send yourself an email invitation that you can then forward to the individuals whose participation in the group order you authorize.

ADVANCED GROUP ORDER (to manage invitations within eway)

4. Enter the required information.
5. Click on **Next** to continue.

MANAGE INVITATIONS

6. Build your list of invitees
 - By entering individual names and email addresses.
 - By adding an existing group of individuals.
 - By creating a new group.
 - By combining any of these methods.
7. Click on **Send Invitations** to send an email invitation to each selected individual.

What your invitee will do

QUICK GROUP ORDER

1. The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
2. Upon clicking the link, eway will ask them to enter their **full name** and **email** address.
3. In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
4. They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
5. The invitee receives a confirmation email and you also receive an email notice of this person's order.

ADVANCED GROUP ORDER

1. The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
2. Because you identified them as invitees in eway, they do not need to enter their **name** and **email**.
3. In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
4. They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
5. The invitee receives a confirmation email and you also receive an email notice of this person's order.

How to manage a Group Order

> Manage My Group Orders

In the Group Orders welcome page, click on **Manage My Group Orders**.

QUICK GROUP ORDER	ADVANCED GROUP ORDER
EDIT <ul style="list-style-type: none">Change the Description or Reply Date and click Save.	EDIT <ul style="list-style-type: none">Change the Description, Reminder Date, Reply Date, Message or Notification options. Click Next.Add or remove invitees from the order. They will receive an email to inform them.
VIEW REPLIES <ul style="list-style-type: none">View the name, email address and items ordered for each reply.	VIEW REPLIES <ul style="list-style-type: none">View the name, email address and items ordered for each reply.
DELETE <ul style="list-style-type: none">Delete the selected group order.The invitation link is deactivated.Any items ordered are also deleted.Individuals who submitted items to be ordered will receive an email to inform them that the order was cancelled.	DELETE <ul style="list-style-type: none">Delete the selected group order.The invitation link is deactivated.Any items ordered are also deleted.All invitees, whether they submitted items to be ordered or not, will receive an email to inform them that the order was cancelled.

How to process a Group Order

BEFORE YOU PROCESS YOUR ORDER: you may want to save the current content of your cart as a **Template** because the group order process will replace any current cart content with the group order items.

Process

- You'll find the **Process** button in the **My Open Group Orders** section and in the **Manage My Group Orders** page.
- The same process applies to **Quick Group Orders** and **Advanced Group Orders**.
- Clicking on the **Process** button pushes all the items ordered by the participants into your **Shopping Cart**.
- In your **Shopping Cart**, all the usual options are available to add or remove items.
- Notice the name of the participants in the product's **Note** field.
- Follow the **Check Out** process as usual to submit the order for processing.