AcornKids Training Tips



Date: 22 Feb 2020 Presented By: Chrisna Fourie Created By: Lolamay du Plessis

Welcome to Acornkids

The Acornkids Team are looking forward to be working with you and helping you to achieve your goals.

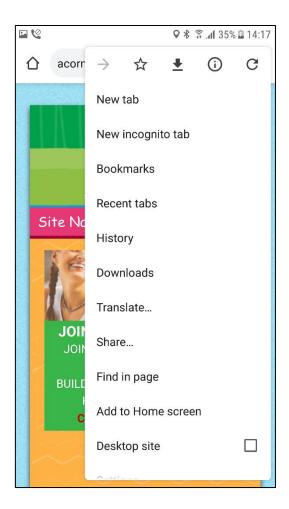
You have already received the following information:

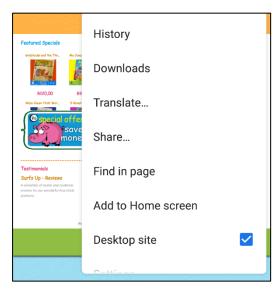
- 1. Dealer Manual
- 2. Product Catalogue
- 3. Monthly Specials
- 4. Retail Price List
- 5. Dealer Price List
- 6. Facebook Groups to Join
- 7. Telegram
- 8. Active Tips

Please get in contact with your Leader if you have not yet received the above mentioned information.

If you are working on your phone. Click on the three dots on the top right-hand side (On your internet). Scroll down to desktop view & click the box this will make your website look exactly the same as it will look like on a computer.







Introduction

- 1. How to set up your URL
- 2. What is my affiliate Code?
- 3. How to register a customer
- 4. How to register a dealer
- 5. How to use my Downline
- 6. My Network
- 7. How to place an Order Dealer
- 8. Where do I find my Order Number?
- 9. What happens after I place my Order?
- 10. How to track your parcel
- 11. How to Claim your New Dealer Bonus

You have to know your website because that is the **MAIN SOURCE** of your **BUSINESS!!!**

& The only way for you to know it, is to study your tips...

This is your business!! You're the only person that can choose if you are going to make R500 a month or R30,000.00.

The Most Important thing for you to do is to set up your **URL**!!! Please make sure that this is the **FIRST** thing that you do!!!

1. How to set up your URL

This is a big part of your Business

This is your Personal Website that you use for your Customers & you need it to Register Customers & Dealers that need to be linked to your account

Please Note: **DO NOT** put in any **Numbers** or **Spaces**

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on My Account My Account
- 4. Click on **My URL**
- 5. Follow the instructions & fill in.
- 6. Click on **Update** Update
- 7. Your URL will look like this www.acornkids.com/......

www.acornkids.com/ chrisnafourie

8. That connects your webpage directly to you.

2. What is my Affiliate Code?

This is the last part of your URL that will show when you register a customer or dealer

Never use any Numbers when you create it

That will confuse the system by Picking up the Number first & you will end up under another dealer or under head office

Your Affiliate code is the last part of your URL for example

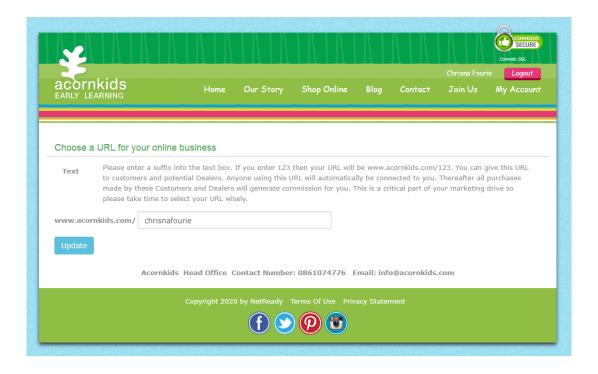
Your URL – www.acornkids.com/chrisnafourie

Your **Affiliate Code** – chrisnafourie

Your Affiliate Code connects your Customers & New Dealers to your Downline

Please make sure that you use the Correct Affiliate code when you register a

customer of dealer



3. How to register a customer

Why do I need to Register a Customer??

You will register a customer if they do not stay in the same town as you or if they prefer to order by themselves on a regular basis

You will also register a New Dealer as a customer if they do not have money yet to buy their own starter kit

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on My Account My Account
- 4. Click on Register a Customer



5. Add your **Dealer Affiliate Code** (The last part of your URL)

www.acornkids.com/	chrisnafourie

6. Click on **Update**



Update

Your details will be confirmed once you have clicked on update

7. Click on the box to confirm the code is the correct sponsor

Register a C	Customer
Who referred you	u to AcornKids?
Affiliate Code:	Update
	Sorry, no user exists with this number ID:
	Please confirm that this is the correct sponsor

8. Create a USERNAME and PASSWORD

Create a user name and password				
Username:	Create Unique Username			
Password:	7 Characters- Alpha and Numric			
Confirm Password:	Confirm your password			

Make it easy & keep the Username & Password the same

&

Always send the info to your New Customer

9. Fill in Personal Details



10. Fill in Contact Details

Contact Details				
Landline:	27 (21) 555 1234	Cell Number:	27 (83) 555 1234	
Email Address:				

11. Fill in Address Details



12. Read the terms and Conditions



13. Click the box



14. Click **Register Now**



Please Note:

Write the information down in a little book (for when you have load shedding) so that you can have the information on hand, you can also create a spread sheet for yourself.

4. How to register a Dealer

I Always Register Dealers Myself

I send them a little information sheet on whatsapp that they just need to fill in for me so that I can register them

Forwarded

To reg a dealer all I need

Full name and Last Name

Tel no Email

Address including postal code

What Kit they want 11:34 W

I always make sure to open up my Invoice that I have created on Whatsapp **BEFORE**I start to Register the Dealer, that way you can type in the details while you type,
please check that you have entered the details correctly & then ... check it again.

User name:

Password:

IBO No:

www.acornkids.com

Invoice: R00.00 Absa Bank Delfini Direct

Rek no: 4069097888

Tak no: 632005

Always use you invoice no **00000** as

a ref when paying

17:06 🗸

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on My Account My Account
- 4. Click on **Dealer Registration**



5. Add your **Dealer Affiliate Code** (The last part of your URL)



6. Select the **Starter Kit** the New Dealer requested



7. Create a **USERNAME** and **PASSWORD**



Please Note:

Make it easy & keep the Username & Password the same

8. Fill in Personal Details



9. Fill in the Contact Details



10. Read the terms and Conditions



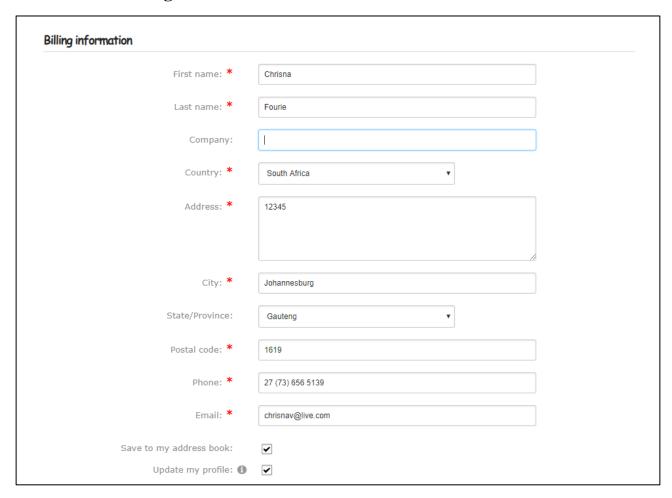
11. Click the box



12. Click **Register Now**

Register (ONE CLICK ONLY)

13. Fill in the **Billing Information**

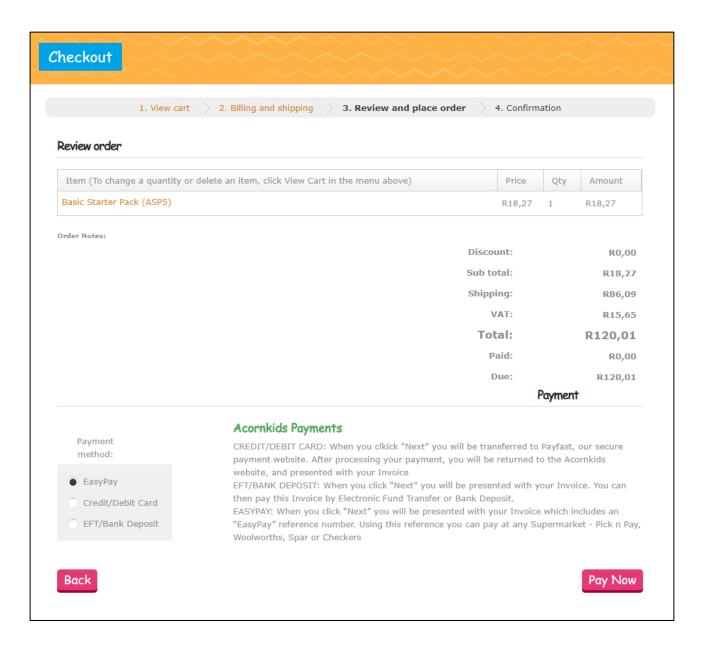


14. Select the **Shipping Method**

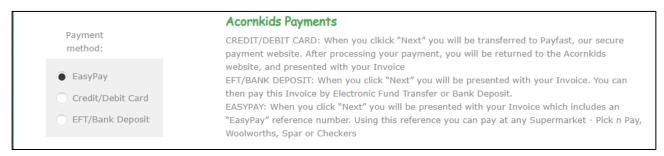


15. Click on **Next – Review Order**

Next - Review order



16. Select the **Payment Method**



- 18. Your New Dealer will receive his/her Invoice via e-mail
- 19. Please make sure to **Always** send your Whatsapp Invoice to your New Dealer so that they can have the information on hand.
- 20. Please also send the **Whatsapp Invoice** to your **Team Leader** so that they can have it for their records

User name: AngieFourie Password: angiefourie

IBO No: 54321

www.acornkids.com

Invoice: 12345

R280.00 Absa Bank Delfini Direct

Rek no: 4069097888

Tak no: 632005

Always use you invoice no **12345** as a ref when paying

- 21. Also inform your New Dealer that once they have made the Payment to send it to Head Office www.acornkids.com & they can cc you in or just send you a screen shot. This counts for all future order as well.
- 22. Please make sure that all **Payments** (Starter Packs or Future Orders) **MUST** have the Order Number as Reference.

5. How to check your Downline

When recruiting you can check who is in your downline and who is not. This is important. If a dealer register themselves (Not Recommended), they sometimes do not put in your Affiliate code & end up under Head Office. You can keep track of that by checking your downline.

You can also check who is active and who is not

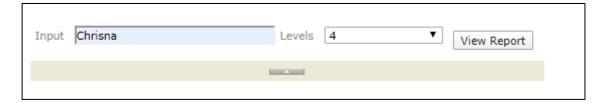
You can also click on a dealers name to see their profile (User ID / IBO & Status)

Your downline becomes your best friend when you are building a team

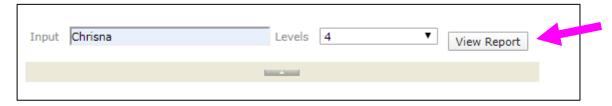
- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on My Account My Account
- 4. Click on My Downline



- 5. Next to Input Insert your User ID of you name
- 6. Next to Level Choose No 4



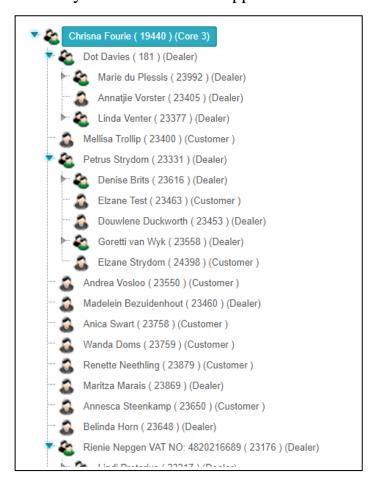
7. Click on View Report



8. You will see your User Name & Name – Click on that Line.

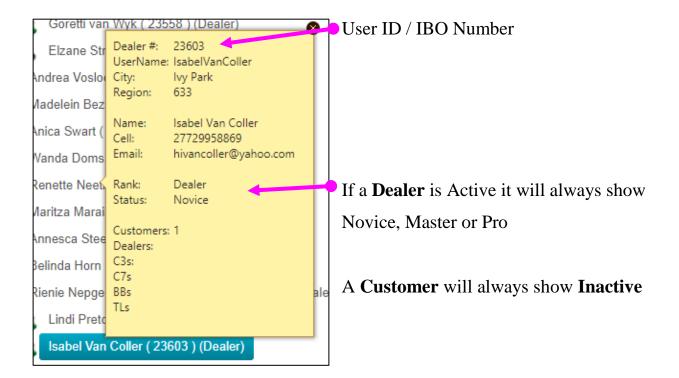


9. Now your Downline will appear



10. You can also check your Dealers in your Downline this way by just using their User ID / Name

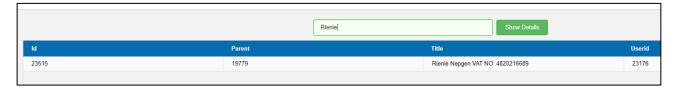
11. To see your Dealers info just Click on their name



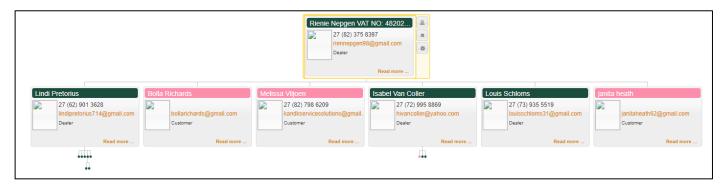
6. My Network

You can use My Network to find Contact Numbers for your Dealers if you do not have it

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on My Account My Account
- 4. Go to My Network
- 5. Type in the Dealers Name & Click on Show Details



6. Click on the Name & it will show you the Details – It will also show you the Details of that Dealers Downline Dealers.



Green is for Dealer Details & Pink is for Customer Details

7. How to Place an Order - Dealer

This is important a lot of mistakes can easily be avoided by just Reading this

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on **My Account** My Account
- 4. Click on **Shop Online** Shop Online
- Choose from you directoryFor Example, Click on **Bath Time**



Choose from the Sup-Directory – For example – **Bath Fun**



6. All the products under **Bath Fun** will display on your screen.



7. There are **Two Prices** underneath each product.

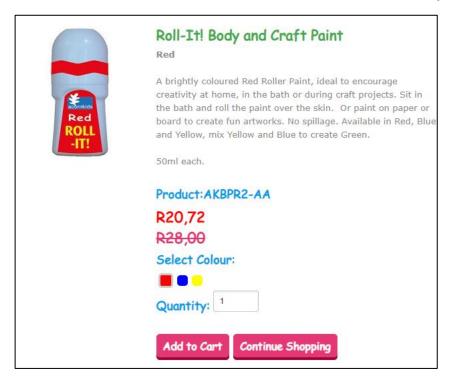


The **Pink** one R123-with the line thru it, is your Retail price (Customer price)

The **Red** price is the Dealer price (your price)

Kids Bee Happy products are displayed differently. They only have one price which is the Wholesale price (dealer price) unless they are *sand art kits* then there will be two prices same as Acornkids.

8. Click on the **Product** & Select the **Colour** & **Quantity**

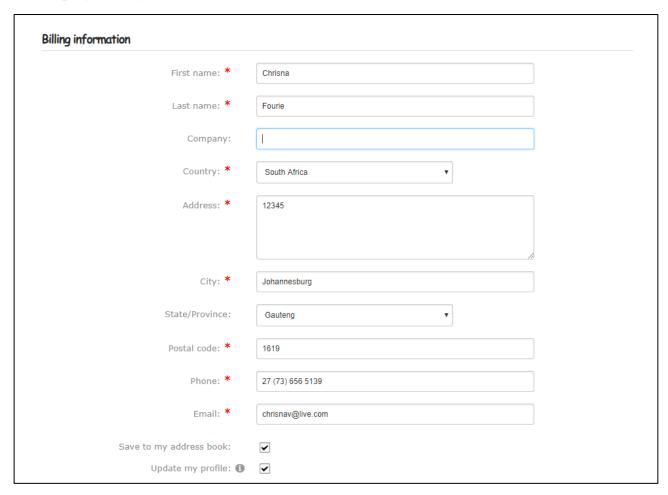


9. Click on Add To Cart



10. Click on Continue Shopping	Continue Shopping
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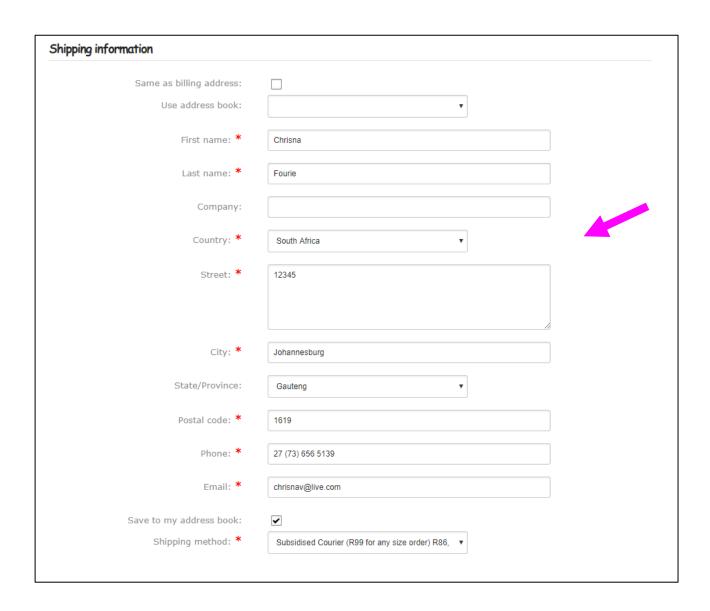
- 11. When you are finished with your Order Click on Check Out Checkout
- 12. You Billing Information, Shipping information and Other information will be displayed on your screen.



Check that your Billing information is Correct

If your Shipping details are different click on the box & the Shipping detail will appear, change if needed





Other info is for notes regarding this order



13. If everything is correct Click on **Next – Review Order**

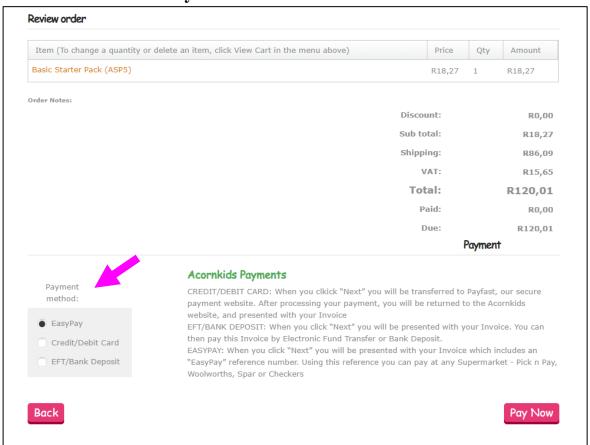
Next - Review order

14. Check your Order – If something is wrong, Click on **Back**



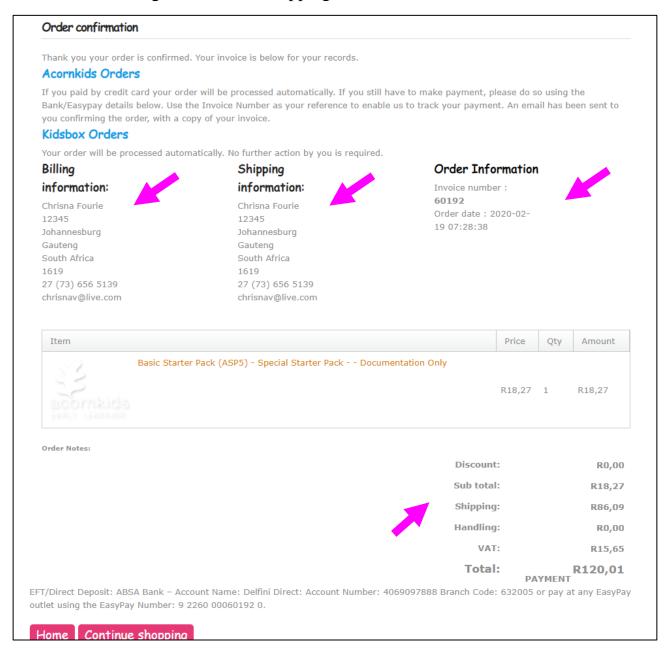
<u>Please Note</u>: If you Click **PayNow** You Can Not Change the Order – Please make sure that all the details are correct.

15. If Correct choose Payment Method



17. That will generate your order. All the info will be on this page

You Billing Information, Shipping Information & Items with Pictures



On the bottom you will find your amount with shipping and inclusive of VAT.

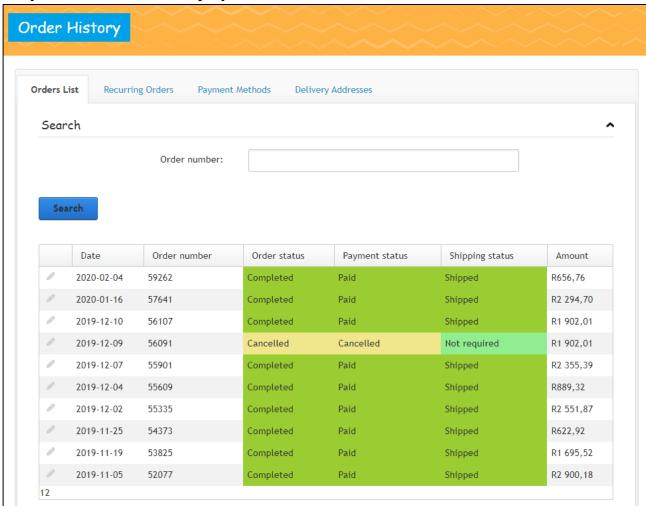
8. Where do I find my Order

Number?

- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on **My Account** My Account
- 4. Click on **Order History**

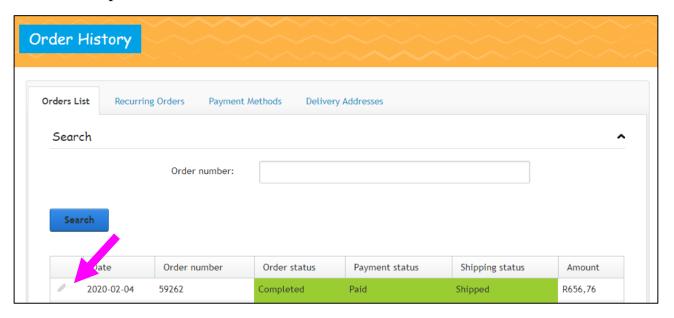


All your orders will be displayed on the screen

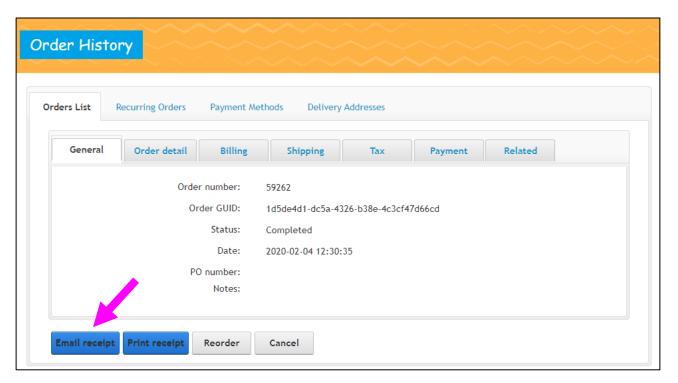


5. To Resend your Invoice

Click on the pencil next to the order number.



Click on email receipt and you will receive the invoice with everything on it in your inbox



9. What happens after I placed my Order?

- 1. After you placed an order you will get an automatic generated Invoice from Head office.
- 2. You pay your order using the banking details for **EFT** and **Direct Deposit** or pay at any **Easy pay** outlet.

EFT – use your invoice number as reference. EFT takes 0-2 days to reflect in account depending on the different banks.

DIRECT PAYMENT AT ABSA – use your invoice number as reference. Direct payment at ABSA show immediately.

EASY PAY – use your 14digit easy pay number on the invoice. Easy pay numbers start with 992. Easy pay takes 1 – 2 days to reflect in account.

- 3. As soon as the money reflects in the account, it goes to **PACKING**.
- 4. When finished the Courier company will pick it up for delivery.

Delivery takes 3 to 7 business days.

They do not deliver on weekends.

You will receive a Tracking number via sms.

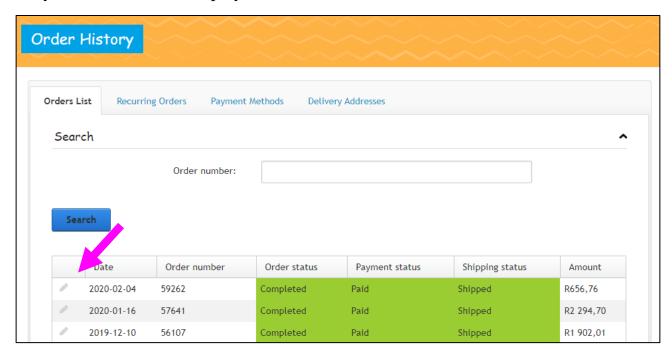
Your tracking number will also be visible, under your **Order History.**

10. How do I Track my Parcel?

After your Order status Displayed as **Shipped** – Head Office will send you a SMS with your **Tracking Number**. If you do not Receive this, Please as your Leader to Assist

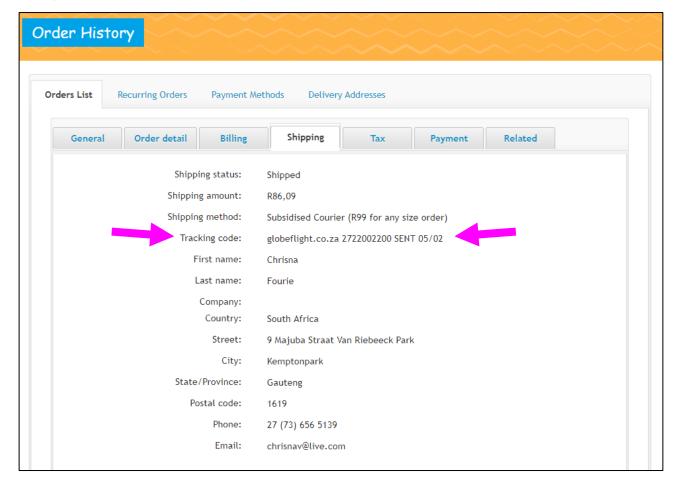
- 1. Go to www.acornkids.com
- 2. Log in to your website with the **Username** and **Password** that was provided to you by your leader.
- 3. Click on **My Account** My Account
- 4. Click on **Order History**

All your orders will be displayed on the screen



5. Click on the **Pencil** on the left-hand side

6. Your **Tracking Number** will be visible under **Shipping** at **Tracking Code** together with the **Courier Company**



- 7. If your number is not visible, please contact Head Office 086 107 4776
- 8. Courier Company Details:

Courier-it

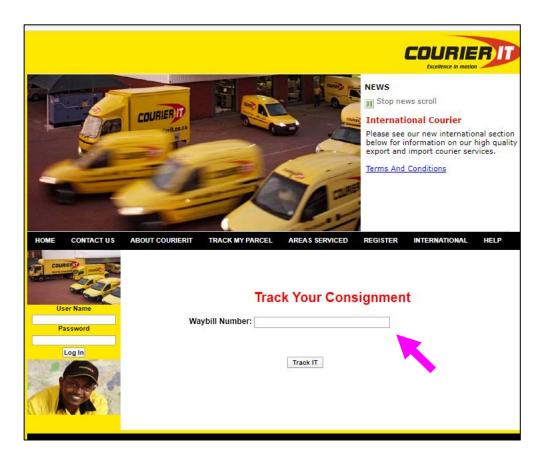
www.courierit.co.za

Courier-it: 021 555 6777

Go to the website. Click on Track My Parcel



• Fill in your Waybill number, click on Track IT'



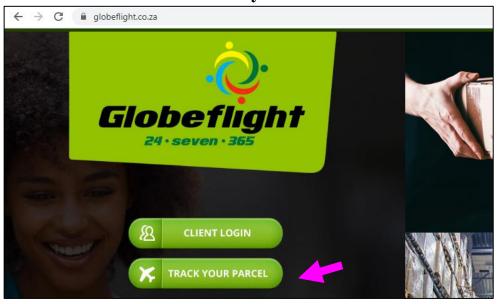
- Courier it tracking number start with 888
- All your info will be display on the screen.
- You can also call but be prepared to hold.

Globeflight

www.globeflight.co.za

Globeflight: 021 380 6800

• Go to the website. Select Track your Parcel



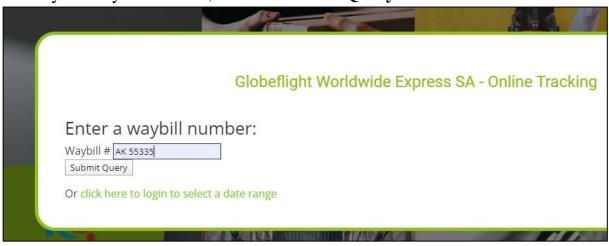
• Globeflight tracking number start with

27... or

AK 12345

<u>Please Note</u>: If it starts with AK Please make sure to put in the space ... AK(Space)12345

Fill in your waybill number, click on Submit Query



- All your info will be display on the screen.
- You can also call but be prepares to hold.

11. How to claim your New Dealer Bonus

- 1. You need to have Paid your Starter Kit
- 2. Your first Order should be R250 or more
- 3. You need to pay for your first order Within 30 days of paying for your starter kit
- 4. Once you have done that Send an e-mail to Head Office (www.acornkids.com) & request an **Authorization Code** for your **New Dealer Bonus.** (You can only do this once you have paid for your First order)
- 5. Remember to make a Note of your **Authorization Number** on your **Second Order** that you place You can do that in the **Other Information** In **Notes** when you place your order



6. Head Office will send your **New Dealer Bonus** with your Second Order that you have placed.