

# TWS Supply Kit Sale Timeline

**With good back and forth communication, a school supply sale can be up and running in just a few short weeks!**

- STEP 1: Kit Contents – Returning Customers: Log into your coordinator site and print out last year's supply kit contents for your teachers to review. Ask them to write directly on these lists and update with any changes. Resubmit lists to TWS. New Customers: Submit your lists to your Account Specialist for the upcoming school year.
- STEP 2: TWS will send an updated quote (please allow 3-5 business days). A Sales Plan will be included for you to complete. This gives us information on how to set up your online storefront.
- STEP 3: Send TWS completed Sales Plan and any corrections to the grade level kits. We will send revised quotes for your approval.
- STEP 4: TWS will create a custom storefront, Parent Flyer and Reminders. (please allow 3-5 business days).
- STEP 5: An email will be sent with a preview of your school storefront. We recommend you go thru the order process to review all steps are correct. If satisfied, click "Approve" and your site is LIVE!
- STEP 6: Advertise to parents. (we provide several PDF flyers for you to use)

TIPS: Spring break – If you are going to be out of town, keep this in mind when planning communication with teachers and TWS.

Have time now? Set up your sale early! No one knows your site is live except you. You are in control of when to notify your families to start shopping.

Have a school wide event in the spring? This is a great place to advertise a sale.

Try and have it ready to showcase at that event.

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