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 <u>right hand corner</u> that says "Trunk Show Digital Postcard Request"

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

C Trunk Show Digital Postcard Request

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	End Time
9	6
Enter Time with a decimal. Example: enter "9" or "9.00" to populate as	Enter Time with a decimal. Example: enter "6" or "6.00" to populate as
"9am"	"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	Extension
212-555-1212	1234

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

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!

	From: Trunk Show Poster Generation [mailto:donotreply_mymacys@macys.com] Sent: Tuesday, February 12, 2019 11:37 AM To: Holly M Hoffmann Subject: Trunk Show Event - Monday, March 4, 2019
I	Hello Jewelry Colleague,
I	Please use the links below to retrieve the digital postcard for your upcoming Trunk Show Event. Use digital postcard for store social media and send to mall management to use on their website and social media pages
	Effy Trunk Show - <u>Landscape View</u> Effy Trunk Show - <u>Portrait View</u> Any questions, please contact <u>Holly Hoffmann</u> , Business Manager Trunk Shows.

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

View Downloads - Internet Explorer			_		×
View and track your downloads	[Search downloads			Q
Name	Location	Actions			
Effy_Landscapepdf 414 KB mymacys.net	Do you want to open save this file?	or Open	Save	-	×

10. The END PRODUCT!!!

Designer Event Designer Event Fine Jewelry Trunk Show Discover over 1,400 unique pieces at this exclusive event. Select a piece from one of our stunning collections, including EFFY HEMATIAN, our one of a kind prized gemstone and diamond focused collection, or trade up a previous trunk show purchase!			
Store Macy's Herald Square Date & Time Monday, March 4, 2019 10am-7pm Location New York, NY Make a Reservation by Calling 212-555-1212 Ext#. 1234	EJEL	Designer Event Fine Jewelry Trunk Show	Store Macy's Herald Square
		Discover over 1,400 unique pieces at this exclusive event. Select a piece from one of our stunning collections, including EFFY HEMATIAN, our prized one-of-a-kind genstone and diamond focused collection. Or trade up a previous trunk show purchase!	Date & Time Monday, March 4, 2019 10am-7pm Location New York, NY Make a Reservation by Calling 212-555-1212 Ext#, 122
and start using for Store/	Mall Social Media &		

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