

**Please Print these Directions and take them to the computer with you when you purchase
and Activate a membership using our ShopDI system**

1. Go to the ShopDI website at www.shopdi.org
2. If you already have an account on ShopDI please skip to 5.
3. Click create an account link on right side
4. Fill in the information on the bottom of the page under the NEW CUSTOMERS heading.
 - Read and click that you have read the privacy statement
 - Fill in your personal details
 - Don't forget your Affiliate code at the bottom of the screen – if you do not know your Affiliate code contact your Affiliate Director. Using this code will benefit your State/Provincial/National Affiliate.
 - Click the SUBMIT button
 - Click CONTINUE on the Welcome screen
 - You should note that DI Online and ShopDI (<http://www.shopdi.org>) are separate systems and therefore your password will not be the same for both systems unless you designate the same password for both. I generally recommend that folks use the same password for BOTH the DI Online and ShopDI account to simplify things - that way anytime you are working with a DI system your password is always the same. NOTE – the ShopDI system requires you to log in using your e-mail address and a password. Use your e-mail address when logging into DI Online as your username.
 1. You can change your password on the ShopDI system (<http://www.shopdi.org>) by clicking MY ACCOUNT on the blue top line menu. Then click Change my account password. Enter your current password and then type in any new password you would like and confirm that.
 2. You can change your password on the DI Online system (<http://www.dionline.org>) by Click on "My profile" on the left side of the screen of the screen. Change any of the information you need to change about yourself. Click the SAVE button.
5. **TO PURCHASE A MEMBERSHIP** click 2005-2006 DI Memberships link on the left side of the page under the Categories heading.
6. Select the type of membership you wish to purchase and click that choice. All the Program Materials are included on either a CD-ROM (no additional cost) or as printed materials (additional \$25). Materials will be sent via UPS. You will be able to download all materials from our membership management website (<http://www.dionline.org>) at any time after 9/1/05 once your order is paid in full.
 - Choose the format in which you want the materials sent to you. IMPORTANT NOTE – unless you select CD-ROM the default is for printed materials at an additional cost of \$25 dollars.
 - Fill in your 'Membership name' – usually this is your school name.
 - Select your state from the pull down menu
 - Click the 'add to cart' button to see what is in your shopping cart. From this page you will be able to delete items in the cart, go back and shop some more, or continue with Check-out.
 - The next page (Step 1 of 3) will provide you with shipping information. If everything on this page is correct simply click the CONTINUE button on the bottom of the page. If you need to change the shipping address click the CHANGE ADDRESS button to provide new information.
 - Step 2 of 3 asks you for payment information. Be sure to read and click the box saying you have read and agree to the Terms and Conditions. Fill in all of the information required. Click the CONTINUE BUTTON.
 - Step 3 of 3 the Order Confirmation page. On this page you can still change any information about your order. For example, let's say you accidentally ordered printed materials at an additional cost of \$25 and now realize that you don't want to do that. To eliminate this item from your cart click the DELETE button in the Shopping Cart Contents section of the page and begin at step 4 above again being careful to select CD-ROM as the format. If your order is exactly the way you want it, click CONFIRM ORDER button at the very bottom of the page.
 - The next page will offer you the opportunity to print an order receipt (link at top of page). **YOU WILL NEED THIS ORDER RECEIPT IF YOU ARE PURCHASING USING A CHECK OR PURCHASE**

ORDER. You will also find your order number at the bottom of the page. Click the CONTINUE button. To exit the shopping cart ordering process and return to the ShopDI homepage. You can log out by clicking the LOG OUT link on the top line menu.

- If you purchased by credit card, you will get a confirming e-mail to the e-mail address you provided. You will also receive a second e-mail containing your membership Activation code.
- If you purchased by Check please mail your check with a copy of the order receipt to our office at: Destination ImagiNation, Inc., PO Box 547, Glassboro, NJ 08028 If you purchased by PO please attach a copy of your order receipt to your signed PO and FAX that to our office at 856-881-3596

6. You should now go to DI Online at <http://www.dionline.org> to **ACTIVATE** your membership. Your ShopDI account is NOT the same as DI Online account, if you already have an account on DI Online simply log in using your e-mail address and password – if you have never used DI Online before you will need to set up an account. Click SIGN UP on the left side of the page.
 - You will need to fill in the registration page completely. Once you have completed this page click the SIGN UP button – you will get a message confirming you have now registered and are able to log into DI Online using your username and the password you have chosen. Then click OK
 - You should know that you will only be able to **keep your existing membership number** if you follow these steps to *renew* your membership:

1- log into DI Online (<http://www.dionline.org>)

2 - click "Membership Administration", and your old memberships should appear in a list to the right.

3 - Then, just click the pencil and pad icon all the way to the right of the entry(says "Edit Membership Info" when you hover over it)

4 - enter an activation code (or select one from the list), and press "Confirm Activation."

If you activate your membership in any other way you will be assigned a new membership number. We are unable to change membership numbers once assigned through DI Online.

7. On the left side of the page, under DI Online you will see a link for MEMBERSHIP ADMINISTRATION. Click that link

8. On the next page, you will see a link under MEMBERSHIPS for Link ShopDI Account. Click that link.

9. Fill in your ShopDI information to link your DI Online account to your ShopDI account. Then click LINK SHOPDI . Then click the NEXT button.

10. You will now be on the ACTIVATE A MEMBERSHIP page. You will note that your membership activation numbers (sent to you in e-mail in step 5 above) are automatically inserted on this page since you have linked your ShopDI account to your DI Online account.

11. You may click on the activation code number to view the membership and confirm the activation. You can also type the activation code and click the OK button to activate a membership.

12. Once you have confirmed activation of your membership you may edit your membership name or other information and add teams to your membership from the Edit Membership Information page which is accessed by clicking the little pad & pencil icon to the right of your membership information.

13. **A TOUR** - The next time you log into the DI Online system (<http://www.dionline.org>) you will find yourself on the WELCOME screen. On the top line you will see a series of little pictures (icons) whose purpose is described in the body of the page. On the left side of the page there are three blocks. The first is just a colorful picture of the DI logo. Below that is the second block - that is the DI Online block and contains information about our Board, a link to the 2006 Challenges, a link to Membership Administration, and a link to Activate a membership. Ignore that for now. Below that is a third block which is the [COORDINATOR NAME] block - here you will see this year's date, your link to log out of the system, and a link to MY PROFILE - you would use the MY PROFILE link to change any of your personal information in our system. For example you may, of course change your password, or username, e-mail address to something else at any time using this link.

Now let's look at the right side of this same screen.

On the Right side of the Welcome Screen you will see the Member Coord(inator) block. In this block you will see another link to download the 2006 Challenges, and below that your memberships will be listed by membership number. If you click on the membership number (XXX-XXXXX) you will be taken to the EDIT MEMBERSHIP INFORMATION page.

This page will have EDIT MEMBERSHIP INFORMATION on the top center of the screen. If you look down you will see where you can add information about your School/Organization, your School District. You can add a new membership coordinator, and then below that you will see a grid where you will add teams. To add a team to your X-TeamPak membership - click the ADD team button.

This will take you to a page with the top line of "Edit Team Information - XXX-XXXXX-1" please note that now this individual team has it's own unique membership number (the added -1) . On this page you will give the team a name (this is usually a fun name the kids make up) You will select a Challenge for the team from the pull down menu. You will select what Level your team will compete from the pull down menu and you can select a Team Manager for your team.

YOU MUST DESIGNATE YOUR TEAM MANAGERS SO THEY HAVE ACCESS TO THE CHALLENGES – FOLLOW THESE STEPS TO ASSOCIATE A TEAM MANAGER WITH YOUR TEAMPAK. Note: Make sure that your Team Managers have an account on DI Online BEFORE you attempt to associate them with your TeamPak – the directions to set up an account on DI Online are above.

To select a Team Manager the person you want to assign as team Manager must have an account on DI Online. You will click the word "Select" and choose a person from the list provided and click OK. Finally at the bottom of the screen you will see a grid where team members are added to your team. Click the ADD button. You will note that the team member grid is now available for you to input information. When you want to add a second team member simply click the ADD button again. Do this until all team members have been added to your team.

THE BIG RED 'X' - You will note that each time you add a team or a team member the display will show you a pad and pencil icon, and an RED X.... you would click the pad and pencil icon to edit information about this team or team member, you would click the RED X to DELETE this team or Team Member. In fact, throughout the DI Online system, any time you see information you will see the big red X. I know it's tempting – but remember – when you click the X you will delete that information. PLEASE BE VERY CAREFUL AND SURE YOU REALLY WANT TO DELETE BEFORE CLICKING THE X!

At any time you can click the toy blocks icon on the far left top line menu to return to the WELCOME screen.

Hopefully this tour will have you all set up - if you continue to have problems please just let me know...

Take care,
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