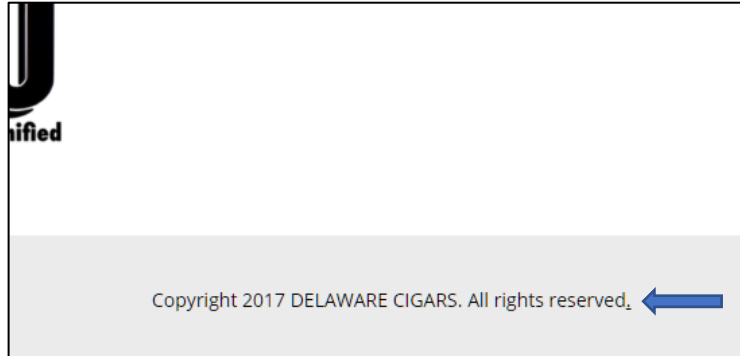


**SIGNING UP FOR AN EVENT WITH DELAWARE CIGARS/TOTAL TOBACCO PA**

1. Go to <http://www.delawarecigars.com/> from any PC, laptop, tablet or mobile device.
2. On the homepage, scroll to the bottom and look for the text “Copyright 2017 DELAWARE CIGARS. All rights reserved.”
3. Hover your cursor over the last period (after the word reserved) and click the period (or tap the period on your mobile device).



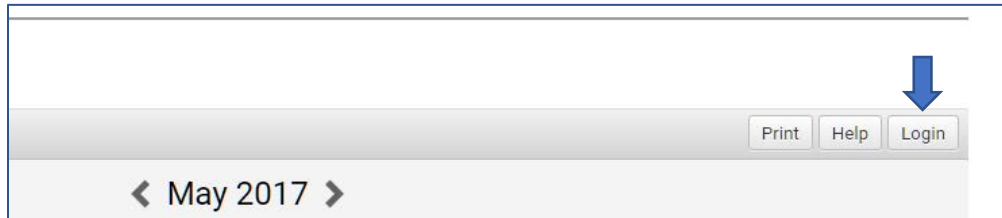
4. This will take you to the hidden event sign-up calendar page. **In order to add events, you will need to click the Login button** and use the below info to login:

Username or Email: **calendar@delawarecigars.net**

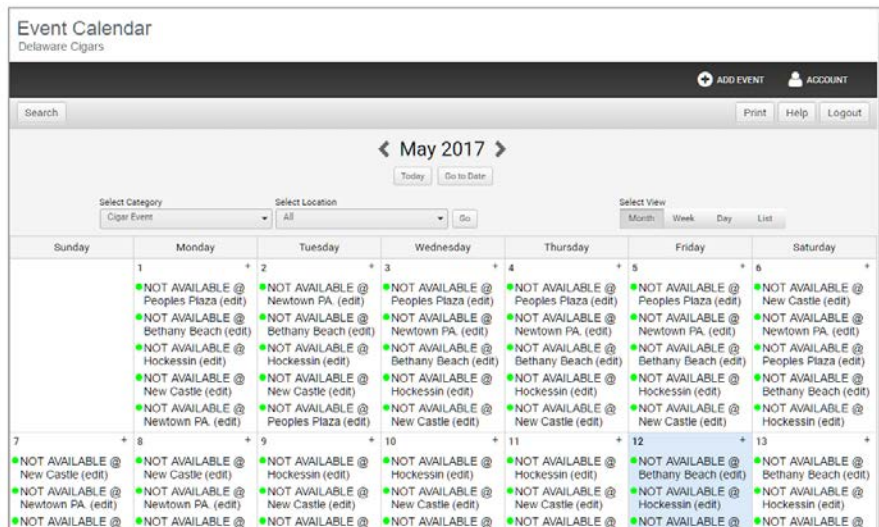
Password: **Cigars10** (case sensitive, type exactly as shown)

YOU MAY SELECT THE REMEMBER ME CHECKBOX TO SAVE THE LOGIN FOR FUTURE ACCESS

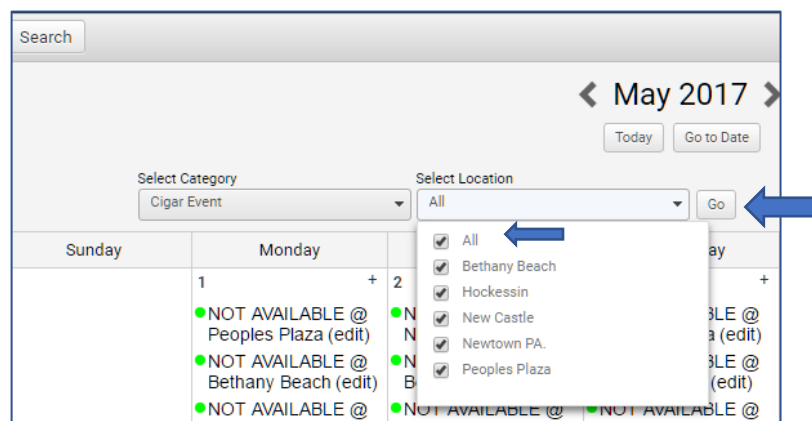
PLEASE DO NOT SELECT THIS ON ANY PUBLIC COMPUTER

A screenshot of a login form. It has two input fields: "Username or Email" containing "calendar@delawarecigars.net" and "Password (case sensitive)" containing "Cigars10". There is a "Forgot it?" link next to the password field and a "Show" checkbox. Below the fields is a checked "Remember me" checkbox and a red "Log In" button. At the bottom, there is a link "By logging in you agree with our Service Agreement." and a "Back to Calendar" link with a left arrow.

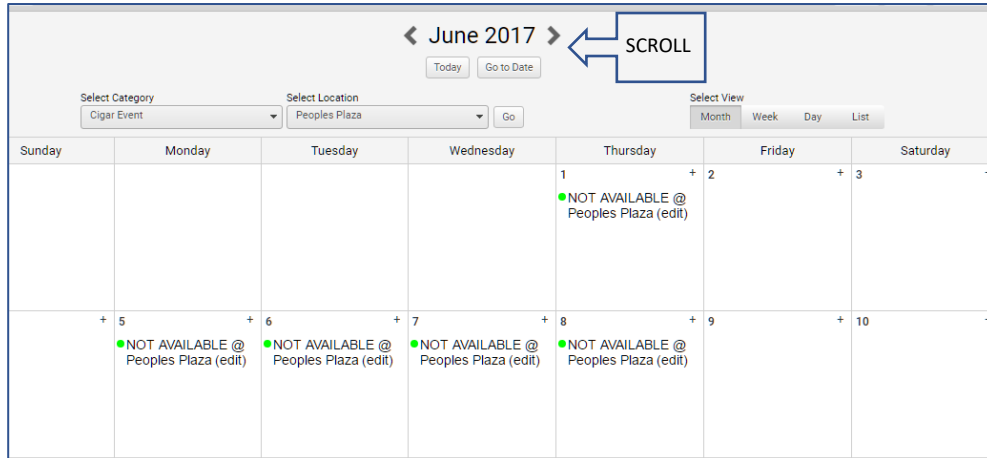
- After logging in you will be taken back to the main calendar screen view. The calendar will likely be set the “ALL” view meaning you will see events and not available dates for the month you are viewing for all stores.



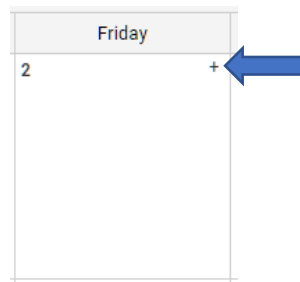
- To check for available dates and add an event, first select the location you want to view from the **Select Location Dropdown**.
  - From the Select Location Dropdown, if ALL is selected, uncheck ALL and then select the location you want to view.
  - If any single location is selected and you want to view another location, uncheck the current location and select the location you want to view.
  - In either case, **click the GO button to view the calendar** for your desired location.
  - You can view and add events for the below locations. Note that each may have different dates that are available.
    - Bethany Beach
    - Hockessin
    - New Castle
    - Newtown Square PA
    - People’s Plaza



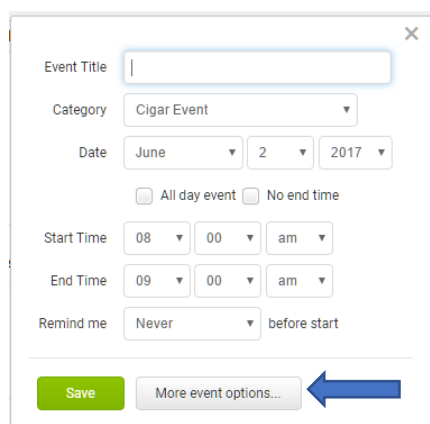
- Once you click the GO button after selecting your location, the calendar will refresh to only show the calendar for the location you selected.
- In this view, you will see both blocked dates (either NOT AVAILABLE or with another event already scheduled) and available dates (nothing on the date). **For any date, once an event is scheduled for any vendor, that date is no longer available.** Use the scroll arrows on either side of the Month heading to view various months, and look for an open date for that month to schedule your event.



- Once you find an open date you would like to schedule for your selected location, click the PLUS (+) at the top right of the desired date block.



- The Event pop-up will display. **To schedule your event with the needed details, don't fill in any options on this pop-up. First click the More event options... button at the bottom of the pop-up.**



11. The Add New Event screen will display. On this screen you only need to fill in a few basic details to reserve your event date. After the event is added, Joseph will receive notification and then you will work out event specifics with him. The details you need to add are:

- EVENT TITLE: ENTER BRAND AND EVENT (EXAMPLE COOL CIGARS EVENT)
- START DATE: Select the All Day Event Checkbox and don't enter any other dates or times. This will reserve your event and block the date from having any other events added. Once you add the event, Joseph and you will set the specific times and the event will be updated to reflect that.
- **Don't make any other changes on the Event Tab.**

The screenshot shows the 'Add New Event' form with the following fields and options:

- Event Title \***: Empty text input field.
- Start Date \***: June, 2, 2017.
- All Day Event**:  (unchecked)
- No End Time**:  (unchecked)
- Start Time \***: 08:00 am
- End Time \***: 09:00 am
- Select Category \***: Cigar Event
- Repeating**:
  - Never
  - Every day
  - Once every 2 days
  - Every 1 weeks on Select Sun, Mon...
  - On the first in the month
  - Monthly by date
  - Yearly by date

Buttons at the bottom: Save (green), Save Draft, Cancel.

This close-up shows the 'Details' section of the form with the following values:

- Event Title \***: COOL CIGAR EVENT
- Start Date \***: June, 2, 2017
- All Day Event**:  (checked)
- No End Time**:  (unchecked)
- Select Category \***: Cigar Event

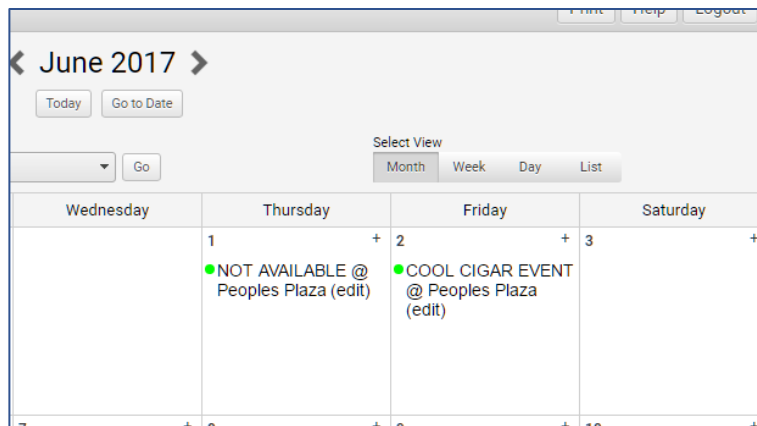
Text below the category: Mirror categories enabled but requires more than one category

- **DON'T CLICK SAVE YET**, CONTINUE TO NEXT PAGE OF THIS GUIDE TO SELECT LOCATION.

- **IMPORTANT: CLICK THE LOCATION TAB AT THE TOP, THEN IN THE SAVED LOCATIONS DROPDOWN, SELECT THE LOCATION YOU ARE SCHEDULING THE EVENT FOR.** *If you miss this step, your event will not be scheduled to a location.*

The screenshot shows a web form titled "Event Location" with four tabs: "Event", "Invite & Remind", "Location", and "Description & Images". The "Location" tab is active. Under "Primary Location", there is a "Saved Locations" dropdown menu. The dropdown is open, showing a list of saved locations: "Select From Saved Locations (Optional)", "Bethany Beach", "Hockessin", "New Castle", "Newtown PA.", and "Peoples Plaza". Below the dropdown are input fields for "Name", "Street", and "City".

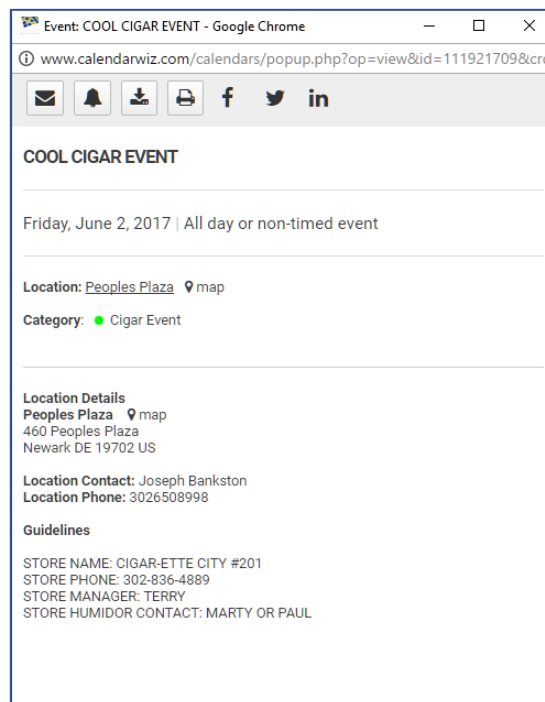
- Once you have selected the location, **don't fill in any other details** and click the SAVE Button at the bottom.
- You will be taken back to the main calendar screen from your selected location and you will now see your event on the calendar.



12. You can then schedule other events for the same location by using the above process or select a different location from the Select Location dropdown and the schedule events for that location. Please schedule no more than two events at any location for the covered period (through September 30<sup>th</sup>) without prior approval from Joseph.
13. See next page for IMPORTANT tips and additional information.

## TIPS AND ADDITIONAL INFORMATION

- Once you have scheduled your event, Joseph will receive notification and will contact you to lock down all event details.
- After your event is on the calendar, you can click the Event Name on the date your event is displayed to get additional details and options:
  - Store Address , Manager and Phone Number
  - Link to Map for directions to store
  - Humidor Contacts at store
  - Buttons at the top that let you email, download to your calendar, and print the event. Once you and Joseph have all the details entered, you can also share the event to Facebook or Twitter as well.



- **The calendar is set to only allow one event each day at each location.** Since multiple people may be accessing the calendar at the same time, you might select an open date and after entering your details and location and clicking SAVE, see the below screen. This means someone entered and saved an event before you finished entering your event. If this happens, click the Edit button next to YOUR event in the list and select another available date. Events are first come, first serve.

