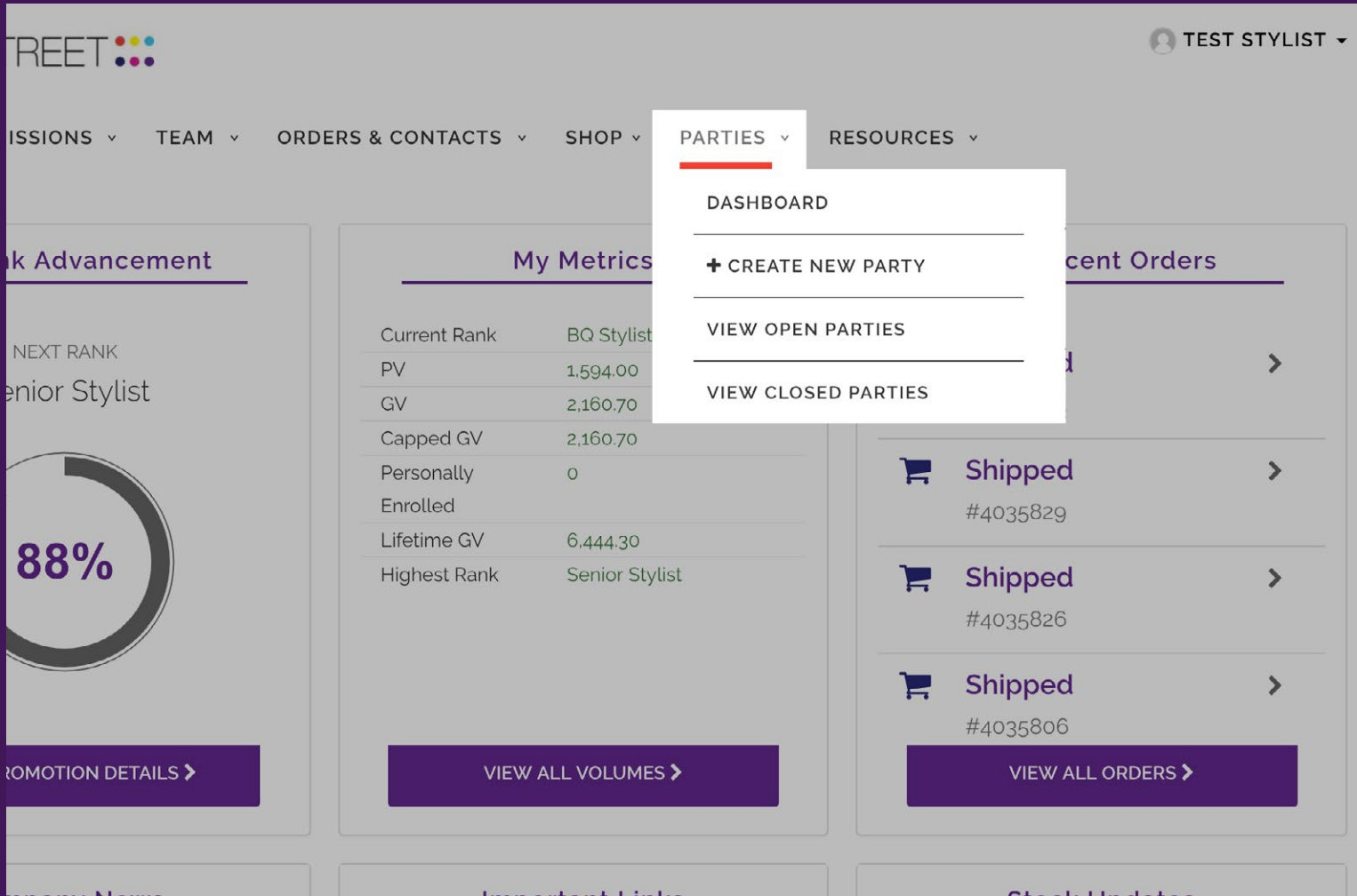


Nail Bar Guide

Party Setup & Management





Nail Bar Parties

The most effective way to share Color Street is through a Nail Bar party, where you have the ability to connect with multiple people at one time. These can be hosted by you, a friend, or anyone willing to get a few friends together.

You can create and manage parties in your Virtual Office under the Parties menu.

TEST STYLIST

Party Info

Party Title: Anna's Nail Bar

Custom Invite Message: Check out colorful nail polish strips perfect for summer!

Party Date: 6/1/2019

Time: 6:30 PM to 7:30 PM

Close Date: 7/20/2019
60 days after the party creation date

Choose or create a Host

Who will be hosting your party?

I'm hosting the party

Choose or create a Host

Create A Party

After clicking "Create New Party" under the Parties menu, fill out your party info, such as a title and the party date.

Note: The *Close Date* is automatically set to 60 days after the party's *creation date*. After the Close Date, the party will be closed to customer orders.

6/1/2019 6:30 PM to 7:30 PM 7/20/2019
60 days after the party creation date

Choose or create a Host

Who will be hosting your party?

Choose or create a Host

Please enter the email address for your new or existing host, then click Next.

AnnaHost@example.com

Please complete the below information for your new Host.

Host's Name	Shipping Address
Anna Host	1 Main Street
	Apt./Suite #
Contact Information	City/State/Zip
AnnaHost@example.com	Clifton New Jersey 07011
1234567890	

Choose a Location

Create A Party: Host Selection

If you're hosting the party, check the "I'm hosting the party" checkbox.

Otherwise, check the "Choose or create a Host" checkbox. Enter your Host's email address and click Next. If the Host already has an account on colorstreet.com, their info will be filled in automatically. Otherwise, fill out the Host's contact information.

AnnaHost@example.com

1234567890

City/State/Zip

Clifton New Jersey 07011

Choose a Location

Where will your party be hosted?

Virtual party (No physical location)

Same as Host address

Address

1 Main Street

Apartment, suite, unit, building, floor, etc.

City/State/Zip

Clifton New Jersey 07011

CREATE NEW PARTY

Create A Party: Location

Lastly, choose a location – either virtual or physical. Then click the **Create New Party** button and your party will be ready!

Your Color Street Nail Bar!

Dear Anna,

Your Nail Bar party is scheduled for:

Date: 6/1/2019

Time: 6:30 PM

Track your guests, orders, and rewards by visiting your Host Portal at <https://vo.colorstreet.com/>!

- Your username is: **AnnaHost@example.com**
- Your password is: 6mH8UpfW

(After logging in, you can update your password by clicking on your name in the top right corner, clicking Settings, and clicking Edit in the Password area.)

Your Nail Bar party's shopping link is <https://www.colorstreet.com/teststylistparty/620711>. You can share this link with guests who want to place orders, as well as use it to place any orders yourself.

Thanks!

Test Stylist

Host Notification Email

Once a party is created, an email is sent to the Host with the party info. You will receive a copy of this email as well.

If the Host doesn't have a colorstreet.com account, an account will be created, and the login info will be included in the email. The account can be used to shop on the customer facing site and to access the Host Portal.

If they already have an account, they can use their existing login info.

Anna's Nail Bar Summary

Stylist

Test Stylist
teststylist@colorstreet.com
 Mobile Phone: 1234567789
[Visit Website](#)

Title

Anna's Nail Bar

Default Invite Message

Check out colorful nail polish strips perfect for summer!

Host

Anna Host

Location

1 Main Street, Clifton, NJ 07011, US

Date

Saturday, June 1, 2019 6:30PM - 7:30PM

Close Date

Saturday, July 20, 2019

[◀ Back to Open Parties](#)

Host Rewards

Half Price Item(s): 1

Host Free Credits: \$17.00 (10% of Party Sales)

Party Website:

<https://www.colorstreet.com/teststylist/party/622487>



Party Guests

Name	Email	Invited	RSVP	Has Attended		
Erica Guest	EricaGuest@example.com	No	No	Yes	Edit	Delete
Lauren Guest	LaurenGuest@example.com	N/A	No	Yes	Edit	Delete
Rebecca Guest	RebeccaGuest@example.com	No	No	Yes	Edit	Delete

Add Guest

Send Invitations

Party Orders

Customer	Order ID	Order Date	Order Total	Commissionable Volume
Rebecca Guest	4079196	5/22/2019	\$14.00	\$14.00
Lauren Guest	4079195	5/22/2019	\$117.00	\$117.00
Erica Guest	4079194	5/22/2019	\$39.00	\$39.00
Totals			\$170.00	\$170.00

Host Portal

The Host Portal is located at the same link as the Virtual Office: vo.colorstreet.com

Hosts can log in to the Host Portal to view info about their party's guests and orders.

If a party is in Pending Host Items status, the Host can place the Host Rewards Order in the Host Portal – see more info in the [Host Rewards Guide](#).

Parties

[Dashboard](#)[+ Create New Party](#)[View Open Parties](#)[View Closed Parties](#)[Open Parties](#)

Host Info	Party Date	Time	Sales To Date	Rewards to Date
Anna Host 1 Main Street Clifton, NJ 07011, US	6/1/2019	6:30 PM	\$0.00	Your party must have a minimum of \$150 in sales and at least 3 orders to qualify for Host Rewards.

Title:
Anna's Nail Bar

Party Website:
<https://www.colorstreet.com/teststylist/party/620711>

Stylist

Test Stylist

teststylist@colorstreet.com

Mobile Phone: 1234567789

[Visit Website](#)

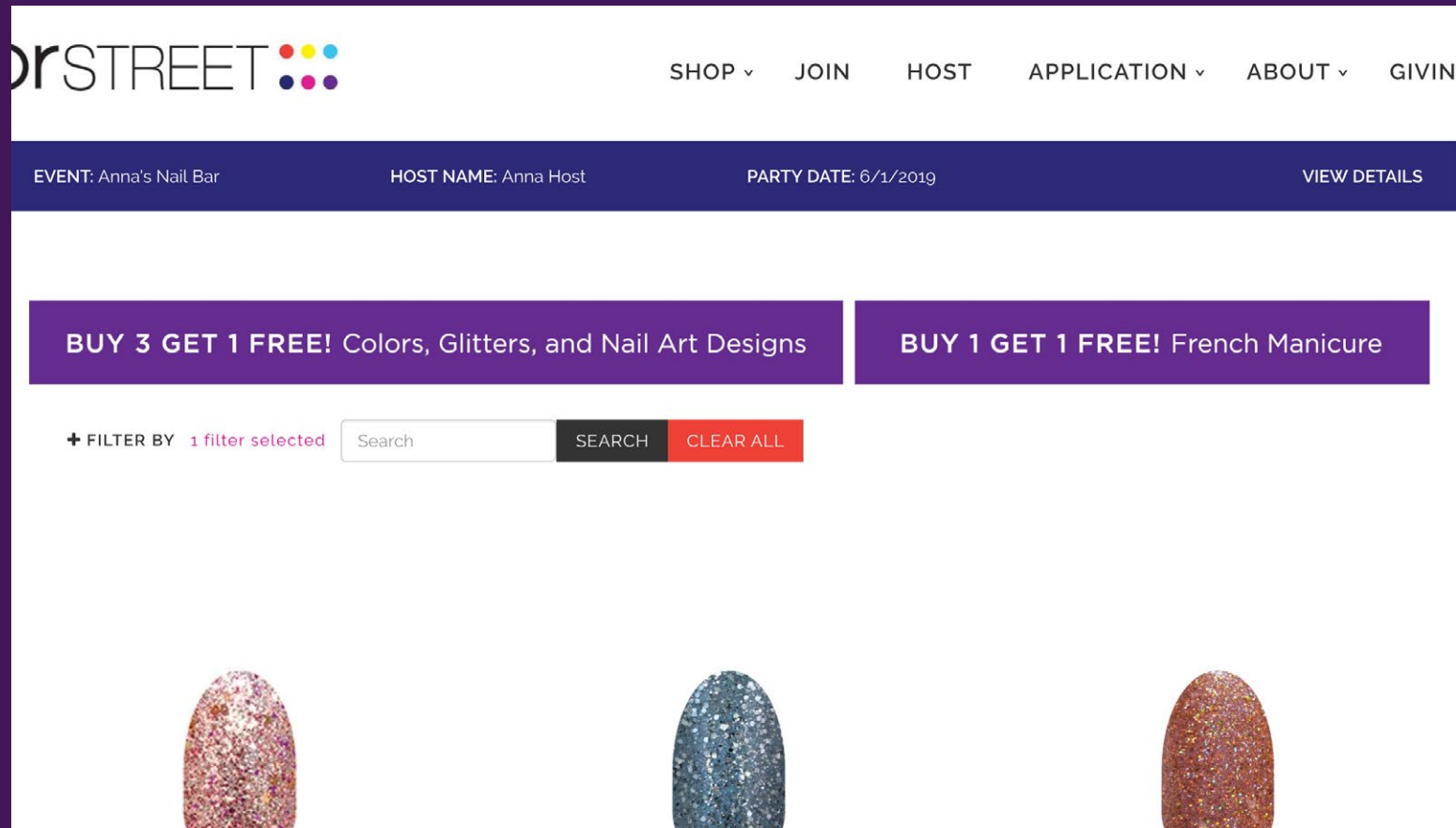
[Manage Party](#)[Cancel Party](#)

Open Parties page

Once a party has been created, it will be listed on the Open Parties page.

Share the **Party Website** link with customers, and they can place orders on your party.

Click on the **Manage Party** button to view party details, add customer orders, and more.



Party Website

Share the Party Website link with customers, and they can place orders on your party.

The party information will be displayed in a navy bar at the top of the shopping pages.

Anna's Nail Bar Summary

Stylist

Test Stylist

teststylist@colorstreet.com

Mobile Phone: 1234567789

[Visit Website](#)

Title

Anna's Nail Bar

Default Invite Message

Check out colorful nail polish strips perfect for summer!

Host

Anna Host

Location

1 Main Street, Clifton, NJ 07011, US

Date

Saturday, June 1, 2019 6:30PM - 7:30PM

Close Date

Saturday, July 20, 2019

[✎ Edit Party](#)

[+ Book Another Party](#)

[◀ Back to Open Parties](#)

Your party must have a minimum of \$150 in sales and at least 3 orders to qualify for Host Rewards.

Party Website:

<https://www.colorstreet.com/teststylist/party/622487>



Party Guests

You have not invited anyone to this party yet. Click Invite New Guest below to invite your first guest!

[Add Guest](#)

[Add Existing Customer](#)

Party Orders

Customer	Order ID	Order Date	Order Total	Commissionable Volume
No current orders for this party				

Current Party Status: Open

[Set Party Status to Pending Host Items](#)

Party Summary

If you click the Manage Party button from the Open Parties page, you will be led to the Party Summary page where you can add party guests, place orders, etc.

Anna's Nail Bar Summary

Stylist

Test Stylist
teststylist@colorstreet.com
Mobile Phone: 1234567789
[Visit Website](#)

Title

Anna's Nail Bar

Default Invite Message

Check out colorful nail polish strips perfect for summer!

Host

Anna Host

Location

1 Main Street, Clifton, NJ 07011, US

Date

Saturday, June 1, 2019 6:30PM - 7:30PM

Close Date

Saturday, July 20, 2019

[✎ Edit Party](#)

[+ Book Another Party](#)

[◀ Back to Open Parties](#)

Your party must have a minimum of \$150 in sales and at least 3 orders to qualify for Host Rewards.

Party Website:

<https://www.colorstreet.com/teststylist/party/622487>



Party Guests

You have not invited anyone to this party yet. Click Invite New Guest below to invite your first guest!

[Add Guest](#)

[Add Existing Customer](#)

Party Orders

Customer	Order ID	Order Date	Order Total	Commissionable Volume
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No current orders for this party

Current Party Status: Open

[Set Party Status to Pending Host Items](#)

Add Party Guests

Click on the Add Guest button to add contact info for a party guest. Click the Add Existing Customer button to add a guest by selecting from a list of past customers.

Half Price Item(s): 1
 Host Free Credits: \$17.00 (10% of Party Sales)

Party Website:

Party Guests

Name	Email	Invited	RSVP	Has Attended	
Erica Guest	EricaGuest@example.com	No	No	Yes	Create Order Edit Delete
Lauren Guest	LaurenGuest@example.com	No	No	Yes	Create Order Edit Delete
Rebecca Guest	RebeccaGuest@example.com	No	No	Yes	Create Order Edit Delete

Add Guest Add Existing Customer Send Invitations

Party Orders

Customer	Order ID	Order Date	Order Total	Commissionable Volume
Rebecca Guest	4079196	5/22/2019	\$14.00	\$14.00
Lauren Guest	4079195	5/22/2019	\$117.00	\$117.00
Erica Guest	4079194	5/22/2019	\$39.00	\$39.00
Totals			\$170.00	\$170.00

Current Party Status: Open

Set Party Status to Pending Host Items Create Host Order for this Party

Party Orders

After you have added guests to the party, you can create orders for them by clicking on the Create Order link next to the guest.

Orders you add here, as well as orders placed directly by your customers through your party website, will appear in the below Party Orders section.

Note: Orders can only be placed on parties in Open status. If the party was previously switched to Pending Host Order status, and the Close Date has not passed yet, you can click on the "Set Party Status to Open" button at the bottom of the page to re-open the party.

Learn more about parties in our other Nail Bar Guides:

[Host Rewards](#)

[Booking Credits](#)