

# Pizazz Gift Registry Tutorial

## Creating a Registry

Welcome to the Pizazz Online Gift Registry. You've come to the right place for exquisite and unique gifts for any special occasion. Now how to get started. Follow the simple instructions below and have fun!

### Getting Started

1. Click the *Gift Registry* button at the top of the screen.
2. Click the *Create A Gift Registry* button under the Create heading toward the bottom of the page.
3. You will now be asked to fill-in the Registrant information that will be used to identify your gift registry and your shipping information.
4. You will then be taken to a page explaining how to add items to your list.

### Adding Items to Your List

1. Browse through the catalog categories on the left side of the screen.
2. Once you have found an item you would like, click the *Gift List* button next to the item. (If you would like to purchase the item yourself you would click the *Buy Now* button instead)
3. You can edit or delete your list at anytime by clicking the *Gift List* text link at the top of each page. The number of different gift lists you have created will be displayed next to this link.

### Editing or Deleting Your List

1. If you have accidentally added an item and you would like it removed you can click the checkmark next to the item and then click the *Remove Item* button toward the bottom of the screen.
2. If you have found an item that you really like and want more than one of the item you can change the quantity by clicking the checkmark beside the item and then change the number inside the Quantity box. Click the *Update Your List* button.
3. Need your Gift List deleted or want to start over? It's as easy as clicking the *Delete List* button.

## Finding a Registry

If you've come to find a gift for someone's special occasion and you are having problems this is the place for you. Follow the simple instructions below to buy the perfect gift.

### Getting Started

1. To find someone's registry click the *Gift Registry* button at the top of the screen.
2. Click the *Search for a Registry* button.
3. Type in the first and last name of the person you are looking for. If you do not know how to spell the person's name just type in the first two letters of each name. Click the *Search* button.
4. A list of possible matching people will display. Click the person's name you are looking for and this will direct you to their own personal list.

### Buying an Item from the Gift List

1. Once you have determined which item you would like to buy for the occasion, put a checkmark beside the item and click the *Checkout* button. (Be aware that the person that created the gift list may have wanted more than one item and the default sets the price for all of the items wanted. If you would like to only buy 1 item you will need to change the quantity before clicking the *Checkout* button)
2. If you have previously purchased items from Pizazz's online store you will be able to use your registered email and password to login and checkout automatically.
3. If you are a new user you will need to fill in all billing information and then click the *Next* button.
4. You will now see the Order Summary page. You will need to fill in the credit card information and also any text you would like included with your gift.
5. Click the *Next* button and your order will be sent and processed. If you experience any difficulties you can contact us directly at (406) 452-6724.