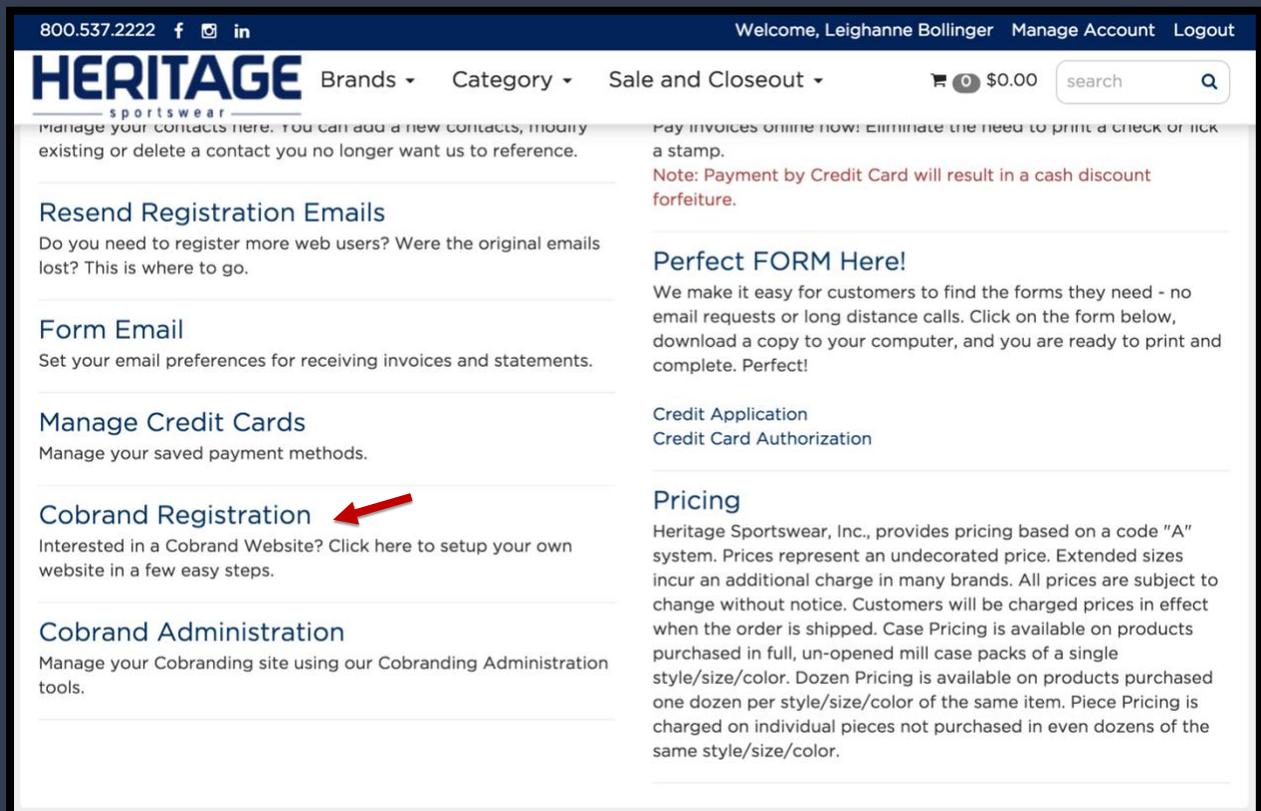# HOW TO SET UP YOUR NEW CUSTOM WEBSITE

Welcome to your new website! Here you'll find a comprehensive guide on how
set up and manage your Heritage CoBranded website on our new, upgraded system.
You will have more capabilities than ever to manage and customize your site
to best suit your business, and this guide will walk you through the steps to get started.

1. Go to **www.heritagesportswear.com** and log in with your customer information.

2. Go to "**Manage Account**" (top right corner) and click on "**Cobrand Registration**."

3. Enter your name and email into the "**Contact Information**" section.
4. Fill in the name of your business under "**Site Name.**"
5. Click the **Shopping List** button to give a shopping cart option on your site.
6. Click the **Pricing** button to display pricing on your site, and then enter your **Markup** in the fields that appear.
7. Press **Submit**.
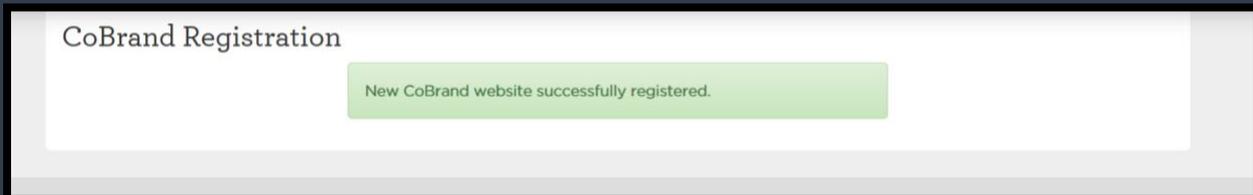
8. A message (above) will pop-up to show you that your website has been registered, and you will also receive a confirmation email to the email address on file.

Manage your saved payment methods.

Cobrand Registration
Interested in a Cobrand Website? Click here to setup your own website in a few easy steps.

Cobrand Administration
Manage your Cobranding site using our Cobranding Administration tools.

Credit Card Authorization

Pricing
Heritage Sportswear, Inc., provides pricing based on a code "A" system. Prices represent an undecorated price. Extended sizes incur an additional charge in many brands. All prices are subject to change without notice. Customers will be charged prices in effect when the order is shipped. Case Pricing is available on products purchased in full, un-opened mill case packs of a single style/size/color. Dozen Pricing is available on products purchased one dozen per style/size/color of the same item. Piece Pricing is charged on individual pieces not purchased in even dozens of the same style/size/color.

9. To begin customizing your new website, go back to your **"Manage Account"** page (upper right corner) and click "**CoBrand Administration**."


10. A page (above) will come up, and you will have access to the many pages you can customize on your site.
11. In the "**Site Info**" tab, you can change your business information.
12. In the "**Site Images**" tab, you can add a company logo that will appear in the top left corner of your website page.
13. In the "**About Us**" tab, you can specify how you want to present your business and what you want to tell your customers.
14. In the "**Contact Us**" tab, you can tell customers how to get in touch with you with questions or to place orders.
15. In the "**Thank You**" tab, you can write a personalized message for customers to see when they submit an order to you via their shopping carts.
16. In the "**Manage Products**" tab, you can decide which products you want to show on your website and which products you don't want to show.
17. In the "**Shopping List Options**" tab, you can make other changes to what shows up on your site, such as the shopping cart and inventory.

18. At any time, you can see what your site will look like by clicking the "**Preview**" button in the top right corner of the page.
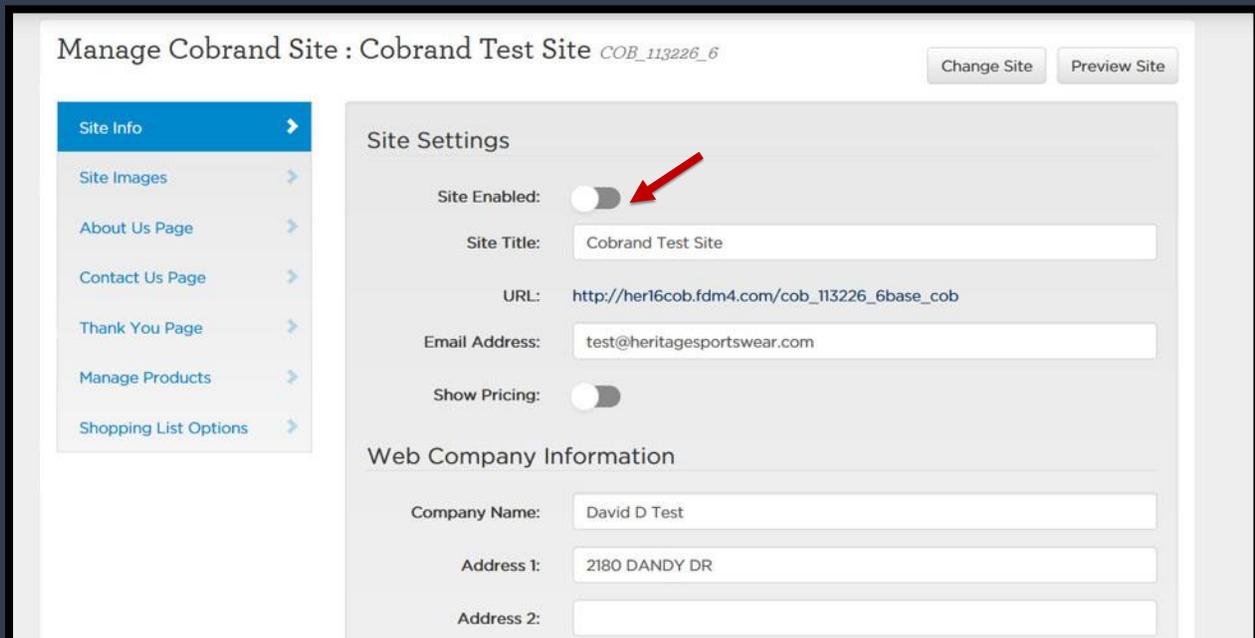
19. Once everything is done, click the "**Site Enabled**" button on the "**Site Info**" tab and press **SAVE**.

Congratulations! Your website is set up and ready to go!

Questions? Need help? Contact a Customer Experience Associate at
1-800-537-2222