

ONBOARDING

Quick Start Guide

Settings & Preferences



Page 2

Editing your Profile

Page 3

Editing your Profile (cont)

Page 4

General Settings

Page 5

Color Settings

Page 6

Payment Options

Page 7

Payment Options (cont)

Page 8

Site Preferences

Page 9

Social Settings

Page 10

Rental Form

Page 11

Adding Orders

ONBOARDING

Quick Start Guide

Step 1 Editing your Profile

From your dashboard, click "Hi, your name" > My Profile > Edit Profile



1. The first step is editing your company profile. Type your First Name, Last Name, Company Name, Address, City, State, Zip Code, Country, and Contact Number in the appropriate fields.
2. In the *Image* field, upload your logo. Note: a square sized image works best here

EDIT PROFILE

First Name Enter First Name	Last Name Enter Last Name	Company Name Enter Company Name
Run Website On Domain <input checked="" type="checkbox"/> com	Company Subdomain upstateinflatable rentals	Use SSL On Domain <input type="checkbox"/>
Address Enter Address		
City Enter City	State Enter State	Zip Code Enter Zip Code
Country United States	Contact Number 555-555-5555	Image <div>UPLOAD</div>
<div>SUBMIT CANCEL</div>		

Next, you have to determine if you are planning to run the software in conjunction with your EXISTING site or if the software will act as your website. What does this mean?

ONBOARDING

Quick Start Guide

Step 1

Editing your Profile (cont)



From your dashboard, click "Hi, your name" > My Profile > Edit Profile

If you have an existing website and you plan on using BRS solely for booking and inventory management purposes a customer will click "Book Now" on your existing site and be redirected to your BRS page to book, sign and pay.

Or, you can enter billsbouncers in the Company Subdomain field and your domain moving forward will be www.billsbouncers.bouncerentalsolutions.com.

Using Software in Conjunction with Existing Site

Run Website On Domain	Company Subdomain	Use SSL On Domain
<input type="checkbox"/>	<input type="text" value="billsbouncers"/>	<input type="checkbox"/>

1. If you are using this software in conjunction with an existing website leave the *Run Website On Domain* and the *Use SSL on Domain* fields unchecked.
2. Enter your company name, with no spaces or special characters in the *Company Subdomain* field. This will be your domain moving forward. For example, if your company name is Bills Bouncers, enter billsbouncers and your domain moving forward will be www.billsbouncers.bouncerentalsolutions.com
3. When someone clicks on "Book Now" on your existing site, they will be redirected to your BRS page to book, sign and pay.

Using Software as a Standalone Website

Run Website On Domain	Company Subdomain	Use SSL On Domain
<input checked="" type="checkbox"/> .com	<input type="text" value="billsbouncers"/>	<input checked="" type="checkbox"/>

1. If you are using this software as a Standalone site, you will need to purchase a domain name through a domain registrar like Godaddy if you have not already
2. In the *Run Company on Domain* drop-down list choose the appropriate domain suffix. i.e. if you purchase www.billsbouncers.com you would choose .com
3. Enter your company name in the *Company Subdomain* field. As an example, if your company name is Bills Bouncers, enter billsbouncers
4. Leave the *Use SSL On Domain* field unchecked for now as you will need to contact us at info@bouncerentalsolutions.com to activate an SSL certificate at a cost of \$50/year

ONBOARDING

Quick Start Guide

Step 2

General Settings

From your dashboard, click "Hi, your name" > Settings > General Settings

In the upper right corner of your dashboard you will see a button that says, "Hi, (your name)". Click this button and then Settings > Site Preferences.

GENERAL SETTINGS

Language: US English

Currency: USD (USD)

Timezone: (GMT-05:00) Eastern Time (US & Canada)

Date format: mm/dd/yyyy

Display Dashboard help notes and messages: Yes

Display Sales at a Glance: Yes

Display "Delivery Required" or "Customer Pickup" radio buttons on checkout page: No

☒ Show your email address as the sender for system emails (WILL BE ACTIVATED 24 HOURS AFTER YOUR VERIFICATION)

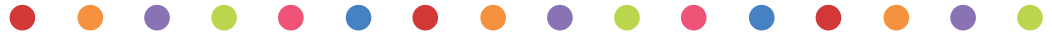
SAVE

1. Choose the appropriate settings from the drop-down lists in the Language, Currency, Timezone, and Date format fields
2. Select "Yes" in the *Display Dashboard help notes and messages* field. This will activate yellow help boxes that appear at the top of each page of your dashboard
3. Select "Yes" in the *Display Sales at a Glance* field. This will activate a chart on your home page displaying several monthly and yearly sales statistics
4. In the Display "Delivery Required" or "Customer Pickup" radio buttons on checkout page, choose accordingly. If you do not offer customer pickups choose "No"
5. In the *Show your email address as the sender for system emails* field check the box. **This is extremely important.** You will receive an automated email with your associated email address that you will have activate.

ONBOARDING

Quick Start Guide

Step 3 Color Settings



From your dashboard, click "Hi, your name" > Settings > Color Settings

There are four color settings to choose from. Feel free to try a variety of color combinations. You can check your progress by clicking the "My Website" button located to the left of the "Hi, your name" button.

COLOR SETTINGS

Order By Date Circle/Square Color

Website Menu Bar Color

Website Background Color

Website Category Font Color

SUBMIT

1. Change the "Order By Date Circle" color to one that matches your logo
2. Change the "Website Menu Bar" color to another color that matches your logo
3. We recommend leaving the "Website Background Color" white and the "Website Category Font Color" black but feel free to try new colors
4. Check out your changes on your website by clicking the "My Website" at the top of the page. It is worth noting here that you can choose virtually any color combination of your choosing by clicking the small square to the right of each field.

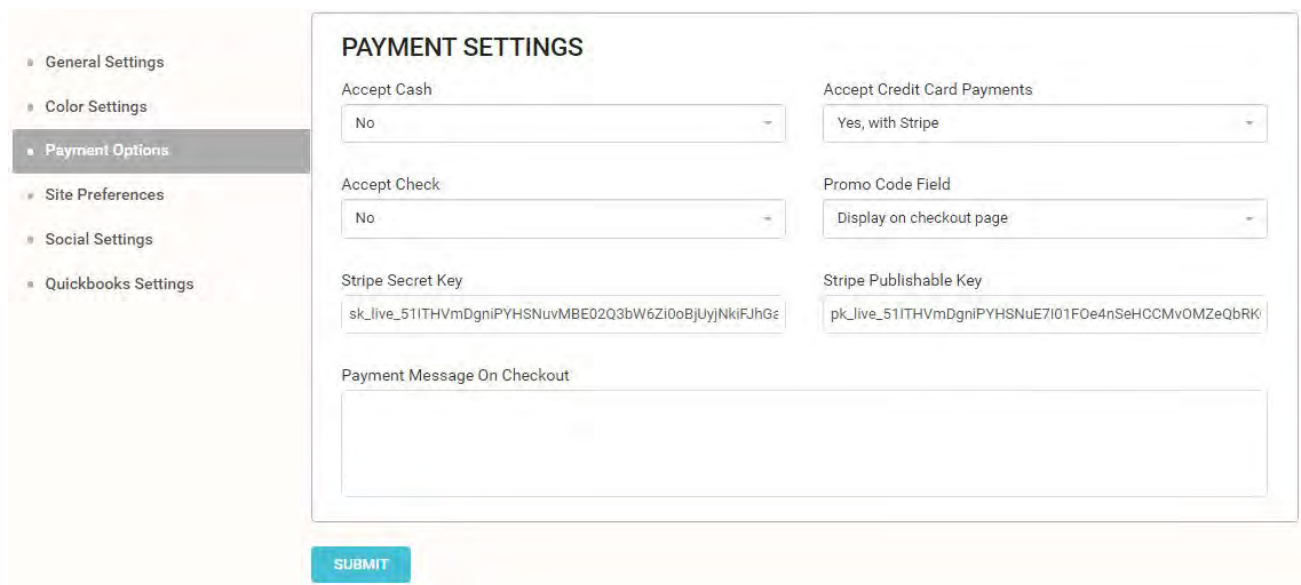
ONBOARDING

Quick Start Guide

Step 4 Payment Options

From your dashboard, click "Hi, your name" > Settings > Payment Options

1. For the "Accept Cash" and the "Accept Check" fields, choose from the drop-down lists the selection which best fits your business
2. For the "Promo Code" field Select whether you want to display or hide the promo code field on your customer checkout page
3. Customize a message in the "Payment Message on Checkout" field. This is the message a customer will receive when placing an order.
4. If you would like to accept credit card payments select "Yes, with Stripe" from the drop-down list and continue with payment options below



The screenshot shows a dashboard with a sidebar on the left containing the following menu items: General Settings, Color Settings, Payment Options (highlighted), Site Preferences, Social Settings, and Quickbooks Settings. The main content area is titled "PAYMENT SETTINGS" and contains the following fields:

- Accept Cash:** A dropdown menu with "No" selected.
- Accept Credit Card Payments:** A dropdown menu with "Yes, with Stripe" selected.
- Accept Check:** A dropdown menu with "No" selected.
- Promo Code Field:** A dropdown menu with "Display on checkout page" selected.
- Stripe Secret Key:** A text input field containing the value "sk_live_51ITHVmdGniPYHSNuvMBE02Q3bW6ZI0oBjUyJNkiFJhGε".
- Stripe Publishable Key:** A text input field containing the value "pk_live_51ITHVmdGniPYHSNuE7I01F0e4nSeHCCMvOMZeQbRK".
- Payment Message On Checkout:** A large text area for customizing the checkout message.

A blue "SUBMIT" button is located at the bottom left of the form.

Signing up with Stripe

1. Sign up for a free account by visiting <https://www.stripe.com/register>
2. Once completed, log in to your email account and located the automated activation email sent by Stripe. If not in your inbox, be sure to check your Spam folder.
3. Open the email and click the "Verify email address" button

ONBOARDING

Quick Start Guide

Step 4

Payment Options (cont)

From your dashboard, click "Hi, your name" > Settings > Payment Options

Once your account is verified there are two additional steps once you log in to your Stripe account and visit your home screen (as seen below)

1. Activate your account by clicking the "Activate account" button in the top navigation bar. This will take several minutes as you will have to enter personal and business information
2. Integrate your Stripe account with your Bounce Rental Solutions accounts. Sound difficult? It is not, simply copy and paste the Publishable Key and the Secret key from the home page of your Stripe account to the Payment Options page of your BRS account

The screenshot shows the Stripe dashboard. At the top, there is a navigation bar with 'New Business' and 'Activate account' buttons. A red arrow points to the 'Activate account' button, labeled with a red '1'. Below the navigation bar, the text 'Next, add your business details' is followed by 'Tell us a little more about your business to activate your account.' and a 'Start' button. The main section is titled 'Get started with Stripe' and includes three cards: 'Send an invoice', 'Share a payment link', and 'More ways to get started'. The 'More ways to get started' card has a 'For developers' section with 'Publishable key' and 'Secret key' fields. A red arrow points to the 'Secret key' field, labeled with a red '2'.

ONBOARDING

Quick Start Guide

Step 5

Site Preferences



From your dashboard, click "Hi, your name" > Settings > Site Preferences

1. The "Home Page Headline" and "Home Page Subheadline" fields are associated with your BRS home screen as pictured below
2. The "Thank you" message after checkout will appear when a customer requests an order from your website
3. The "Home Page Category Image Shape" can be either square or circular, feel free to take a look at both and see which you like better
4. If you choose to implement reCAPTCHA on your site, the next two fields are where you would paste your "reCAPTCHA Site Key" and your "reCAPTCHA Secret Key"
5. The "Site Logo" field is the image that appears at the top of your website (as seen below)
6. The "Invoice Logo" field is your logo that will appear at the top of your invoices
7. The remaining three fields incorporate Google Analytics and Google Adwords, so this is where you would copy and paste the corresponding information



ONBOARDING

Quick Start Guide

Step 6 Social Settings

From your dashboard, click "Hi, your name" > Settings > Social Settings

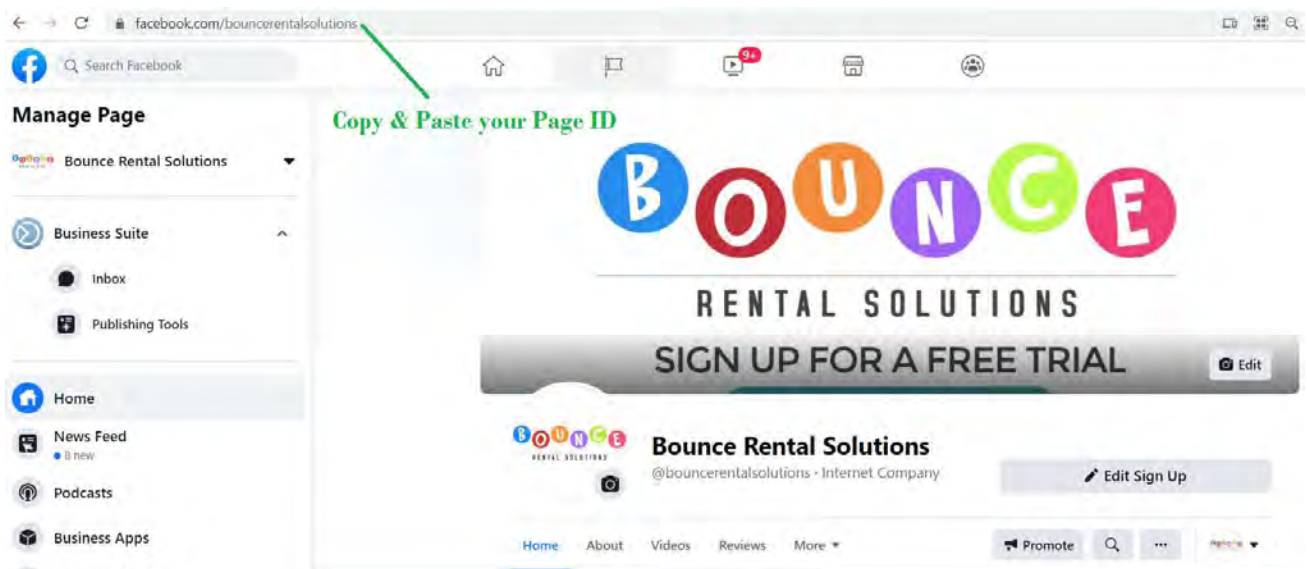
Next up is the Social Settings tab, which should look similar to the screenshow pictured below. You can create links to all of your social media pages by filling out the fields on this page. If you want to make sure your links are working correctly, scroll down to the bottom of your BRS website and click on any of the icons that are embed in the footer.

SOCIAL SETTINGS

Facebook	Google
<input type="text" value="https://www.facebook.com"/>	<input type="text" value="https://plus.google.com"/>
LinkedIn	Twitter
<input type="text" value="https://www.linkedin.com"/>	<input type="text" value="https://www.twitter.com"/>
Dribbble	Instagram

Linking your Facebook Page

If you are unsure how to locate your Facebook page link, open up your Facebook account and then open business page. Your Facebook page link in the example below is www.facebook.com/bouncerentalsolutions. You would simply copy this link and paste it in your social settings "Facebook" field. Be sure to give us a follow and continue with your other social media pages



ONBOARDING

Quick Start Guide

Step 7

Rental Form

From your dashboard, click Rental Form on the Far Right of the Top Navigation Bar

Included is the **Rental Form** section of your BRS account is a sample Rental Form as well as a sample Safety Rules & Operating Instructions guideline.

1. Title: Edit the "Title" field to include your business name
2. Description: We have including a default rental agreement here. You will need to edit everything in ALL CAPS in the body of the description to personalize it to your business. Should choose not to use the one provided, you can create an entirely new rental agreement here. Be sure to save your changes!
3. We recommended consulting an attorney in your state to ensure the appropriate verbiage is included in both your Rental Form and your Safety Rules and Operating Instructions

The screenshot shows the 'EDIT RENTAL FORM' interface. At the top is a navigation bar with links: Home, Customers, Rental Products, Orders, Reports, Billings, Email Templates, Website, and Rental Form (highlighted). Below the navigation bar is the 'EDIT RENTAL FORM' title and a 'BACK' button. The form has two main sections: 'Title' and 'Description'. The 'Title' field contains 'Rental Agreement'. The 'Description' field has a 'Page Break' checkbox and a rich text editor. The rich text editor contains the following text: 'Delivery: to address specified by lessee (customer). Lessee grants right to enter said property for the delivery and pick-up of the unit at approximately specified times. I understand and acknowledge that the activity to be engaged in through my rental of an interactive amusement game(s) and/or other amusement equipment brings with it both known and unanticipated risks to my guests, my invitees and myself. Those risks include, but are not limited to falling, slipping, crashing and colliding and could result in injury, illness, disease, emotional distress, death and/or property damage to myself or my guests and invitees. I voluntarily release, indemnify, hold harmless and discharge YOUR COMPANY NAME, from any and all liability, claims, demands, actions or rights of actions, whether personal to me or to a third party which are related to, arise out of or are in any way connected with my rental of the interactive inflatable unit including those allegedly attributable to negligent acts or omissions. I agree to reimburse any reasonable attorney's fees and costs which may be incurred by YOUR COMPANY NAME in the defense of any such liability claim, demand, action or right of action. In the event that I file a cause of action against YOUR COMPANY NAME, I agree to do so solely in the state of YOUR STATE, and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect. I acknowledge that I have adequate homeowner's insurance, tenant insurance, or other liability insurance to cover any bodily injury or property damage that might occur to myself, my guests, or my invitees from the use of the unit I am renting or else I agree to bear the costs of such injury or damage myself. Rules: Lessee agrees to supervise both the equipment and its use at all times said equipment is in the possession of the lessee. Accompanying this contract is a set of directions for use and safety rules that I agree to follow and utilize at all times during the operation and use of the interactive inflatable game.'

At the bottom of the form are two buttons: 'SAVE RENTAL FORM' and 'CANCEL'.

ONBOARDING

Quick Start Guide

Step 8

Start Adding Orders



From your dashboard, click the My Website link at the top of your dashboard

Congratulations! You should be at the point where you are finishing up with the Onboarding Process. This does not however mean that you are finished. Perhaps more important is learning the ins and outs of the BRS software from your customers eyes.

We strongly recommend acting like a customer and putting in several dummy orders by clicking on the "My Website" link at the top of your dashboard. This will also give some experience going through the booking process that you customers will experience. You will gain a better understanding of what the customer sees and what you see when an order is placed. What does the automated booking email look like? How do I review and accept an order? How do I put an order on hold? How do I cancel an order? All of these questions can be seen in our "Orders" tutorial but we strongly recommend trying it out on your own.

Our goal is to offer a software that is intuitive and easy to use, even for the inexperienced business owner. We believe we have done that. However, nothing happens overnight, and we suggest spending some time learning to navigate your admin page and understand the all the functionalities software offers (and doesn't?)

We are in the process of putting together some additional "How to" pdf guides and videos to assist you in the learning and finetuning process, however these steps above are the basics.

Once you successfully complete these, you should have a go live ready website with online booking/payment capabilities, automated customer emails, real time inventory management, and additional sales & admin tools to help you successfully manage your rental business! We also suggest placing some test orders of your own to walk through what it is your customer's will experience.