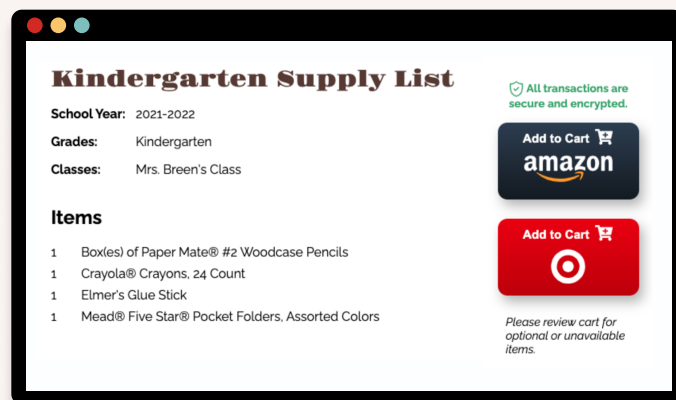


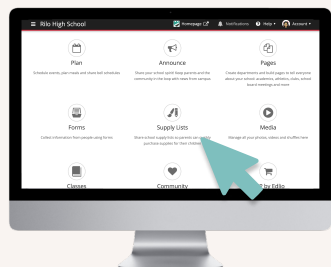
QUICK START GUIDE

Supply Lists

We're here to take School Supply Lists off your plate! Edlio's integration with TeacherLists.com provides an easy way to publish supply lists on your school website, and makes shopping for parents easier with convenient "Add to Cart" options for popular retailers!



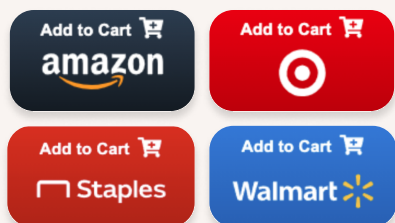
Here's how it works:



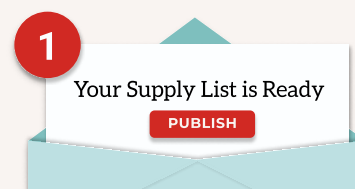
1. Click into the Supply Lists feature in your CMS, then follow the link to Upload on TeacherLists.



2. Upload your supply list to TeacherLists (can be a PDF, Word or Excel document, JPEG, or other file type).



3. TeacherLists will digitize your list so families can quickly add all items to a cart at their favorite retailer with one click.



4. When your new digital list is ready, TeacherLists will send you an email; once you get it, simply log back into your CMS to publish it to your live site.

Once a new list has been uploaded, the file is digitized and becomes available to add to your site. All lists are collected in the Supply Lists feature in the CMS and added to the Supply Lists feature page on the website as a central depot.

Quick Share Options

Once your list is live, use the easy built-in quick share options. You'll see prepared copy which you can then edit or use as-is.

1.

Go to the Supply Lists feature in the CMS.

2.

Click the **Share Lists** button in the upper right corner to share ALL lists or select a single list to share using the three dots menu icon.

3.

Choose from your available options (depending on your user profile).

Share List ✕

Public Link for "First Grade Supply List "

[Copy Link](#)

<https://miguel.edlio.com/apps/supplies/first-grade-supply-list-642b547d82b6c4afd5f1f99e>

Add to the website

[Add to Site Navigation](#) [Add to News](#)

Share with your community

[Broadcasts](#) [Newsletter](#)

[Done](#)



Add to Cart

Each supply list will have a page with the items and "Add to Cart" buttons for families to purchase online. Each item is matched to a product on the store's website, and parents can choose which items to purchase before checking out. Families with students in multiple classes can repeat the same process and checkout all supplies in one transaction.

It'll be the quickest school supply shopping trip ever!



Questions?
Your CSS can help!

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