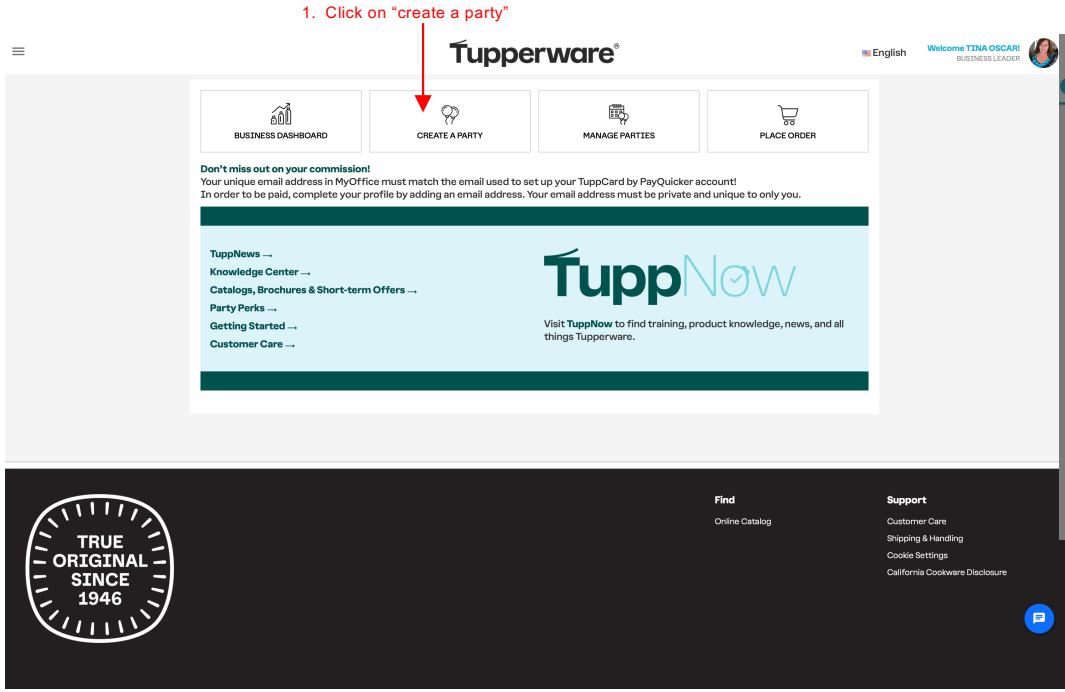
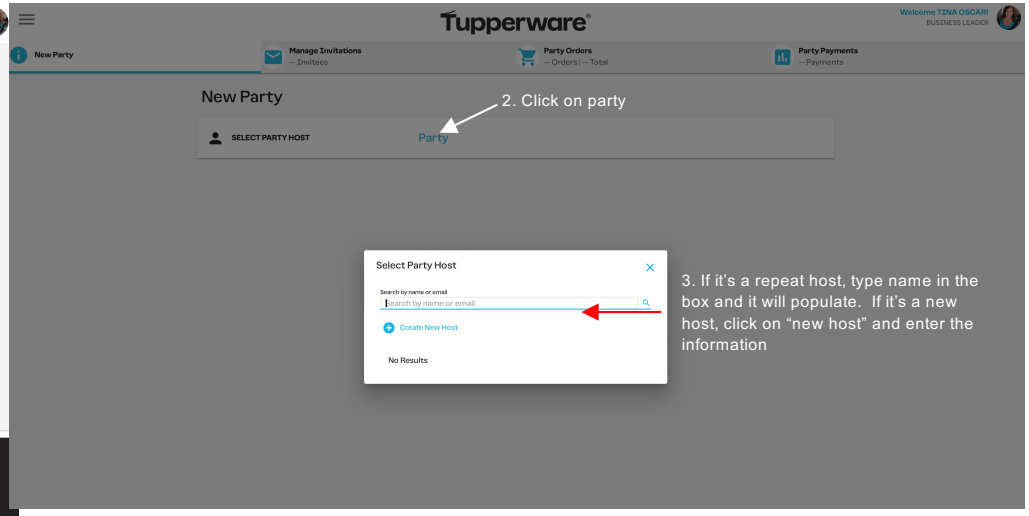
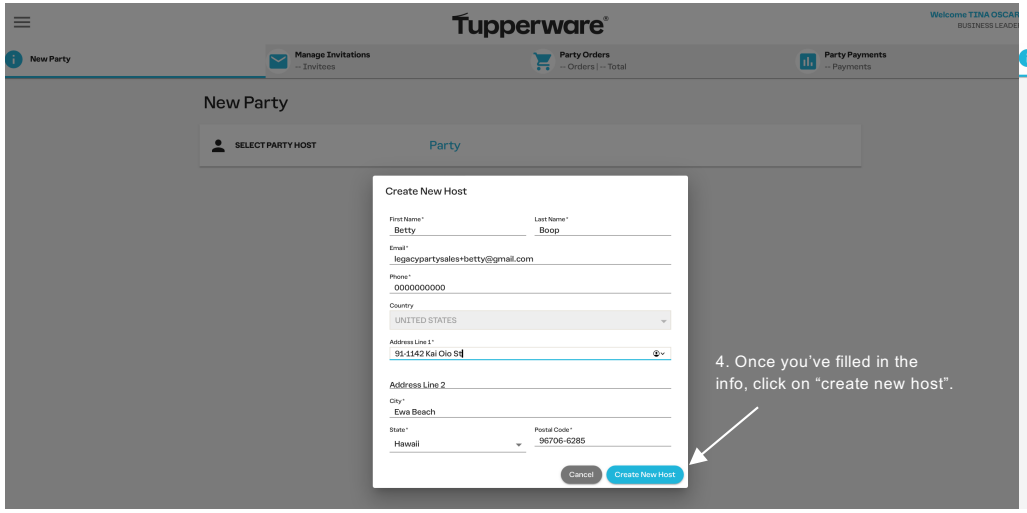
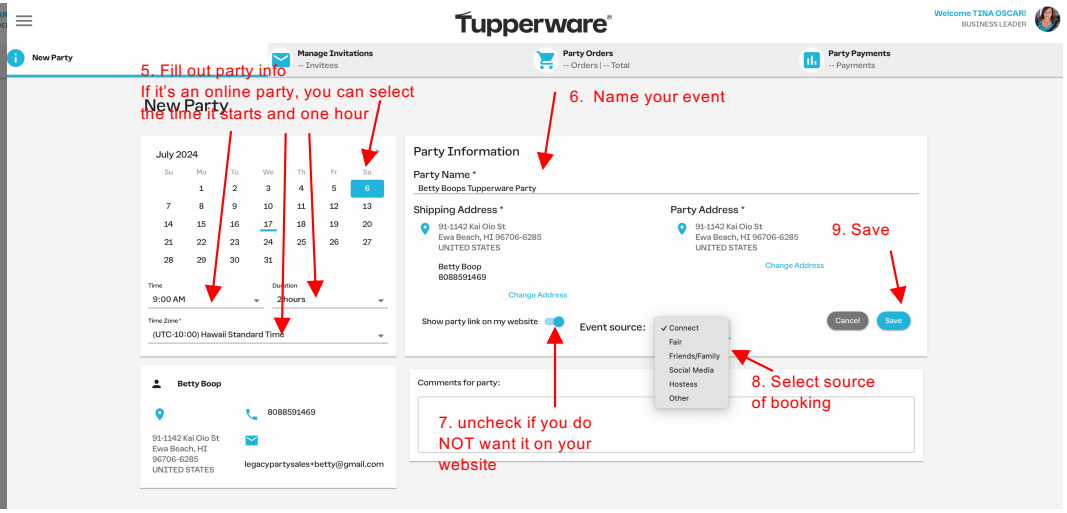
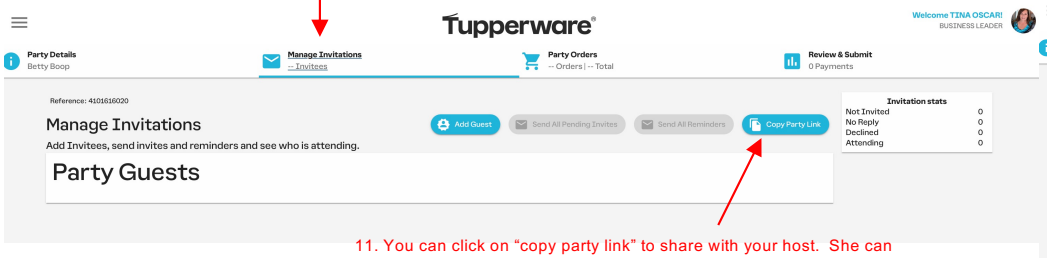

1. Click on “create a party”
Tupperware
English
Welcome TINA OSCAR!
BUSINESS LEADER
BUSINESS DASHBOARD
CREATE A PARTY
MANAGE PARTIES
PLACE ORDER
Don't miss out on your commission!
Your unique email address in MyOffice must match the email used to set up your TuppCard by PayQuicker account!
In order to be paid, complete your profile by adding an email address. Your email address must be private and unique to only you.
TuppNews →
Knowledge Center →
Catalogs, Brochures & Short-term Offers →
Party Perks →
Getting Started →
Customer Care →
TuppNow
Visit TuppNow to find training, product knowledge, news, and all things Tupperware.
TRUE ORIGINAL SINCE 1946
Find
Online Catalog
Support
Customer Care
Shipping & Handling
Cookie Settings
California Cookware Disclosure


Tupperware
Welcome TINA OSCAR!
BUSINESS LEADER
New Party
Manage Invitations
-- Invitees
Party Orders
-- Orders | -- Total
Party Payments
-- Payments
New Party
2. Click on party
SELECT PARTY HOST
Party
Select Party Host
Search by name or email
Create New Host
No Results
3. If it’s a repeat host, type name in the box and it will populate. If it’s a new host, click on “new host” and enter the information


Tupperware
Welcome TINA OSCAR!
BUSINESS LEADER
New Party
Manage Invitations
-- Invitees
Party Orders
-- Orders | -- Total
Party Payments
-- Payments
New Party
SELECT PARTY HOST
Party
Create New Host
First Name *
Betty
Last Name *
Boop
Email *
legacypartysales+betty@gmail.com
Phone *
0000000000
Country
UNITED STATES
Address Line 1 *
91-1142 Kai Oio St
Address Line 2
City *
Ewa Beach
State *
Hawaii
Postal Code *
96706-6285
Cancel
Create New Host
4. Once you’ve filled in the info, click on “create new host”.

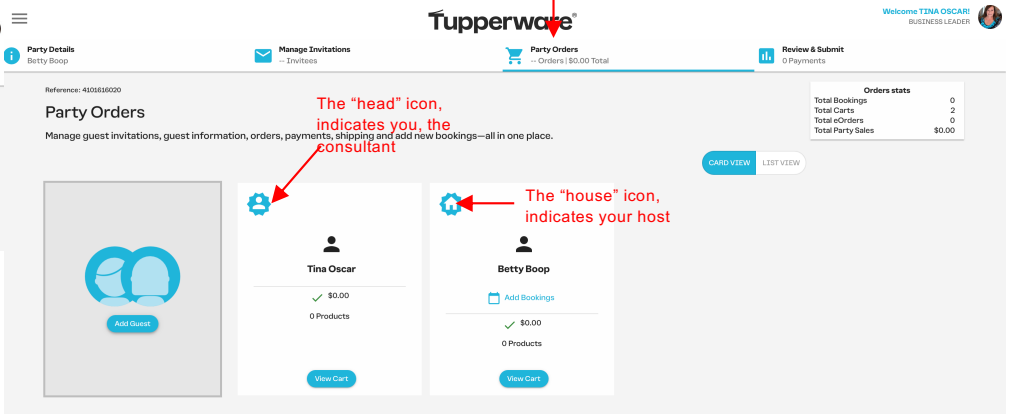

Tupperware
Welcome TINA OSCAR!
BUSINESS LEADER
New Party
Manage Invitations
-- Invitees
Party Orders
-- Orders | -- Total
Party Payments
-- Payments
5. Fill out party info
If it’s an online party, you can select the time it starts and one hour
New Party
July 2024
Time
9:00 AM
Duration
2 hours
Time Zone *
(UTC-10:00) Hawaii Standard Time
Party Information
Party Name *
Betty Boops Tupperware Party
6. Name your event
Shipping Address *
91-1142 Kai Oio St
Ewa Beach, HI 96706-6285
UNITED STATES
Betty Boop
8088591469
Change Address
Party Address *
91-1142 Kai Oio St
Ewa Beach, HI 96706-6285
UNITED STATES
Change Address
9. Save
Show party link on my website
Event source:
Connect
Fair
Friends/Family
Social Media
Hostess
Other
Cancel
Save
8. Select source of booking
Betty Boop
8088591469
91-1142 Kai Oio St
Ewa Beach, HI
96706-6285
UNITED STATES
legacypartysales+betty@gmail.com
Comments for party:
7. uncheck if you do NOT want it on your website

10. Click on "manage invitations"



11. You can click on "copy party link" to share with your host. She can then share with customers so they can shop. Another option is to just give your website. Customers can select their host when placing an order

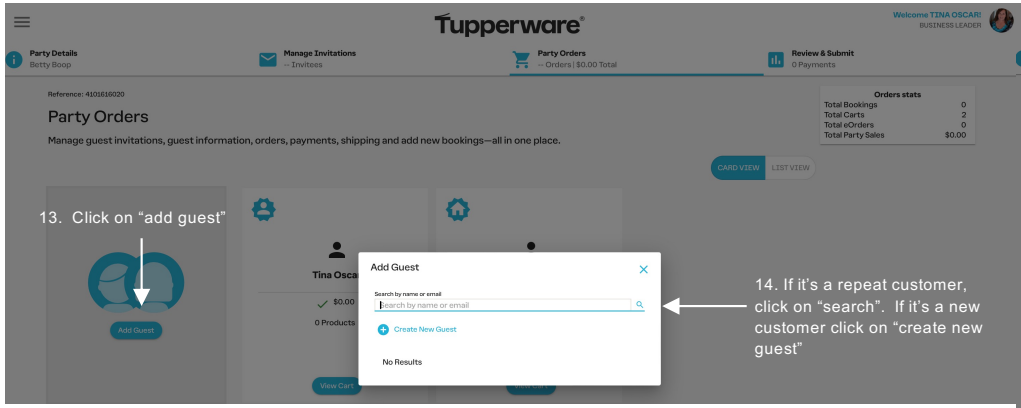
12. Working left to right, click on "party orders"



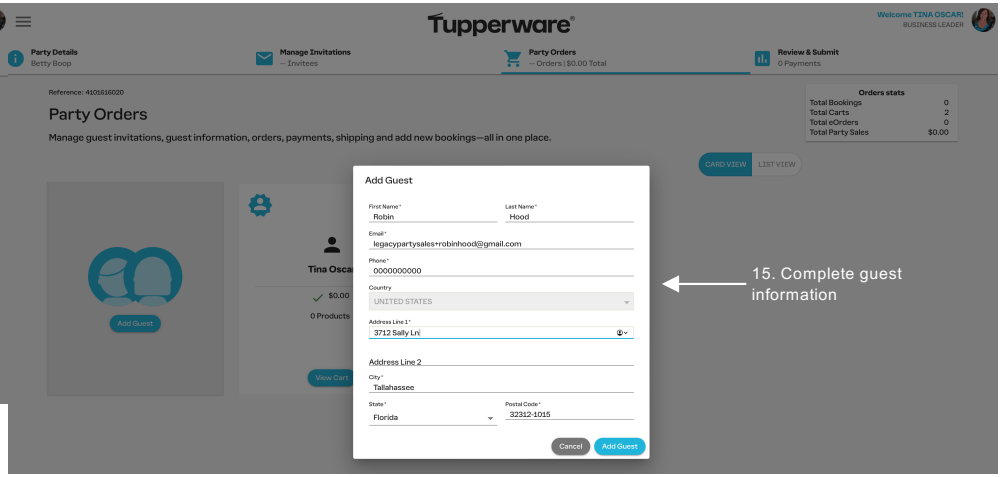
The "head" icon, indicates you, the consultant

The "house" icon, indicates your host

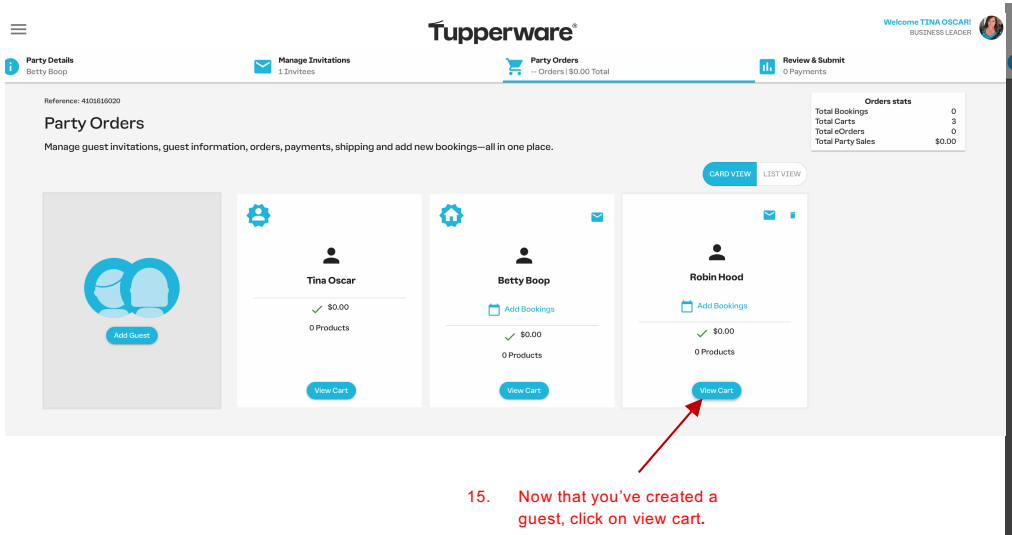
13. Click on "add guest"



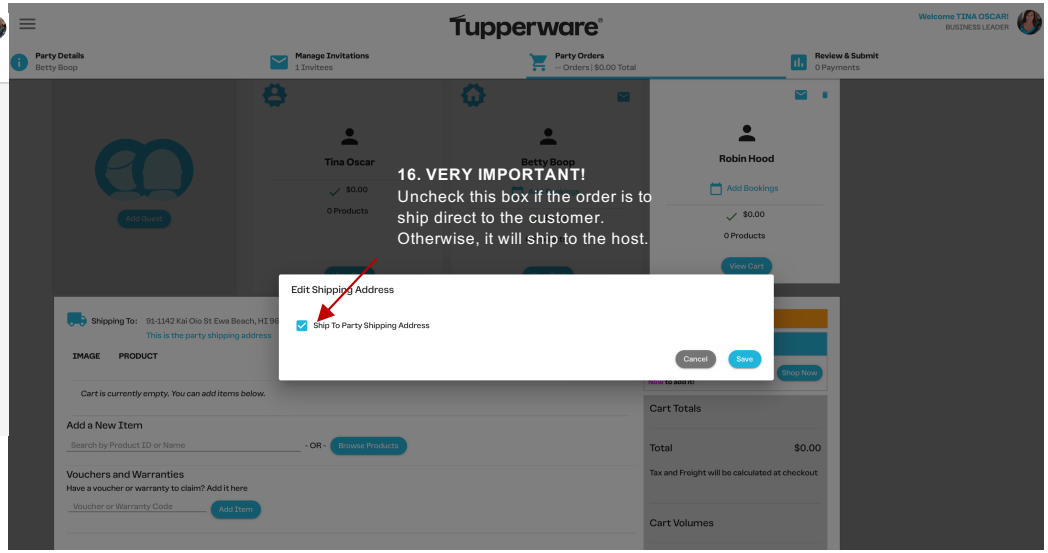
14. If it's a repeat customer, click on "search". If it's a new customer click on "create new guest"



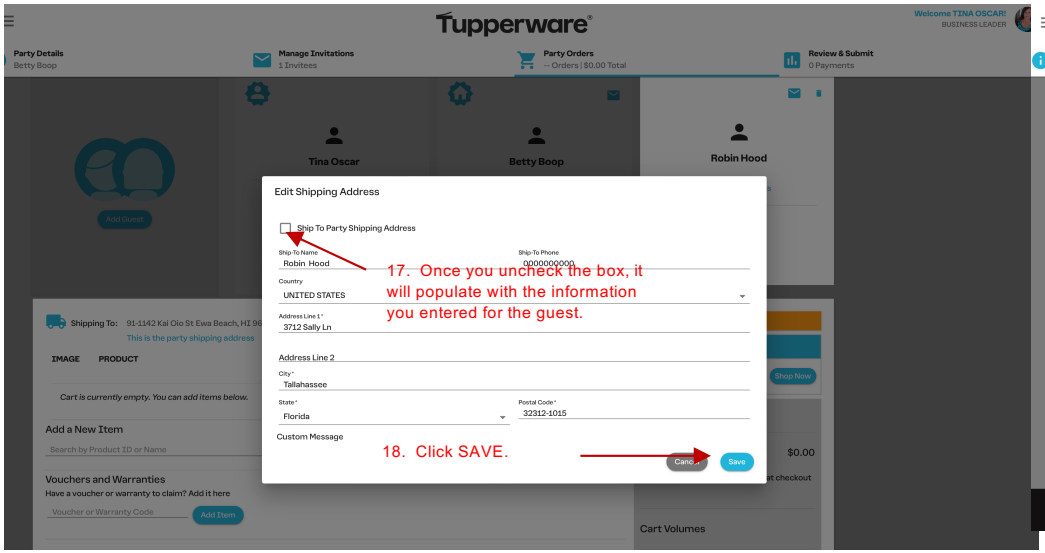
15. Complete guest information



15. Now that you've created a guest, click on view cart.

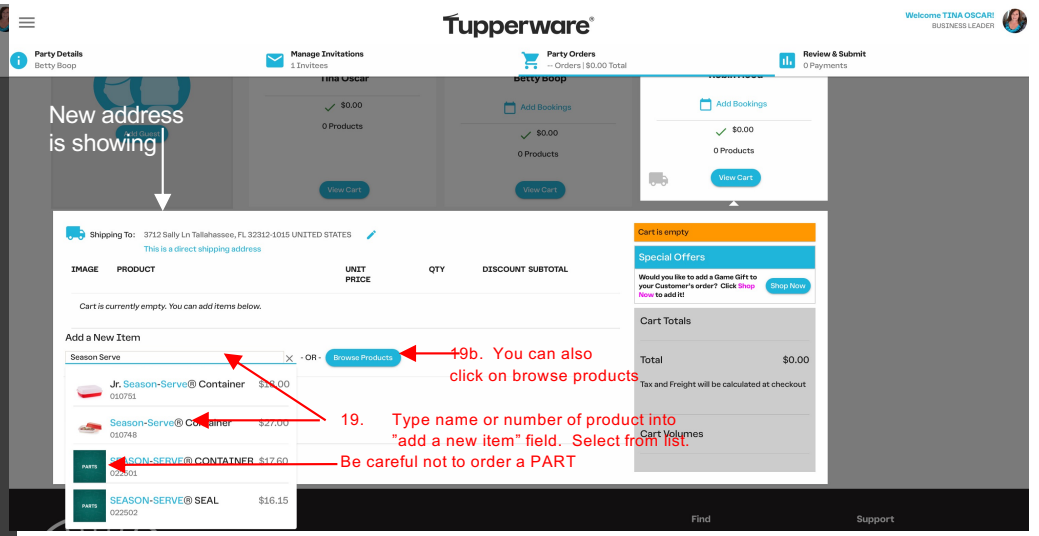


16. VERY IMPORTANT!
Uncheck this box if the order is to ship direct to the customer.
Otherwise, it will ship to the host.



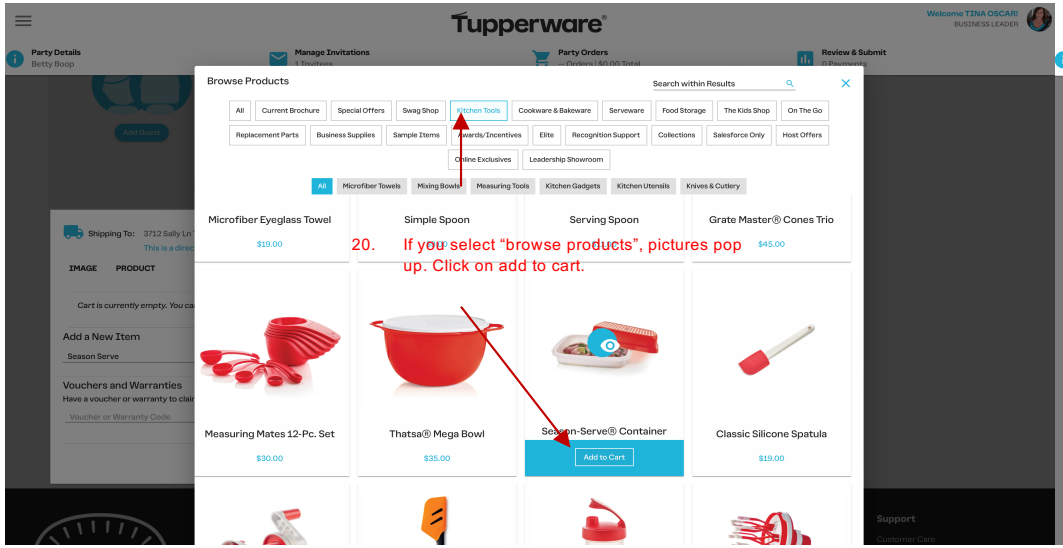
17. Once you uncheck the box, it will populate with the information you entered for the guest.

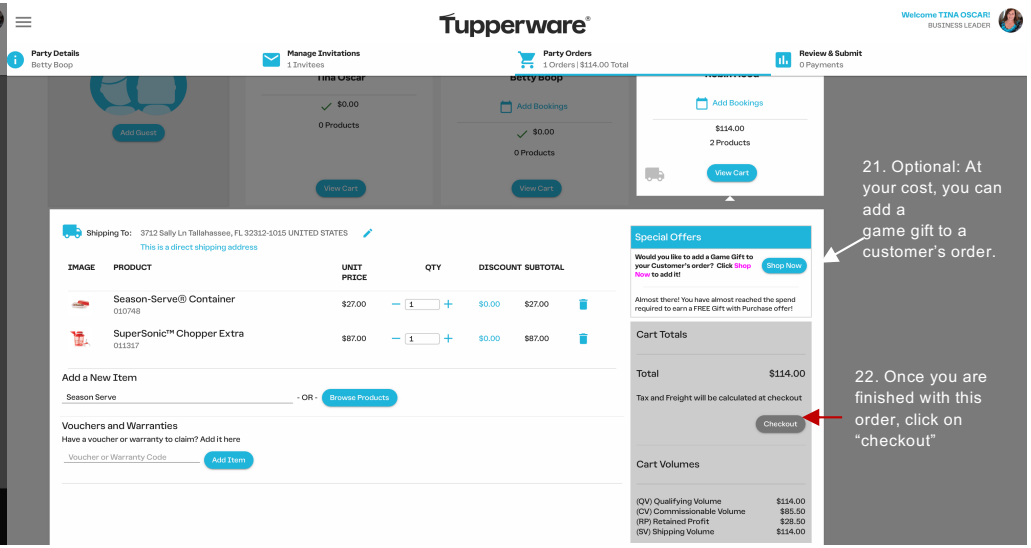
18. Click SAVE.

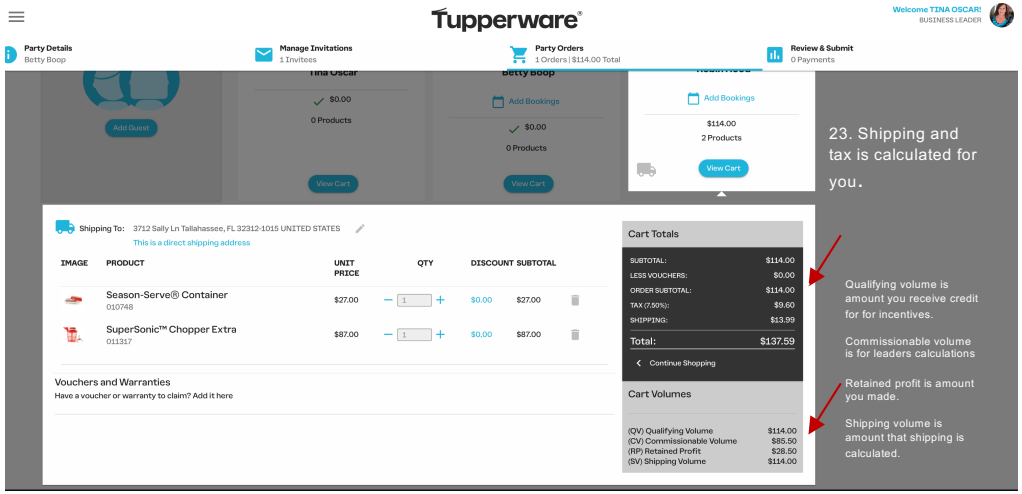


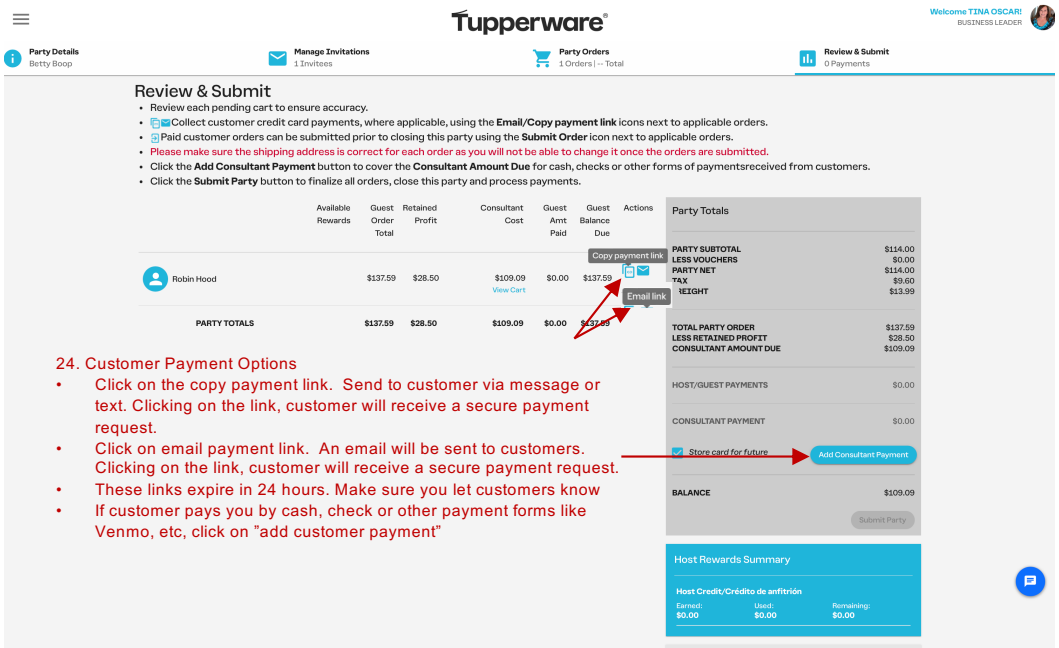
19b. You can also click on browse products

19. Type name or number of product into "add a new item" field. Select from list.
Be careful not to order a PART

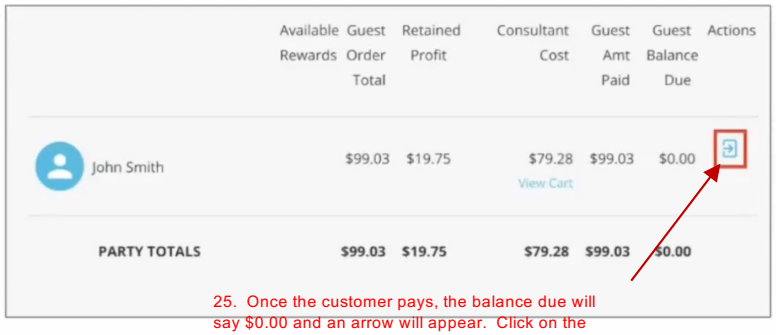

Tupperware
Browse Products
Search within Results
Microfiber Eyeglass Towel
Simple Spoon
Serving Spoon
Grate Master® Cones Trio
Measuring Mates 12-Pc. Set
Thatsa® Mega Bowl
Season-Serve® Container
Classic Silicone Spatula
Add to Cart
20. If you select “browse products”, pictures pop up. Click on add to cart.


Tupperware
Special Offers
Cart Totals
Cart Volumes
Checkout
21. Optional: At your cost, you can add a game gift to a customer's order.
22. Once you are finished with this order, click on “checkout”


Tupperware
Cart Totals
Cart Volumes
23. Shipping and tax is calculated for you.
Qualifying volume is amount you receive credit for for incentives.
Commissionable volume is for leaders calculations
Retained profit is amount you made.
Shipping volume is amount that shipping is calculated.

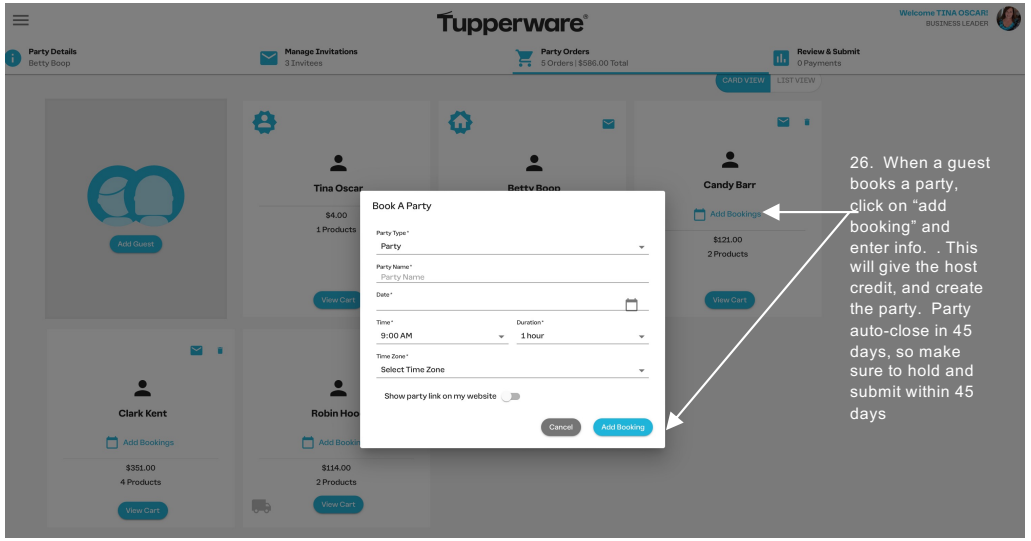

Tupperware
Review & Submit
Party Totals
Copy payment link
Email link
Add Consultant Payment
24. Customer Payment Options
• Click on the copy payment link. Send to customer via message or text. Clicking on the link, customer will receive a secure payment request.
• Click on email payment link. An email will be sent to customers. Clicking on the link, customer will receive a secure payment request.
• These links expire in 24 hours. Make sure you let customers know
• If customer pays you by cash, check or other payment forms like Venmo, etc, click on ”add customer payment”

Submit a Customer Party Order Before Closing a Party

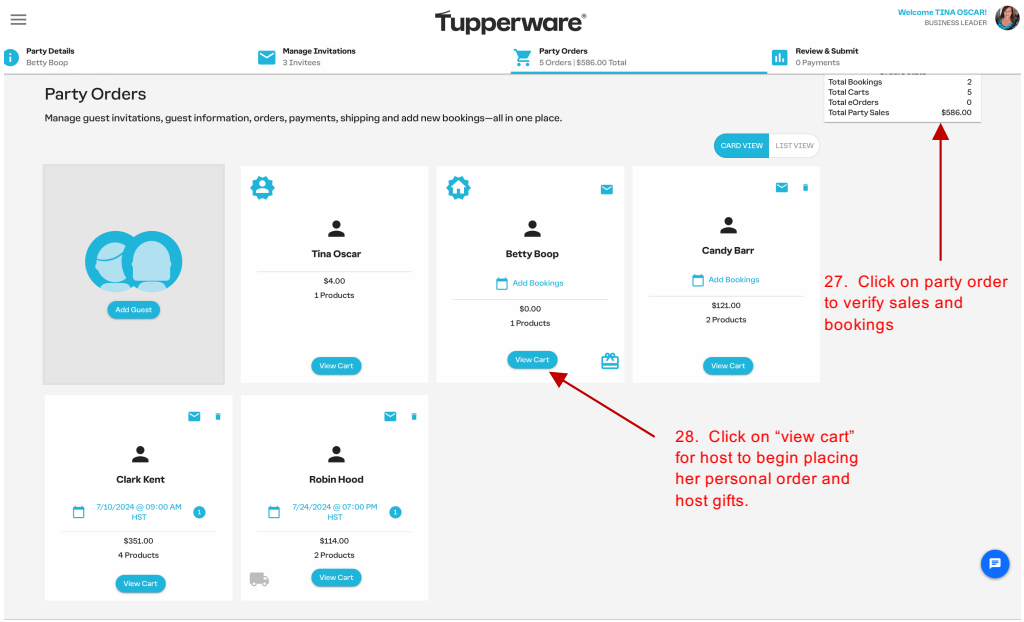


Before payment it was an envelope or a link

25. Once the customer pays, the balance due will say $0.00 and an arrow will appear. Click on the arrow to submit the order.

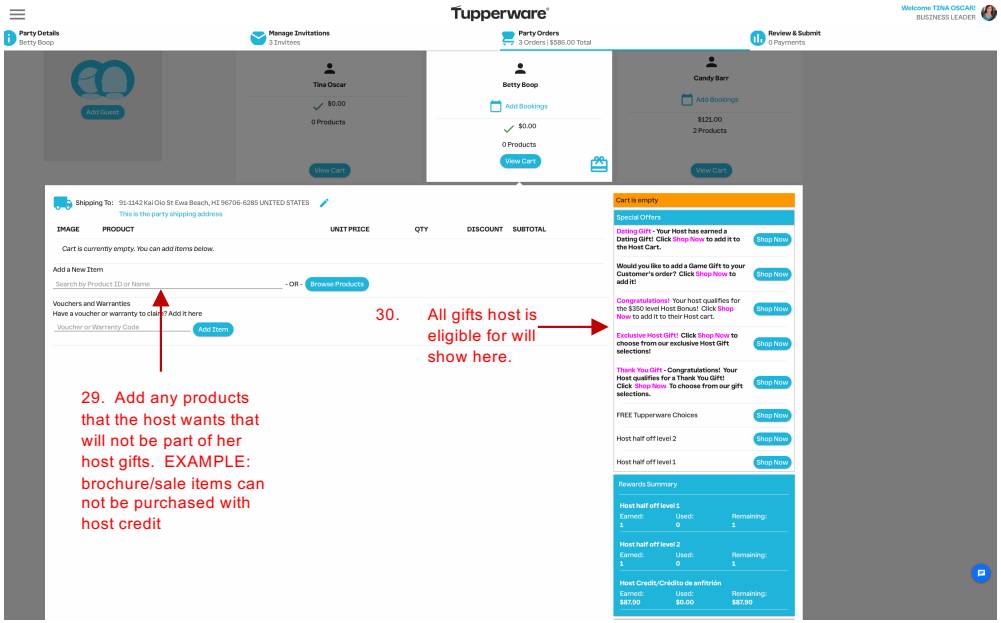


26. When a guest books a party, click on "add booking" and enter info. . This will give the host credit, and create the party. Party auto-close in 45 days, so make sure to hold and submit within 45 days



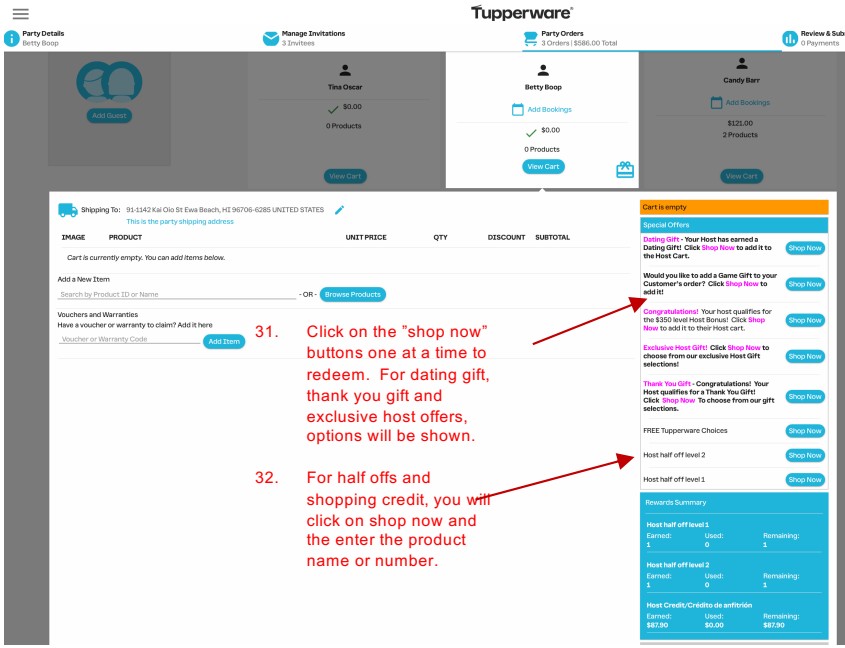
27. Click on party order to verify sales and bookings

28. Click on "view cart" for host to begin placing her personal order and host gifts.



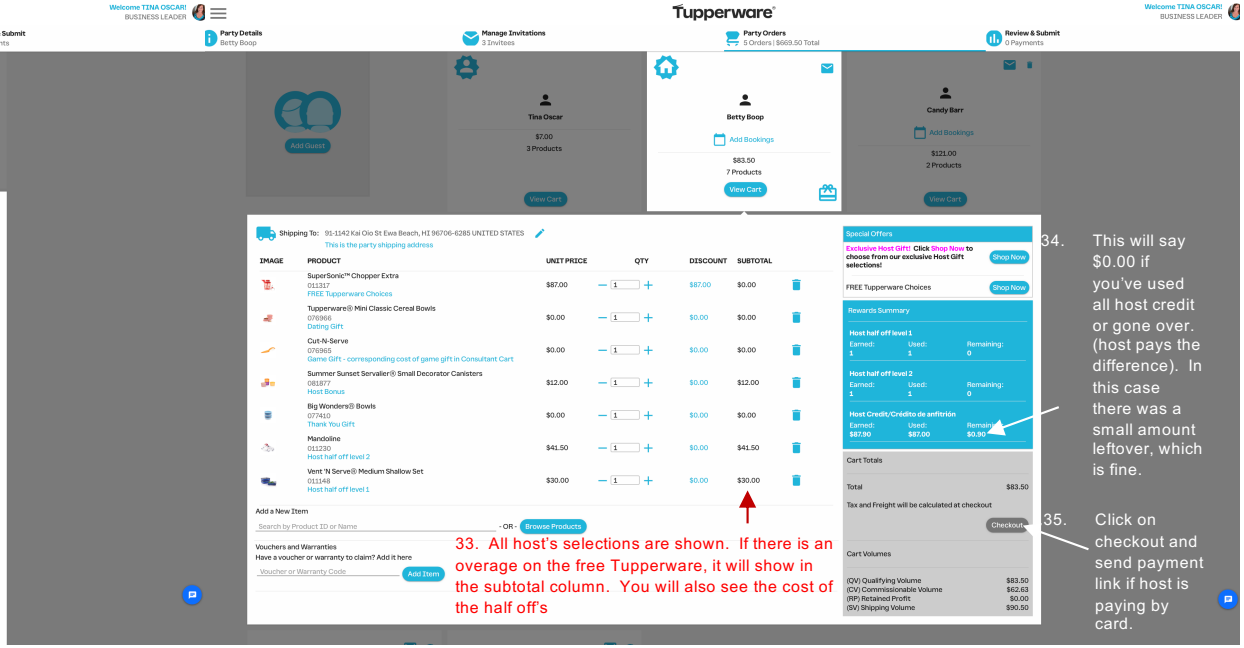
29. Add any products that the host wants that will not be part of her host gifts. EXAMPLE: brochure/sale items can not be purchased with host credit

30. All gifts host is eligible for will show here.



31. Click on the "shop now" buttons one at a time to redeem. For dating gift, thank you gift and exclusive host offers, options will be shown.

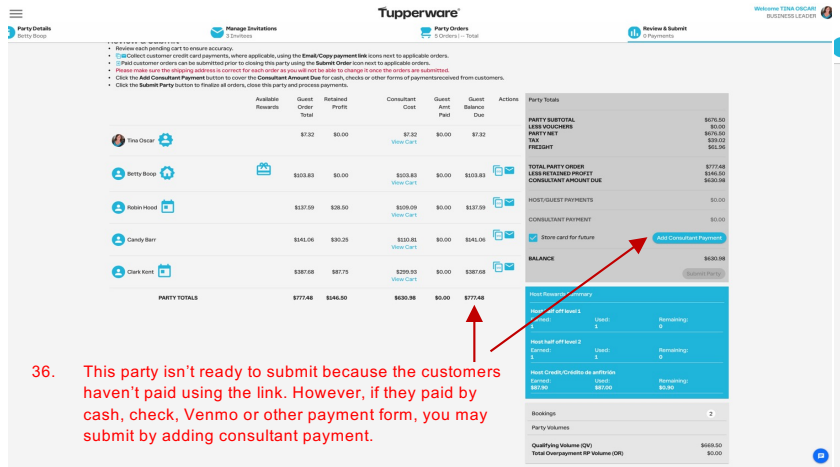
32. For half offs and shopping credit, you will click on shop now and the enter the product name or number.



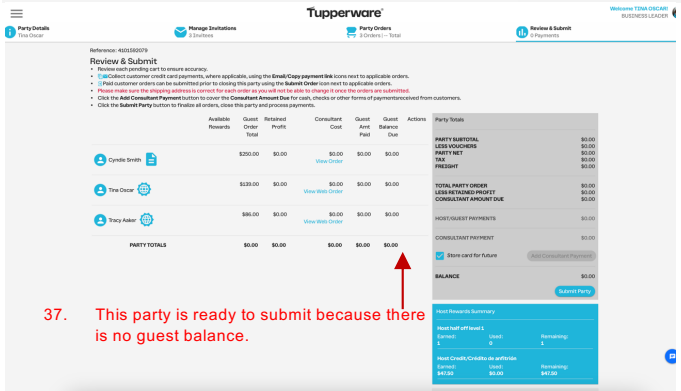
33. All host's selections are shown. If there is an overage on the free Tupperware, it will show in the subtotal column. You will also see the cost of the half off's

34. This will say $0.00 if you've used all host credit or gone over. (host pays the difference). In this case there was a small amount leftover, which is fine.

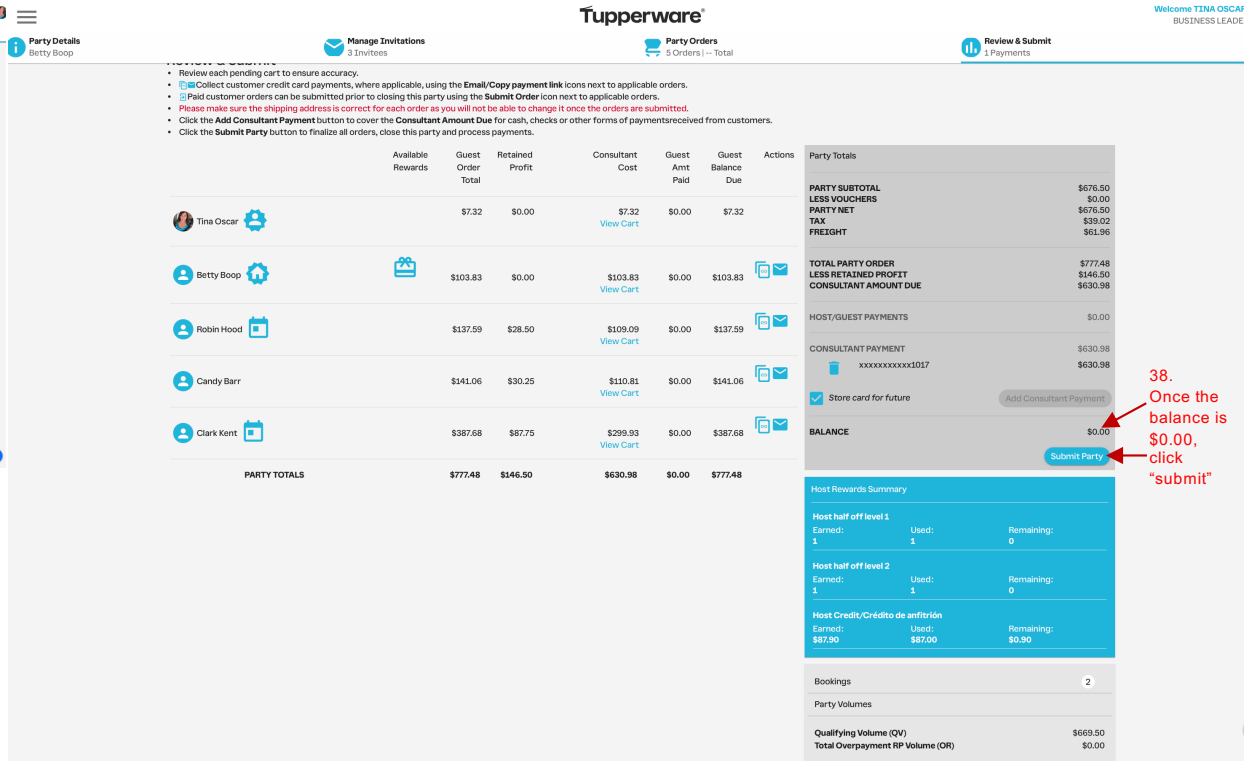
35. Click on checkout and send payment link if host is paying by card.



36. This party isn't ready to submit because the customers haven't paid using the link. However, if they paid by cash, check, Venmo or other payment form, you may submit by adding consultant payment.



37. This party is ready to submit because there is no guest balance.



38. Once the balance is $0.00, click "submit"