

HOW TO ORDER SPRUCE MARKETING MATERIALS



- 1 LOG INTO YOUR COMMUNITY'S **GET-SPRUCE PORTAL**
- 2 VISIT THE **ORDER MARKETING MATERIALS** TAB
- 3 LOG INTO **SWAG PRO**



If it is your first time accessing this page, follow the **SWAG PRO** prompts to confirm your email & create a password

- 4 SELECT **ITEMS/QTY** & INPUT **SHIPPING DETAILS**
- 5 CLICK "**SUBMIT ORDER**" TO FINALIZE YOUR PURCHASE

REMINDERS:

- ◇ Orders through Swag Pro are **free**, so please re-stock as needed
- ◇ Orders typically take 1-2 weeks to arrive to its destination
- ◇ Digital marketing materials are available in the **Spruce Playbook** by navigating to the **Marketing Tools** tab