



## INSTRUCTIONS TO REDEEM DISTRICT CREDIT



To inquire how much District Credit your club has earned, email [credits@d101tm.org](mailto:credits@d101tm.org) and indicate your club name with your inquiry.

### INSTRUCTIONS TO REDEEM DISTRICT 101 CREDIT:

Below are in instructions to redeem (**before May 31, 2020**)

If you would like to redeem your credits for admission to the **Fall Fusion Event**, here is how you do it:

1. Have the member [register online](#), no later than Oct 10<sup>th</sup> (do not pay online – select Pay Onsite).
2. Only a Club Officer should Email [credits@d101tm.org](mailto:credits@d101tm.org) with the name of the member(s) who will benefit from the credit, no later than Oct 10th.

If you would like to redeem your credits for admission to the **Annual District Conference**, here is how you do it:

1. Have the member [register online](#), no later than May 1<sup>st</sup> (do not pay online – select Pay Onsite).
2. Only a Club Officer should Email [credits@d101tm.org](mailto:credits@d101tm.org) with the name of the member who will benefit from the credit and which session(s) the member will be attending, no later than May 1st.

In both the above cases – admission to the Fall Fusion or to the Annual District Conference, please remember:

1. Always CC your Club President and your Club Treasurer in the emails sent to [credits@d101tm.org](mailto:credits@d101tm.org)
2. You cannot split a District Credit between a District Event admission and a Store order.
3. The Total should not be more than the total amount of district credit available to your club, but should use up as much of the award as possible, since any remaining amount of that award will be forfeited.






If you would like to redeem your credits at the [Toastmasters store](#), refer to Pages 2-4.



If you would like to redeem your credits at the [Toastmasters store](#), here is how you do it:

1. Select your item(s) from the Toastmasters store. Go to shopping cart, where it lists the items. Continue to secure checkout to select the shipping method (you must include tax and shipping).

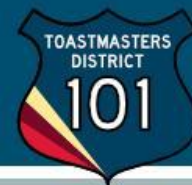
### Your Order

	<b>Giving Effective Feedback</b> Item #: 317	<del>\$12.50</del> \$6.25	<b>Quantity:</b> 1	\$6.25
<a href="#">Remove</a>				
	<b>Motivating People</b> Item #: 319	<del>\$12.50</del> \$6.25	<b>Quantity:</b> 1	\$6.25
<a href="#">Remove</a>				
	<b>High Performance Leadership</b> Item #: 262	\$14.00	<b>Quantity:</b> 1	\$14.00
<a href="#">Remove</a>				
	<b>Stylus Pen</b> Item #: 6868	<del>\$2.00</del> \$1.25	<b>Quantity:</b> 5	\$6.25
<a href="#">Remove</a>				
	<b>Best Speaker Ribbon (set of 10)</b> Item #: 393BS	\$5.00	<b>Quantity:</b> 1	\$5.00
<a href="#">Remove</a>				






2. On the order summary screen that includes the taxes and shipping, click Edit at the top:

<b>Order Summary</b>	<a href="#">Edit</a>
<b>Cart Items (9)</b>	▲
<b>Giving Effective Feedback</b>	<b>\$6.25</b>
Quantity: 1	
<b>Motivating People</b>	<b>\$6.25</b>
Quantity: 1	
<b>High Performance Leadership</b>	<b>\$14.00</b>
Quantity: 1	
<b>Stylus Pen</b>	<b>\$1.25</b>
Quantity: 5	
<b>Best Speaker Ribbon (set of 10)</b>	<b>\$5.00</b>
Quantity: 1	
<hr/>	
Subtotal	\$37.75
Shipping	\$8.75
Tax	\$3.40
<b>Total</b>	<b>\$49.90</b>



3. The summary should now contain not only taxes and shipping, but the item numbers as well:

Your Order				Cart Summary	
	A Toastmaster Wears Many Hats Item #: 1167D <a href="#">Remove</a>	<del>\$2.00</del> \$1.00	Quantity: 10	\$10.00	<b>Subtotal:</b> \$28.83  <a href="#">Secure Checkout</a> <a href="#">Continue Shopping</a> <small>Important notice to members outside of the United States.</small>
	The Ice Breaker Ribbon (Set of 10) Item #: 393IB <a href="#">Remove</a>	<del>\$7.00</del> \$5.00	Quantity: 1	\$5.00	
	Club Officer Training Certificate Item #: 521B <a href="#">Remove</a>	\$0.60	Quantity: 7	\$4.20	
				<a href="#">Remove All</a>	
<b>Promo Code</b> <input type="text"/> <a href="#">Apply</a>					
Subtotal \$19.20					
Estimated Shipping \$7.85					
Estimated Tax \$1.78					
<b>Order Total \$28.83</b>					

- The Order Total should not be more than the total amount of district credit available to your club, but should use up as much of the award as possible, since any remaining amount of that award will be forfeited.  
**PRO TIP:** Consider buying gift certificates with remaining funds, as those do not expire.
- Email this screen shot along with the club name, a name and address where the item(s) should be shipped, and the recipient's phone number to [credits@d101tm.org](mailto:credits@d101tm.org) and CC the club President and Treasurer.
- Do not place the order online. The District will be placing the order on your behalf.

**Note:** Incomplete information on your order will result in delays, as it will be sent back to your club for correction. Please check the following:

- Your store order tabulates close to or reaches the full credit earned.
- The tax and shipping are included in the total.
- We cannot carry a balance for clubs, nor can we add additional funds (even by a few cents).
- You may combine different District Credits earned this Toastmasters year for a single order.
- The club President and Treasurer need to be copied on the email redeeming credit.
- You cannot split a District Credit between a District Event admission and a store order.
- You cannot use another method of payment with your order (i.e. District Credit and Gift Certificates or District Credit and Cash)

All orders must be **received by May 31, 2020**. After that, your club forfeits the money, as credits cannot be carried over to next year. If you have further questions on redeeming your credits, please email [credits@d101tm.org](mailto:credits@d101tm.org).