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How to set up a “Design your own Package”

In order to set up a package on a package plan, you need to prepare a few pre-requisite settings. Step by step instructions are indicated below, but the basic premise is that you have to upload and configure some “Sheets” and then associate them to a package plan. Then add the package to the package plan indicating how many sheets you want the customer to be promoted to select.

- 1) Prepare a JPG or PNG that is vertical 183x275 pixels.
- 2) In prepaysystems.com/admin, go to the [sheets section](#) and click New Sheet.
- 3) Give the sheet a name, such as 8 wallets, enter an appropriate package code, and upload the image prepared in step 1.

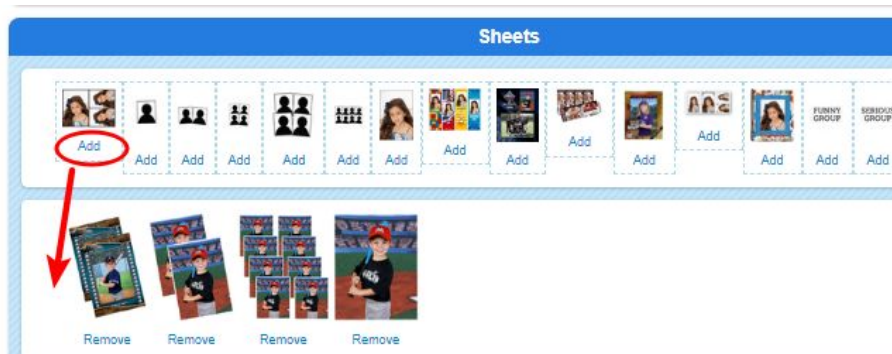
Name

Code

Image (512KB Max) 8w.jpg

Optimal Image Size is 183 x 275 pixels.

- 4) If you do not already have it created, go to the [packages section](#) create a package with relevant graphics, and Create your Own Description.
- 5) Go to the [package plan](#) section and find the package plan you are working on. Select the Manage icon.
- 6) It is important to first associate the appropriate sheet choices with this package plan BEFORE you start attaching the packages. To do this, scroll down to the sheets section of the package plan, and click the Add link below the sheet(s) you want to make available.





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- 7) Then scroll back up to the packages section, and when attaching a package, a sheets field will also appear. Put the number of choices you want to allow for this package in that field.

A screenshot of a web form titled "Package Plan Packages - Attach New". The form includes several input fields and checkboxes. The "Package" dropdown is set to "Design your own package (4 Sheets) (D)". Below it is a small icon of four people. The "Level" dropdown is set to "Basic". The "Display Image?" checkbox is checked. The "Limit Per Order" field is empty, with a note below it: "0 will allow for an unlimited quantity. setting this will override the top level item preference". The "Notify on Purchase?" checkbox is unchecked. The "Sheet Count" field contains the number "4" and is circled in red. The "Discount" dropdown is set to "None". The "FINAL PRICE" is displayed as "\$48.00". At the bottom, there is a "Coupons" section with a dropdown set to "Please select" and a "Bundled Addons Also?" checkbox. An "Attach" button is located at the bottom of the form.

- 8) Now, when a customer adds this package to a cart, it will prompt them during the checkout process to select the appropriate sheets.