

# INSTRUCTIONS

## HOW TO SHIP USING SHIP STICKS

### REGISTER / CREATE ACCOUNTS

Go to [www.shipsticks.com](http://www.shipsticks.com) and click on **Login** located at the top right of the homepage.

If you have not created an account, click on **Create Account** and follow the setup instructions.

To process a ship, click on the **SHIP NOW** icon:

### STEP 1: LOCATIONS

1. Fill in the required information for the origination and the destination. If it is a golf facility the information will automatically populate when you begin typing course name in the **Course** field.
2. If the point of origin is not from a golf facility select **Another Location**. (you can create ship for traveling member/guest to/from anywhere and email them the label)

[Click Next](#)

### STEP 2: TEE TIME

1. Origination Pick up - Select the date you would like the bag to depart.
2. Arrival Destination - Select the date you would like the bag to arrive.
  - a. Ready By - Indicates to the logistics provider when the bag will be ready.
  - b. Pickup by - Indicates to the logistics provider the last available time for pickup.
3. Bag Size - Standard is up to 47 lbs - if the traveler has an oversized golf / travel bag select - **Staff/XL** from the dropdown menu.
4. Insurance - Use the slider to adjust the amount of insurance you would like to ad.

[Click Next](#)

### STEP 3: GOLFER

1. Golfer Information - Enter Traveler's Name, Email, and Phone Number
2. Payment Options - Select options to bill your club account, club credit card on file or one time credit card charge.

[Click Finish](#)

**PRINT SHIPPING LABEL** - Affix securely to the ship sticks box or your travel bag.

Help using Ship Sticks : Contact (855) 867-9915 call anytime! Or email [info@shipsticks.com](mailto:info@shipsticks.com)

### IMPORTANT FACTS :

- . Ship Sticks automatically has \$1,000 worth of baseline insurance -10x standard coverage.
- . No need to schedule a pickup - the website does that for you
- . Using a shipsticks box can eliminate all overages.
- . We suggest printing two labels, leaving one inside the box or travel bag.
- . Manage your box inventory and let us know when you need more - they are on their way
- . An additional layer of packing tape on the affixed label is recommended.
- . Commissions paid quarterly

