

The toolkit is an online resource for creating your own marketing material to promote your community and its activities. You can also order IET produced promotional literature covering membership, professional development, the sectors, publishing e.g. magazines, books, journals and IET branded gifts to use at events.


Getting started

The toolkit can be accessed via the following link: www.coreprint.net/aspire

You can request access by contacting your Local Network Manager or your Community Manager. They will then send you your login details.

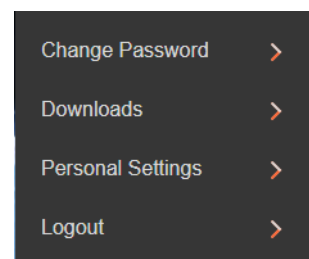
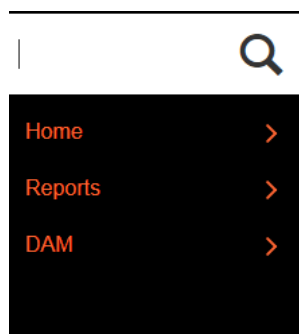
Navigating the toolkit

- **Home** – navigate through the categories of items, view and order products
- **Reports** – view your order history
- **DAM** – the image library (used when creating marketing materials)

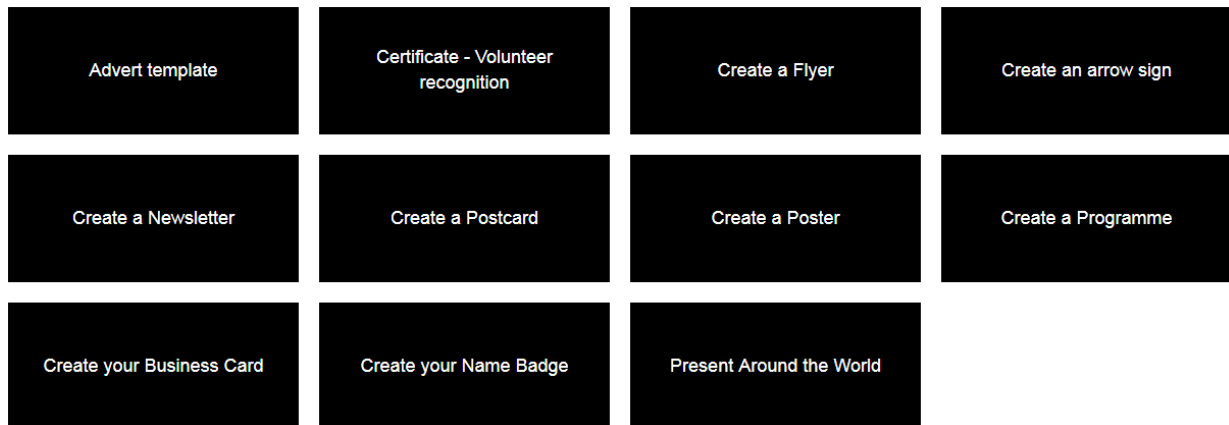
- **Recently Ordered** – view your recent orders
- **Favourites** – to speed up the ordering process, frequently ordered items can be stored here by clicking the ‘Add to Favourites’ heart next to the item: 
- **Recently Saved** – items that you are currently creating will be saved here

- **Change Password**
- **Downloads** – your created items will be stored here to download for 7 days
- **Personal Settings** – change your name and email address
- **Logout**

- **Basket** – view items you are currently ordering
- **Search for products** – you can search for products from the home page by entering keywords



Create marketing materials



- Choose which item you would like to create (the basic process is the same for each)
- You will be presented with size and orientation variations for posters, flyers and programme booklets. Choose the one that is best suited to your requirements
- Click **'Order'** and **'Create New'**
- Complete the fields on the right hand side:

Layout

Circles

Network Name

Your local network name

Image (Large)

Add Image

Image (Small)

Add Image

Title Heading

Title heading title

Title Colour

Blue

Speaker & Tour

Field for option of Speaker & Tour details
Field for option of Speaker & Tour details

Copy

B I U x₂ x²

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Contact Name:

Mr John Smith

Date:

Monday 5 January 2012

Time:

00:00pm

Venue:

Any Venue, Any Street, Anytown, Anyshire ANY123Any Venue, Any Street, J

Registration

Generate Your QR Code

Logo 1

Add Image

Logo 2

Add Image

Logo 3

Add Image

- Insert pictures and supporting logos:
 - Click the image symbol in the image fields – this will open the image library
 - Use the themed folders on the left to find an image, or upload your own image
 - Open the image and click **'Select This File'** – this will insert the image as a best fit
 - If the best fit result isn't satisfactory then you can **'Crop'** the image manually, **'Save'** it as a unique file name and select it.
- The display buttons above the preview will change the screen layout so the editable fields appear either to the right of the preview, or below it.
- The Adobe symbol will show you a PDF preview of your poster, flyer etc.
- The **'Refresh'** button will update the preview



- When you are happy click **'Save'** and give your document a unique name
- You will then be able to **'Order'** your item.

Downloading your created items

To download a print ready PDF version of your created item you must take it through the order process:

- Find the item via the **'Recently Saved'** link on the Homepage.
- Click the **'Order'** button for that item
- Enter your **'Network name'** (Quantity field is irrelevant here)
- Click **'Add to Basket'** button
- **'Proceed to Checkout'** (or 'Continue Shopping' if you have more items to order)
- Complete the fields, select the **'Use when creating PDF'** option from the **'Delivery Address'** drop down list and **'Checkout'**.

Your Details

Network name <input type="text"/>	Email address <input type="text"/>	Contact Telephone <input type="text"/>
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Delivery Address

Please Select ▼

[+ New Address](#)



Comments

Comments

[Checkout >](#)

- The next screen will be your order confirmation where there is a **'Download'** link
- Clicking on this link will provide you with a PDF version of the template you ordered
- Your link will be in the **'Downloads'** area for 7 days. You can get to this section from the top navigation bar.

Order No. 5891

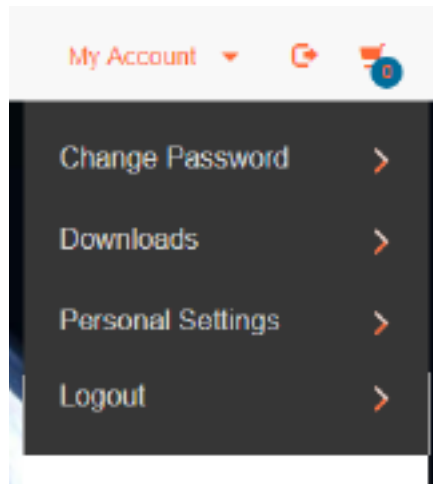
Product	Deliver To	Network name	Quantity	Download
 A4 Poster Template - Portrait Aaron test		IET Staff	1	 Download

Delivery Address

Aaron Thiele
PDF
Michael Faraday House
Stevenage
SG1 2AY
United Kingdom

Invoice Address

Accounts Department
N/A
N/A
N/A
N/A
United Kingdom



Order existing materials and promotional items

Your Categories

Literature for IET products and services

Materials and literature for volunteers

Promotional items and giveaways

- Decide what you need to order for your event (literature, promotional items, branded giveaways etc.)
- There are sub-categories to help you find what is relevant to your audience
- Click '**Order**' on an item for a full description and a preview image of the product
- If the item is relevant then click '**Continue**'
- Enter your '**Network name**', the '**Quantity**' you want, then '**Add to Basket**'
- '**Continue Shopping**' or '**Proceed to Checkout**'
- When you proceed to checkout you will need to complete all fields before checking out.

Any items that you order which have a cost attached will be charged to your LN budget. Please make sure you have the Treasurer's permission before ordering.

Please contact your Local Network Manager or Community Manager should you need further help.

If you have any suggestions to improve this guide [please tell us](#).