



Closing a Show Step-by-Step with FAQs

Closing a Show-Customer-Hosted Shows

1. From the left-side menu, click Shows and then select SHOWS.
2. From the SHOW DETAILS column, click VIEW for the Show you would like to work with.
3. Click NEW HOST ORDER.
4. Your HOST will be pre-selected. Click START ORDER.
5. Choose CLICK HERE TO ADD AND EDIT HOST REWARDS.
6. Click SELECT REWARD for each selection outlined below to select ALL applicable rewards.
 - a. First, choose the L'BRI Host Product Credit, enter QTY of 1, and click SAVE CHANGES.
 - b. Second, choose the Half-Price Reward. Enter QTY of 1 for any half-priced product your Host chooses.
 - c. Third, choose the Host Monthly Gift or choose the \$40 L'BRI Product Credit, enter QTY of 1, and click SAVE CHANGES.
7. If the order contains retail items such as a SET or is \$75 or more, click on CLICK HERE TO REVIEW AVAILABLE PROMOTIONS.
8. Click CONTINUE to the message advising that your order should be complete before proceeding to the promotions screen.
9. Choose all the applicable promotions; when complete, click on SAVE PROMOTIONS.
10. Enter payment information by clicking PAY WITH CREDIT CARD.
11. When you enter all the payment information, click on PROCESS PAYMENT.
12. From the Show menu, click HOME to return to the Show Home Screen.
13. From the top menu bar, click on CLOSE SHOW.
14. Read the Closing Statement to ensure you have completed all the action items for your Show.
15. Click I'M READY TO CLOSE MY SHOW.
16. Click CLOSE SHOW AND PROCESS ORDERS.
17. You should see CONGRATULATIONS! as your final screen; if you do not see this, your Show is still open.

Closing a Show-Self-Hosted Shows

1. From the left-side menu, click Shows and then select SHOWS.
2. From the SHOW DETAILS column, click VIEW for the Show you would like to work with.
3. Click NEW HOST ORDER.
4. Your HOST will be pre-selected. Click START ORDER.
5. Choose CLICK HERE TO ADD AND EDIT HOST REWARDS.
6. Click SELECT REWARD for each selection outlined below to select ALL applicable rewards.
 - a) First, choose the L'BRI Host Product Credit, enter QTY of 1, and click SAVE CHANGES.
 - b) Second, choose the Host Monthly Gift or choose the \$40 L'BRI Product Credit, enter QTY of 1, and click SAVE CHANGES.
7. If the order contains retail items such as a SET or is \$75 or more, click on CLICK HERE TO REVIEW AVAILABLE PROMOTIONS.
8. Click CONTINUE to the message advising that your order should be complete before proceeding to the promotions screen.

9. Choose all the applicable promotions; when complete, click on SAVE PROMOTIONS.
10. Enter payment information by clicking PAY WITH CREDIT CARD.
11. When you enter all the payment information, click on PROCESS PAYMENT.
12. From the Show menu, click HOME to return to the Show Home Screen.
13. From the top menu bar, click on CLOSE SHOW.
14. Read the Closing Statement to ensure you have completed all the action items for your Show.
15. Click I'M READY TO CLOSE MY SHOW.
16. Click CLOSE SHOW AND PROCESS ORDERS.
17. You should see CONGRATULATIONS! as your final screen; if you do not see this, your Show is still open.

FAQs

When do L'BRI Host Product credits expire?	<i>L'BRI Host Product credits are valid for a period of one year (365 days) from the date they are awarded. For example, credits with an expiration date of August 1 must be used prior to 11:59 pm ET on August 1. Expired credits may not be redeemed, and no substitutions are available.</i>
Why don't I see the option to "click here to add and edit host rewards"?	<i>A reward was selected on a previous order. You will need to go back to the original order and complete adding the host rewards.</i>
Why is the Monthly Host Gift not saving to my host order?	<i>If your host order was created in a previous month, any promotions after that date will not save. Delete any rewards already selected, void the order, and then create a new host order.</i>
Will the Show be able to close with an open return order attached?	<i>Outstanding Show return orders must be received and processed by Home Office before an open Show can be closed.</i>
If a customer returns a product prior to closing a Show, will the total of that order be deducted from the Show sales?	<i>Show orders returned prior to the close of the Show are deducted from the sales total used to calculate Show rewards.</i>
Why are the Basic, Intense, and Anti-Aging Sets unavailable as half-price host items?	<i>Our skincare sets already include built-in savings, a complimentary promotional bag, and the option to purchase a discounted serum. Because of these added perks, they aren't eligible as half-price host items.</i>
Why do hosts have to pay for their Host Rewards Shopping Spree?	<i>L'BRI's Host Reward Program offers generous product credits at a deeply discounted price. For example, hosts can get \$200 in products for just \$30. This credit gives hosts the freedom to choose the products they love—including sets and monthly specials—and is valid for one year. Host Rewards are earned when \$300+ in party sales qualify the host for L'BRI Product Credit</i>

Do I need to pay shipping and handling on my host order?	<i>When selecting your Monthly Host Gift, shipping and handling fees apply. However, if you choose only the \$40 product credit or place an order of \$75 or more, you'll receive free shipping.</i>
When will the host rewards be awarded for the Show?	<i>For Qualified Shows, Host Rewards that were claimed will be awarded when the Show is closed.</i>
How does my customer redeem their Host product credit when shopping?	<i>From Quick Links or from the left-side menu, click Business, then choose Customer Management. Find your customer's account and click NEW to open their shopping cart. Shop as usual, and at checkout, click APPLY or select ONLY USE A PORTION OF THIS CREDIT to use part of the credit.</i>
When will the Booking Bonus be awarded on my Customer-Hosted Show?	<i>The Booking Bonus will be applied to the host's account one business day after the Show closes.</i>
What date does L'BRI use for Booking Rewards?	<i>Booking Rewards are based on the close date. To qualify, the customer-hosted party must close within 45 days of the original customer-hosted party's close date</i>
Self-Hosted FAQs	
Do I receive all the same Host Rewards my customers would receive?	<p>No, the following rewards you can claim are:</p> <ul style="list-style-type: none"> • HOST PRODUCT CREDIT: Host a qualified Party with \$300+ in sales to earn L'BRI Product Credit. Ex: \$100 Product Credit for \$20 • FREE MONTHLY HOST GIFT: Earn our featured gift of the month, or choose a \$40 L'BRI Product Credit, when your party includes \$300 + in sales AND (3) or more new buying customers.
How do I shop with the Host Product Credits?	<i>From Quick Links, choose Customer Management, or from the left-side menu, click Business, then choose Customer Management. Find your customer account and click NEW. This will take you into your customer's shopping cart; from here, it will be a normal shopping experience. You would select your items, and at checkout, click APPLY or select ONLY USE A PORTION OF THIS CREDIT to use a portion of the credit.</i>
Can I use the host product credits I earned to purchase business supplies?	<i>No, Host Product Credits are only available on your Customer account and can only be used for retail products.</i>

If you have a question that isn't listed in our Business Center FAQs, please contact our L'BRI home office support@lbri.com or 262-363-9674.