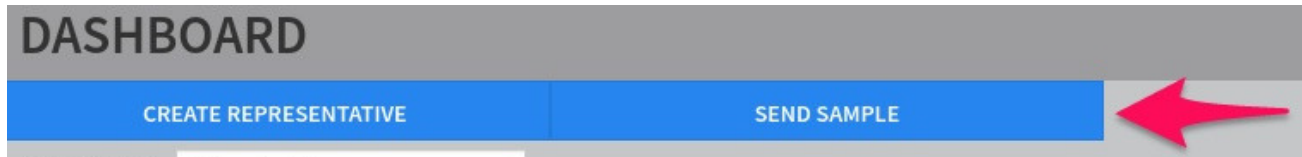


How to Send a Sample

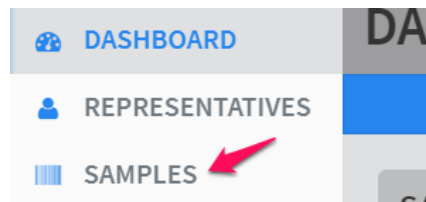
Step 1: Log into your Shelfit account at dashboard.shelfit.com.

Step 2: You can begin requesting a sample by clicking in one of two places.

- **Option 1:** Click on **Send Sample** in the middle tab of the home screen.



- **Option 2:** Click on **Samples** on the left side of the screen.



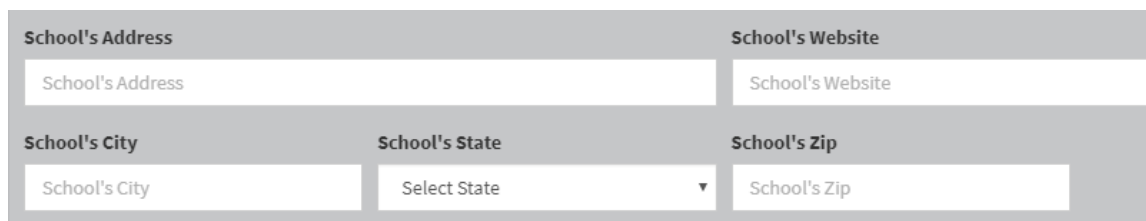
Step 3: Enter your lead's school name, full name and email address.

- If the school's name doesn't come up when you enter it, click on the box next to the **Can't find school** box.



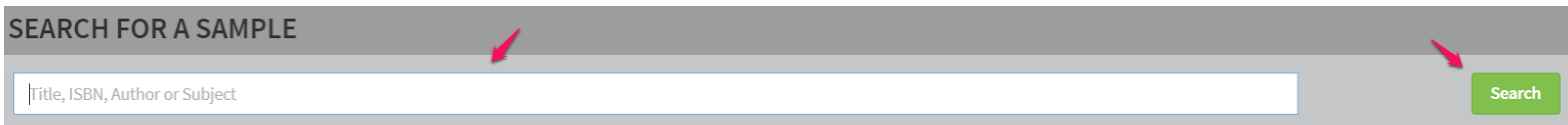
A screenshot of the 'LEAD'S INFORMATION' form. It has three input fields: 'School Name', 'Full Name', and 'Email'. A checkbox labeled 'Can't find school' is located between the 'School Name' and 'Full Name' fields. Red arrows point to the 'School Name', 'Full Name', and 'Email' fields.

- If you click on the box next to **Can't find school**, this window will appear. Enter the school's information here.

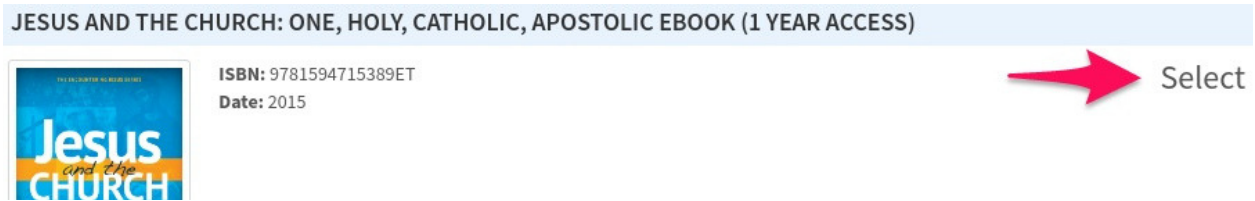


A screenshot of a modal form for entering school information. It contains six input fields: 'School's Address', 'School's Website', 'School's City', 'School's State' (a dropdown menu), and 'School's Zip'.

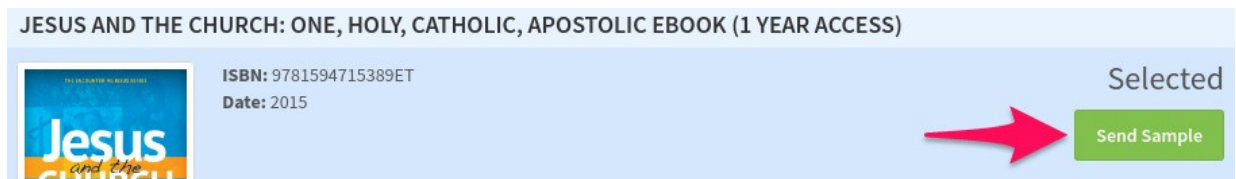
Step 4: In the **Search for a Book** field, enter the title, ISBN, author or subject, and click the green **Search** button.



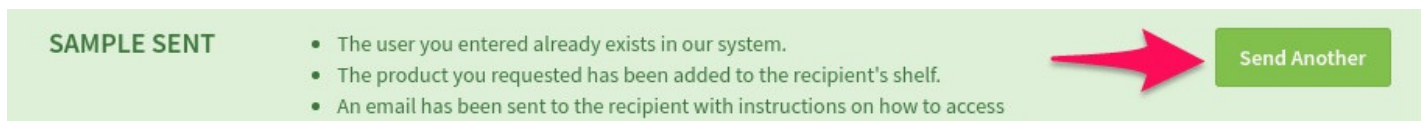
Step 5: Click **Select** to the right of the book you're looking for.



Step 6: Click the green **Send Sample** button.



Step 7: Scroll up on your screen to see the notification that your sample has been sent. Click the green **Send Another** button if you'd like to request another sample.



Step 8: An email will be sent to the school contact with access instructions.