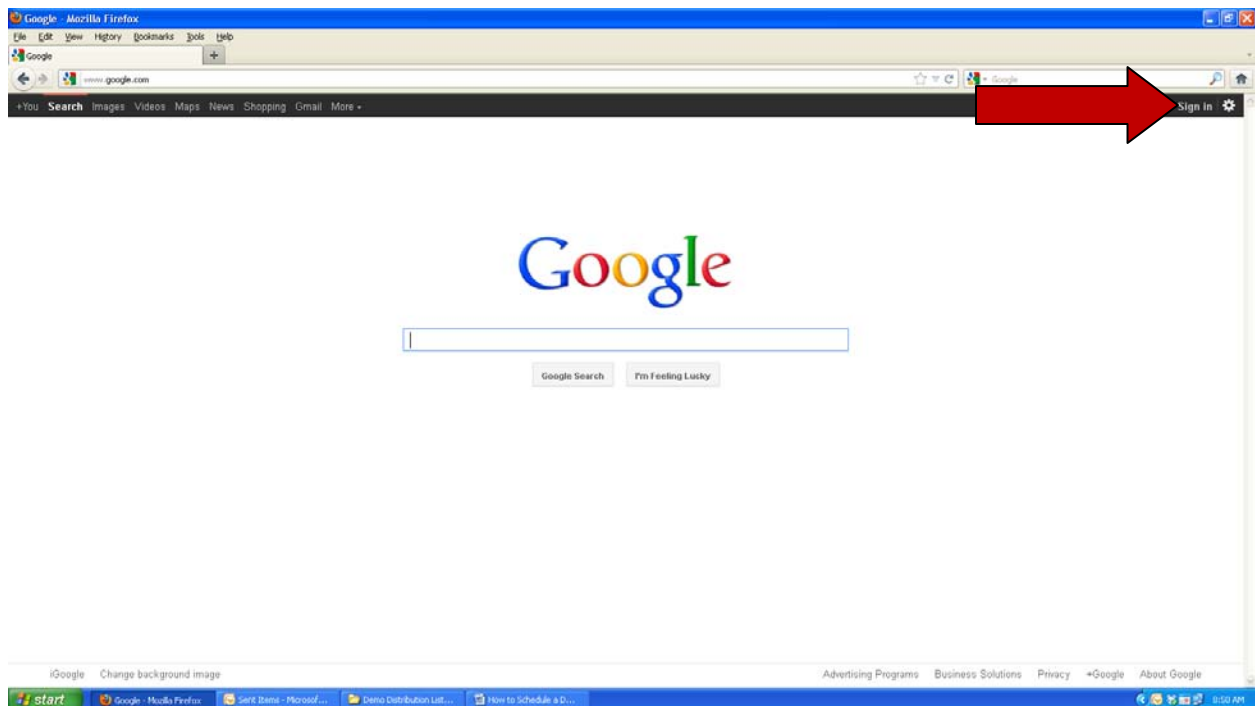




Scheduling a Demo at Valley Natural Foods

Questions? **Contact the Education and Promotions Coordinator at education@valleynaturalfoods.com.**

1. Go to <http://www.google.com> and click on "Sign in" on the far right-hand corner of the screen.

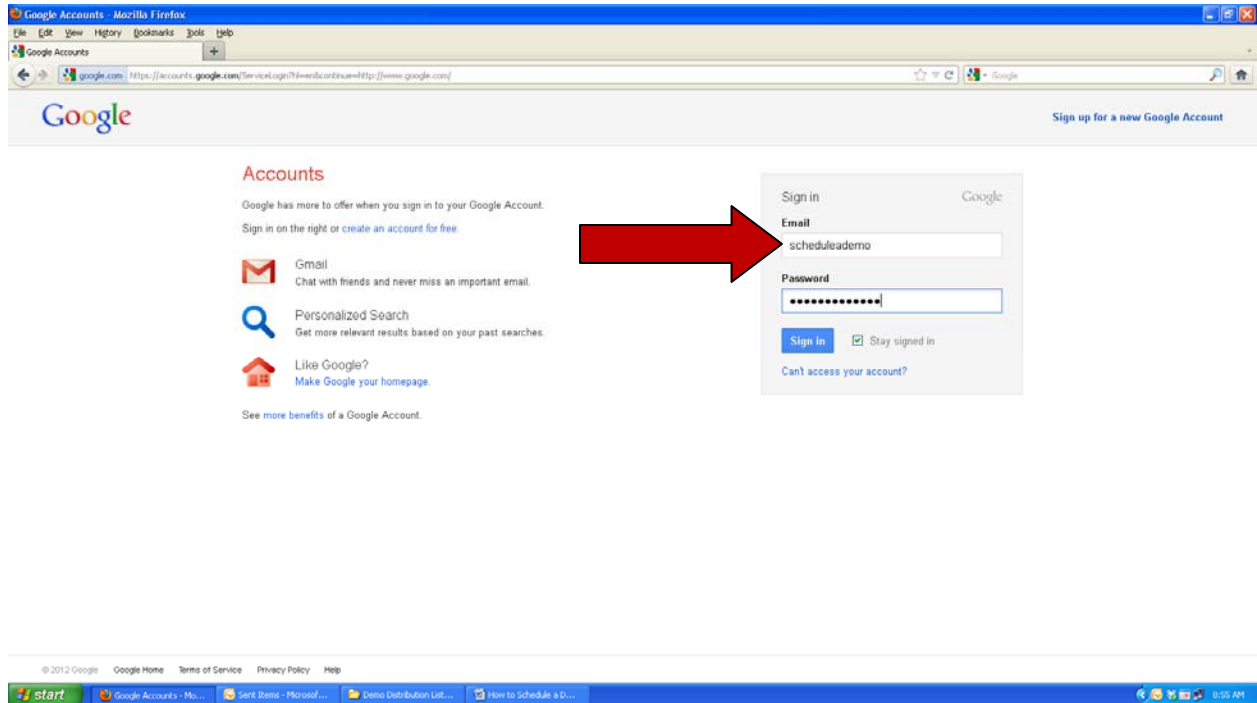




2. Sign in using this username and password.

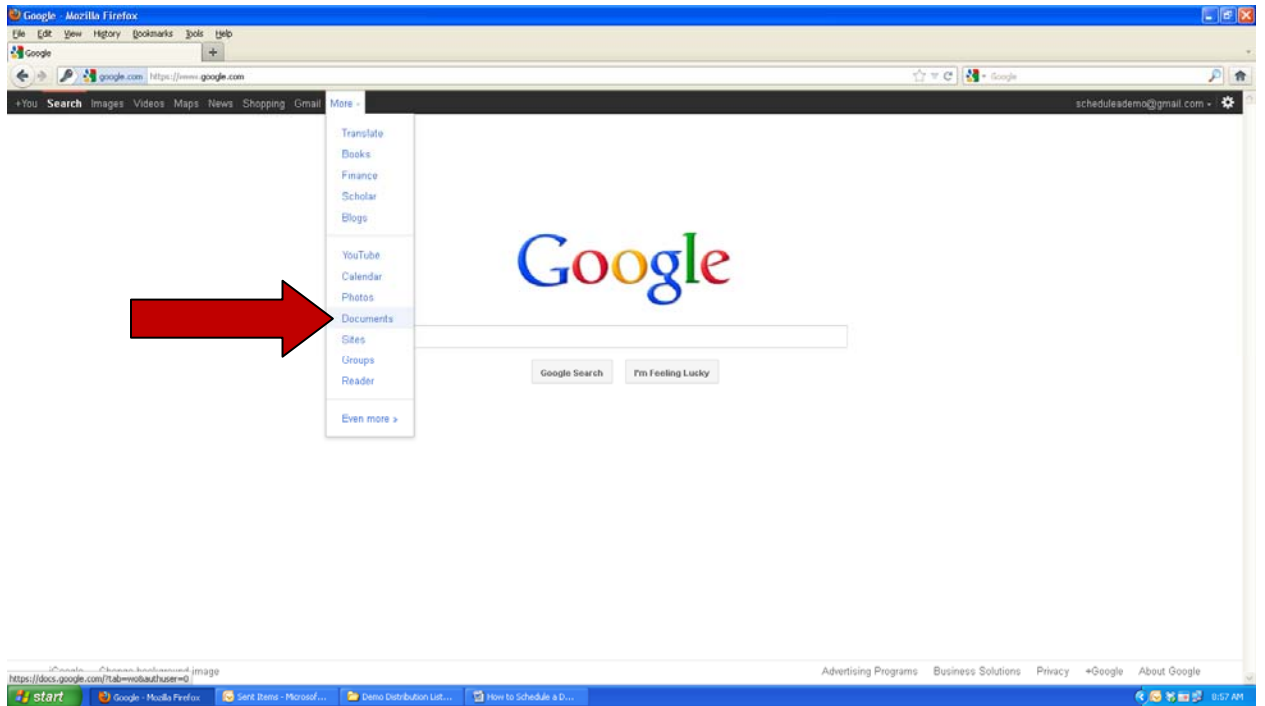
Username: scheduleademo **Password:** valleynatural

***Please note:** You must sign out of any personal gmail account before you sign in to this account.



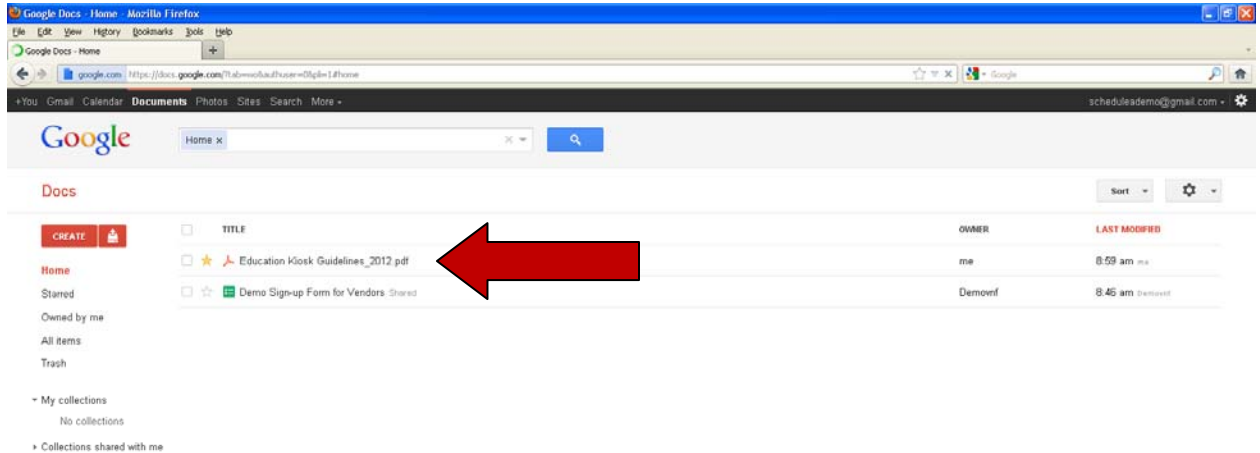


3. Go to the "More" menu on the left hand side of the screen and mouse down to "Documents" and click on it.

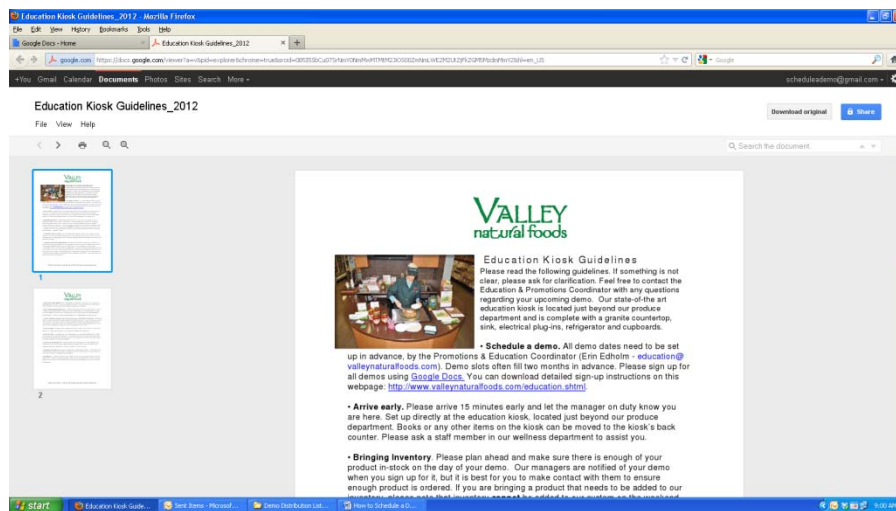




4. Click on the only PDF document listed when you sign in, entitled " Education Kiosk Guidelines_2012". Please make sure you review our guidelines before you sign up for a demo.

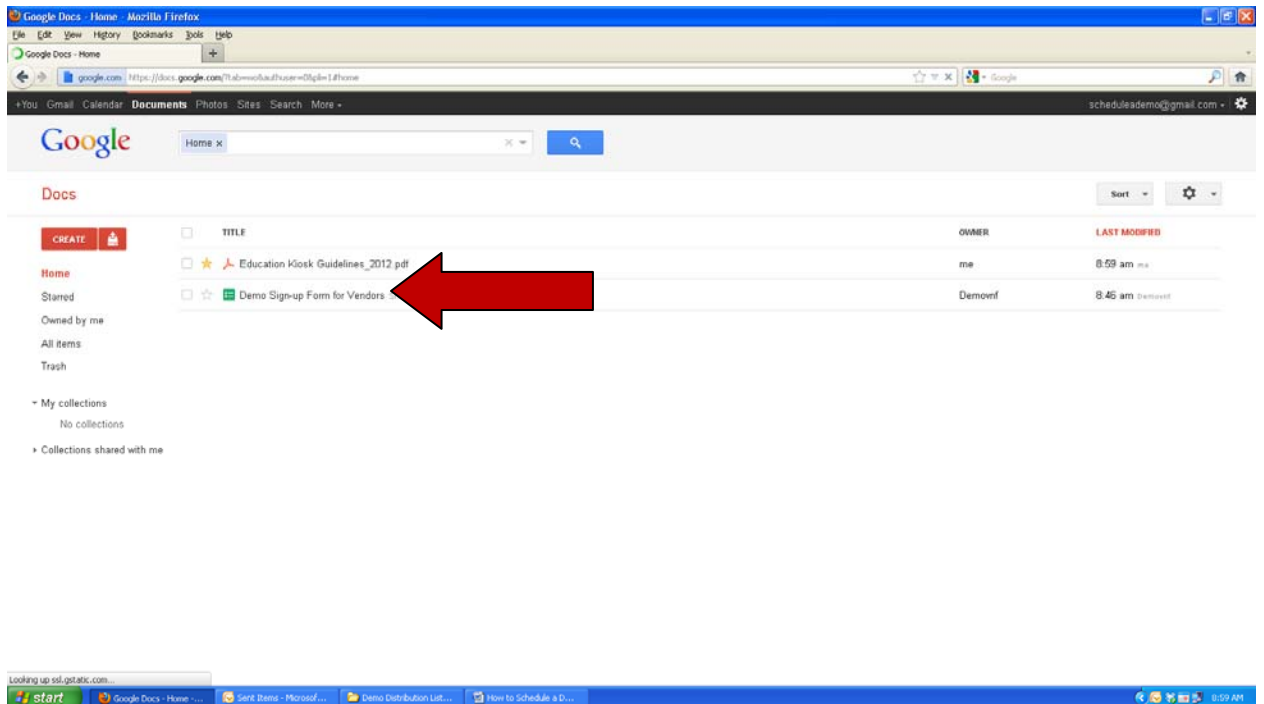


Understanding and following these guidelines are critical to having a successful demo at Valley Natural Foods.





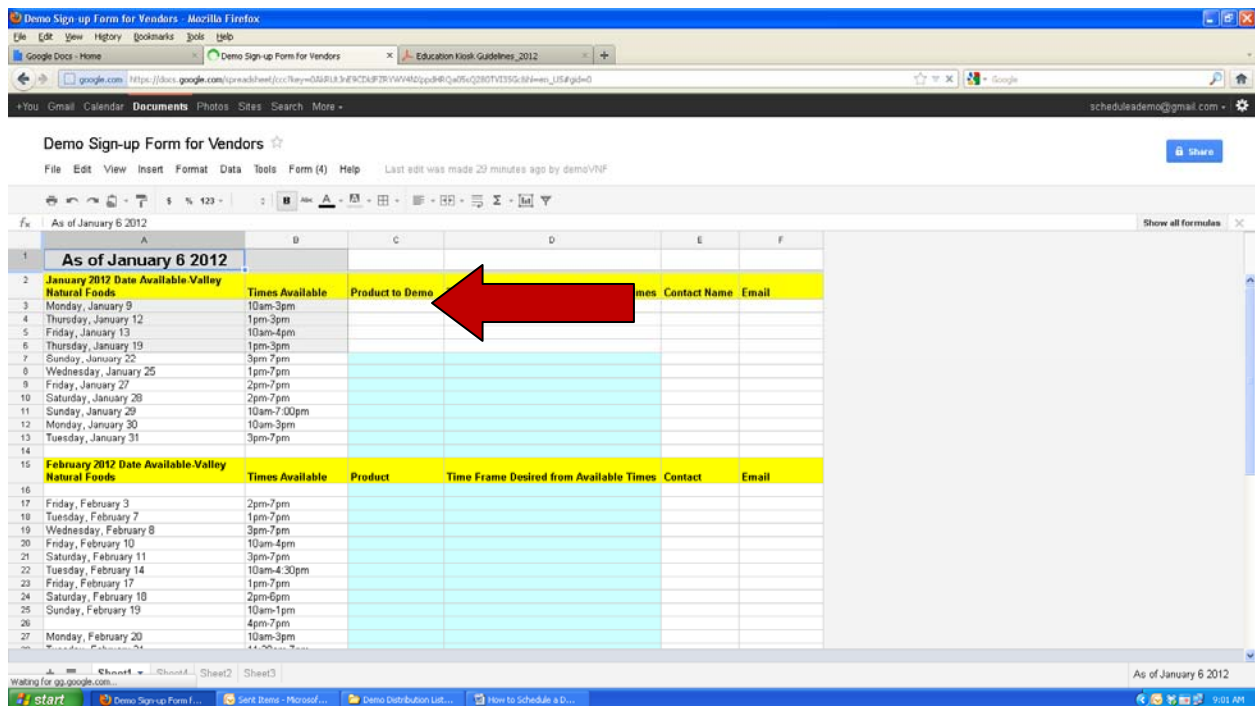
5. To schedule a demo, click on the only other document listed when you sign in, entitled " Demo Sign-up Form for Vendors".





6. Clicking on this will open an online Excel Spreadsheet. Scroll down and look through the calendar dates available for demos. Calendar dates available are updated weekly by the Education Coordinator and are current as of the date listed at the top of the document. You will see columns named "Times Available", "Product", "Time Frame Desired from Available Times," "Contact Name" and "Email". Please type (as you would in Excel) in each field asking for information. Choose any 3 to 6 hour period from the times listed that are available. Common demo times are 10 a.m. - 2 p.m., 10 a.m. -3 p.m., 11 a.m.-2 p.m., 11 a.m. - 3 p.m., 2-5 p.m., 3-6 p.m., or 4-7 p.m.

*Please note that you do not need to push anything to save the information you enter; it saves automatically within seconds of entering it.



7. The Education & Promotions Coordinator will email you to confirm the demo time you signed up for. Please note that the demo is not confirmed until you have received confirmation from the Education and Promotions Coordinator. Once confirmation is made, your dates will be added to the actual demo calendar and taken off the spreadsheet so others cannot sign up for these dates.

Great Job! You have successfully signed up for a demo at Valley Natural Foods!