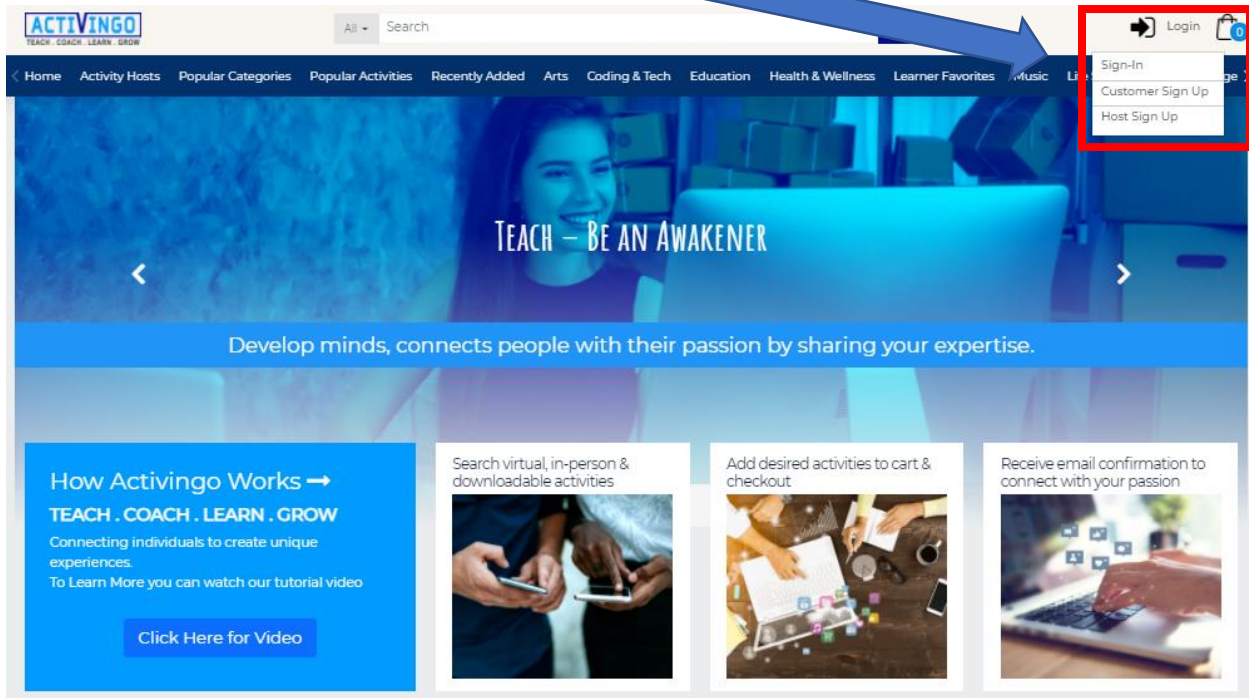


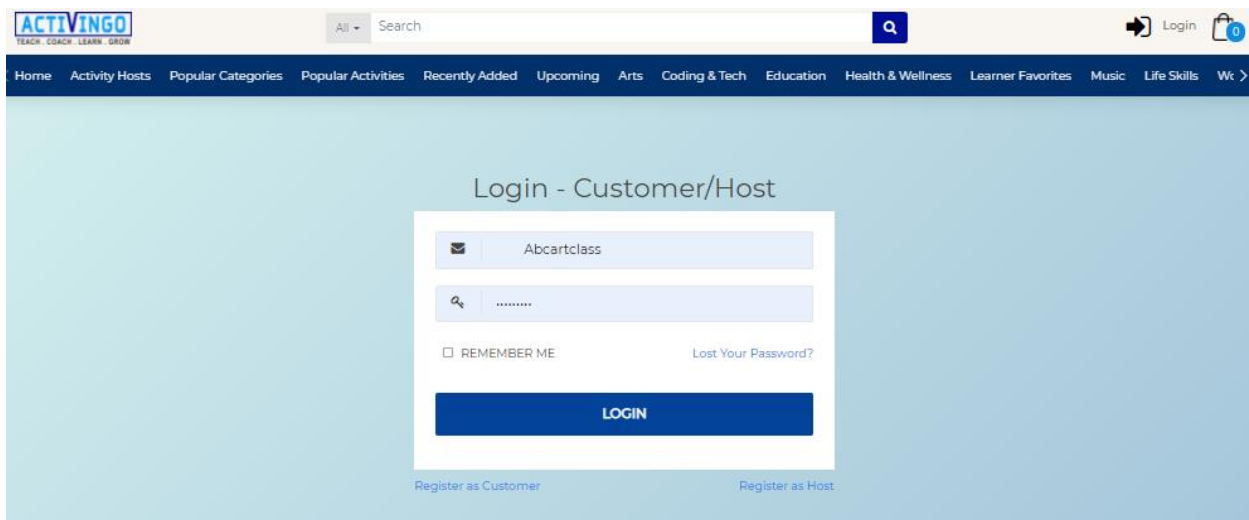
Getting in Touch with a Customer on Activingo

Step1: Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.



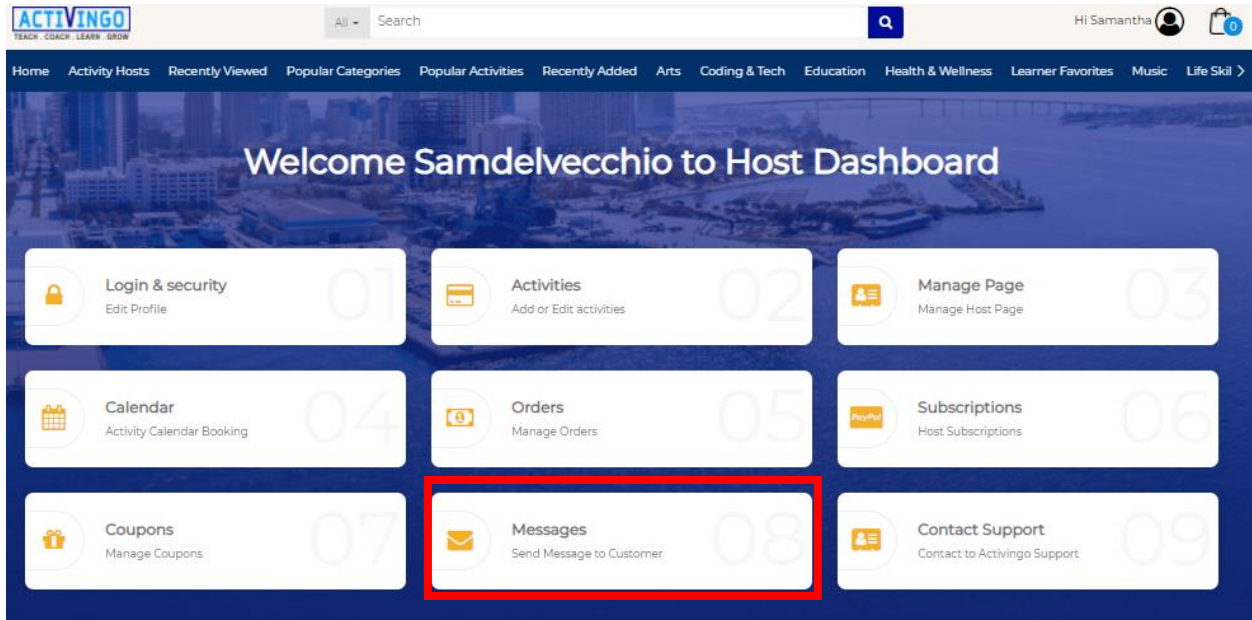
The screenshot shows the Activingo homepage. At the top right, a 'Login' button is highlighted with a red box. A dropdown menu is open, showing three options: 'Sign-In', 'Customer Sign Up', and 'Host Sign Up'. A blue arrow points from the 'Sign-In' option towards the center of the page. The main banner features a woman smiling at a computer with the text 'TEACH - BE AN AWAKENER' and 'Develop minds, connects people with their passion by sharing your expertise.' Below the banner are three promotional cards: 'How Activingo Works', 'Search virtual, in-person & downloadable activities', and 'Add desired activities to cart & checkout'.

Step 2: Login by putting in your username/email address and password

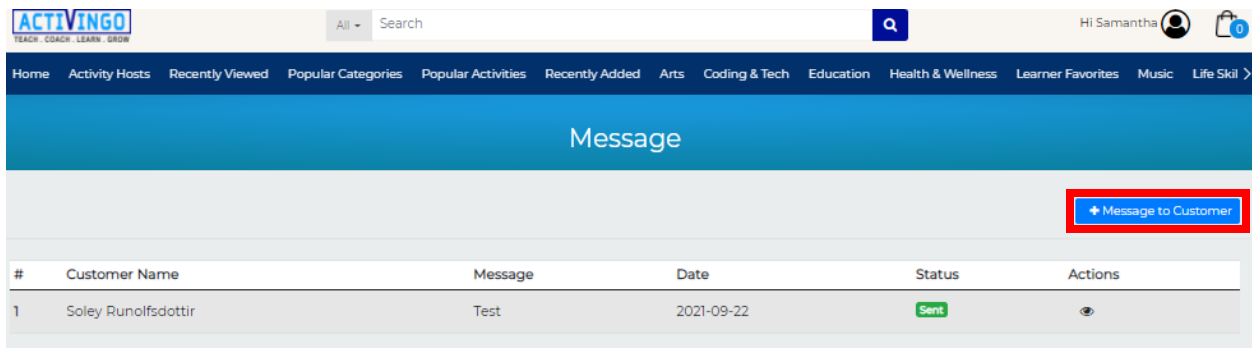


The screenshot shows the Activingo login page. The title is 'Login - Customer/Host'. There are two input fields: the first contains the email 'Abcartclass' and the second contains a masked password '.....'. Below the fields are a 'REMEMBER ME' checkbox and a 'Lost Your Password?' link. A large blue 'LOGIN' button is centered below the form. At the bottom, there are two links: 'Register as Customer' and 'Register as Host'.

Step 3: You can access anyone of the 9 modules available to you. To contact a customer who have purchased an Activity from you. Click on “Messages”



Step 4: Once you are in Messages module, click on “Message to Customer”



Step 5: Clicking on “Message to Customer” will open a dialogue box, you can select customer name by clicking on “Select Customer” (Note: Customers who have purchased your activity will show up when you click “Select Customer”) and then type your message in the message box. Once finished hit “Send Message”

