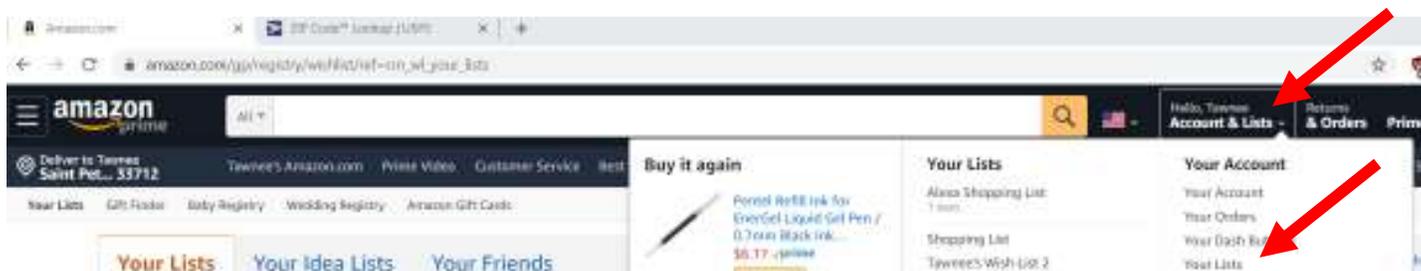




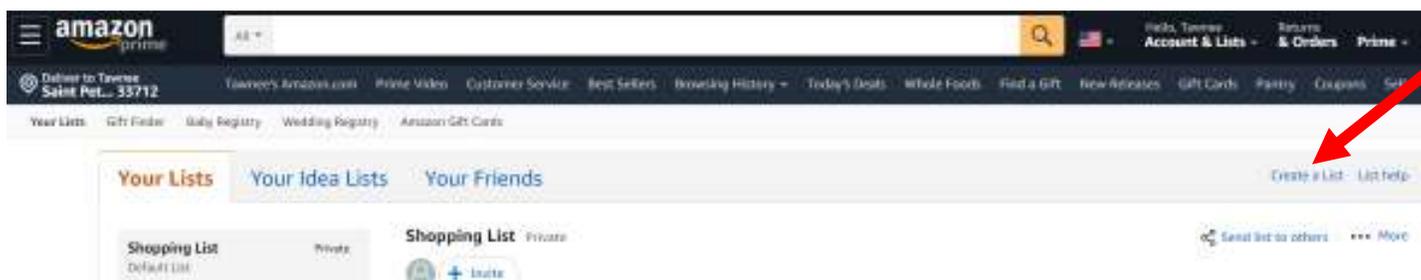
How to Create an Amazon Wish List for your GAL Child's Holiday Wish List

This guide assumes you have an existing Amazon account and you have some familiarity with Amazon. This is a step by step guide. This process takes approximately 5 minutes/child, if you know exactly what your child wants/needs.

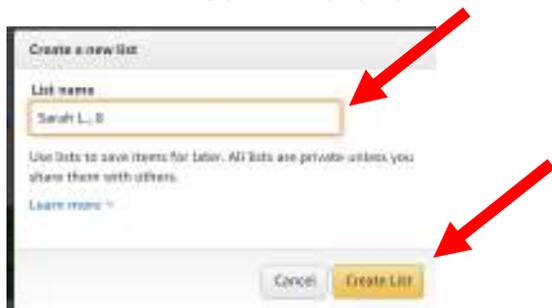
1. In order to start your wish list, you will log in to your Amazon account and then choose Your Lists from the Accounts and Lists dropdown menu below your name.



2. Once you have clicked on Your Lists, you will be brought to a page that looks like this picture below. Click on Create a List:



3. This will bring you to a pop up box that looks like this:



Enter in the first name and last initial of your child followed by a comma and the child's age, ie. Sarah L., 8.

Then click on Create List.

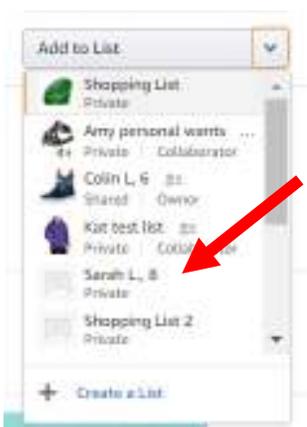
4. You now will see the list in the Your Lists Section of Amazon:



5. Search for your first item in the search bar. Sarah loves shoes and slippers so I'm going to add a pair of slippers to her wish list. I searched for slippers girls size 5 and decided on these cute ones (if you are lucky, you're kiddo will have told you exactly what they would like but we know sometimes GALS just have to pick things based upon what they know about the child.) Here is what I've decided should go on Sarah's wish list. If it is an item that requires a size, don't forget to check the appropriate size. I will click on Add to List.



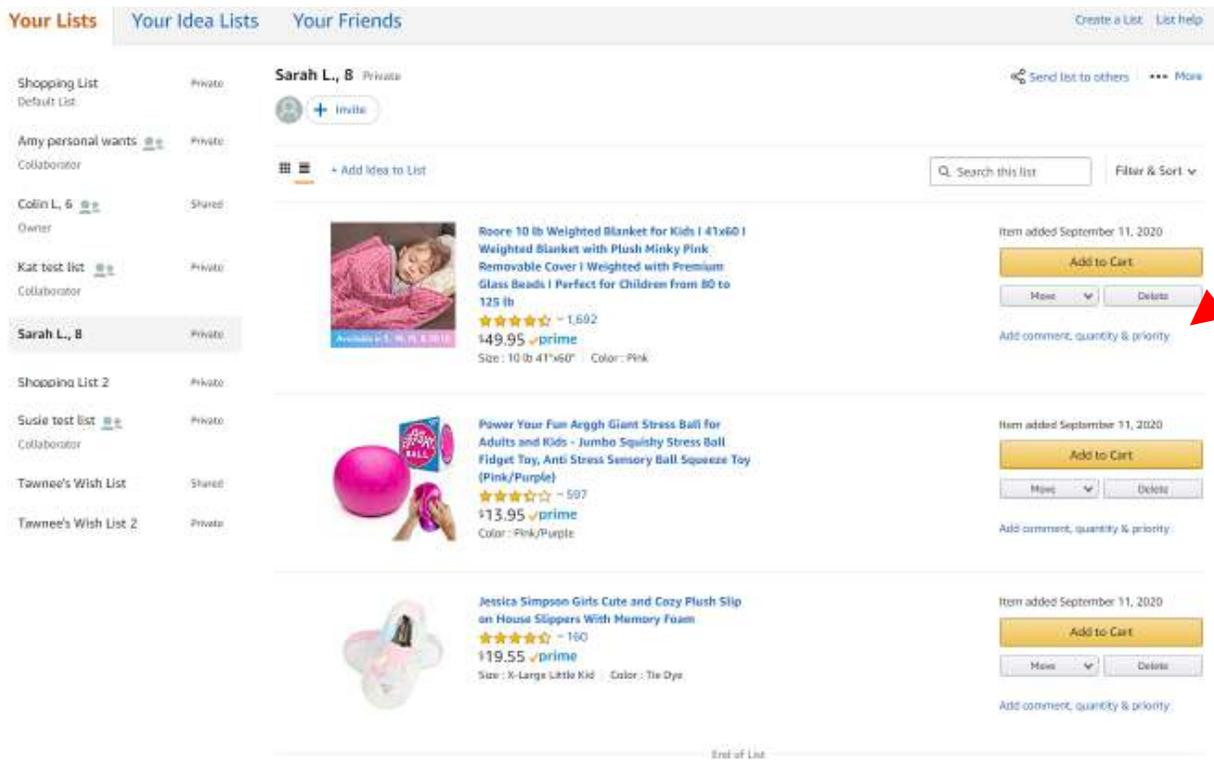
I will choose Sarah L., 8 from the Drop Down List to add to her List. Please note since this is a dropdown of your list, you could see a variety of lists here, so make sure to choose the correct one.



Once you have added that item, you will get a popup box that shows you that it has been added to the list. Confirm it was added to the correct list and then click on Continue Shopping to do the same thing for the next two items.



6. Once you have chosen all three items, click on View Your List and it will bring it up for you. You can prioritize items to make sure if there is something the child REALLY wants that the donor sees that and/or add a comment that the donor will be able to see.



Double check that there are only 3 items on the list and that all 3 items do not total more than \$100. Also, if they are an outside seller and the shipping cost is prohibitive a donor might not choose that item so keep that in mind as well. If they are more than \$100 or have exorbitant shipping costs, please choose different items.

7. Click on More up at the top right hand of the list and choose Manage List



8. Choose the following features and then click Save Changes when you are done.

Manage list

People who access your list will see your recipient name.

List name: Sarah L., 8

Privacy: Shared

Manage list with Alexa

Alexa can add items to your list.

Alexa can add items and read your list.

Don't manage this list through Alexa

Accessing your list will not be possible through your Alexa devices. Alexa may still send you notifications about deals for items on your list, unless you disable notifications. [Notification preferences.](#)

Privacy: SHARED

Manage list with Alexa: Your preference.

People who access your list will see your recipient name.

List is for: An organization

Recipient: Tawnee Walling

Email: lsmforthechild@galf6.org

Website: www.herotoachild.org

Description: For Sarah L., 8 Holiday Gift

Shipping Address: Tawnee Walling, 2822 54TH AVE S 194, SAINT ...

Third party shipping agreement

Yes, let Amazon.com share my wish list shipping address with third-party merchants to ship purchases from this wish list.

Keep purchased items on your list.

Don't spoil my surprises.

Default List

Delete list

Cancel Save Changes

Here are the answers to put in for the remaining fields:

List is for: An Organization

Recipient: GAL's (YOUR) Name (this is to whom it will be shipped).

Email: GAL's (YOUR) email

Website: GALFTB's website: www.herotoachild.org

Description: First Name, Last Initial, Age, Holiday Gifts, ie.

Sarah L., 8 Holiday Gifts

Shipping Address: GAL's address

Click on Share if you have included an item from a third party seller – if you don't click this there will be no way for the donor to get the gift to you as your address is not made public.

Leave all other items unchecked.

Click on Save Changes.

You will then be brought back to your list. Click on Invite

Your Lists

Your Idea Lists

Your Friends

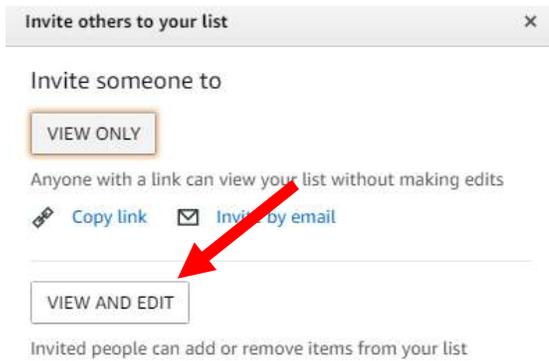
Shopping List: Private Sarah L., 8 Shared

Default List: "For Sarah L., 8 Holiday Gift"

Amy personal wants Collaborator: Private

Invite

Click on the VIEW AND EDIT Button and then Copy Link. Paste that link into the child's Holiday Nomination Form where it asks for it.



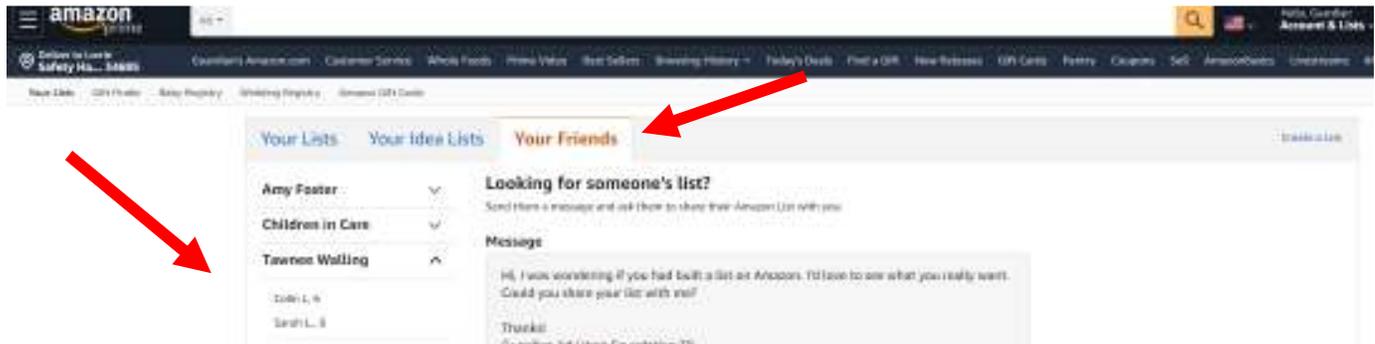
We can then click on that and we will be able to see your list(s), on our account under Your Friends and can share that link to holiday donors as well.

You are now done with the list. Please feel free to check it from time to time to see if the child has been chosen and items have been purchased. When an item has been purchased it will be removed from your list.

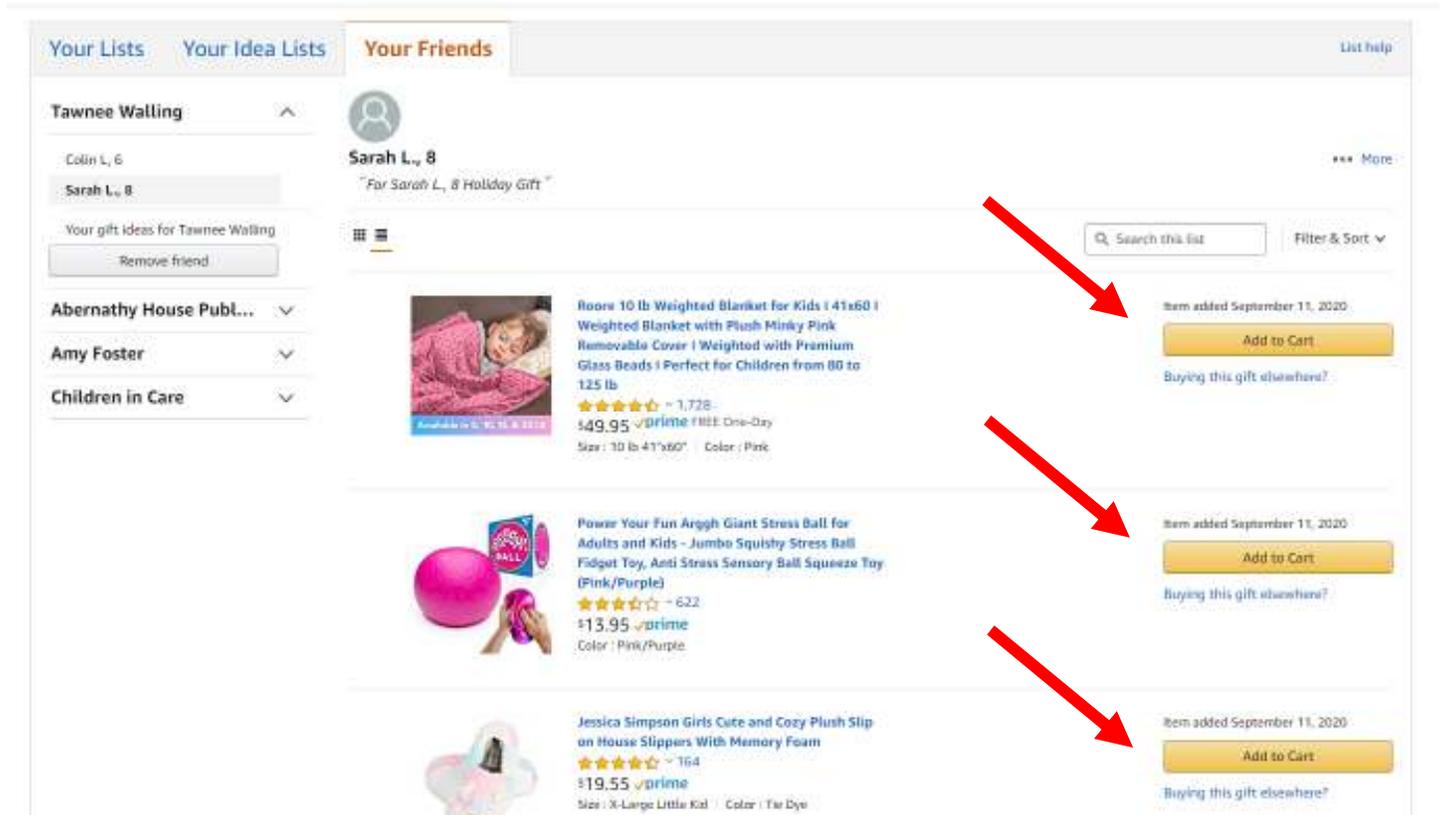
If you want to see what happens on the donors side, keep reading....

Here is what a donor will see when they go to purchase items:

This is a screenshot of our (Guardian ad Litem Foundation of Tampa Bay's) Amazon Account. You can see that the lists that I have created are now located under Your Friends because I opened the link while in the Guardian ad Litem Foundation of Tampa Bay account. Once we send the link to a donor, it will also show up in the donor's account under "Your Friends" as well.

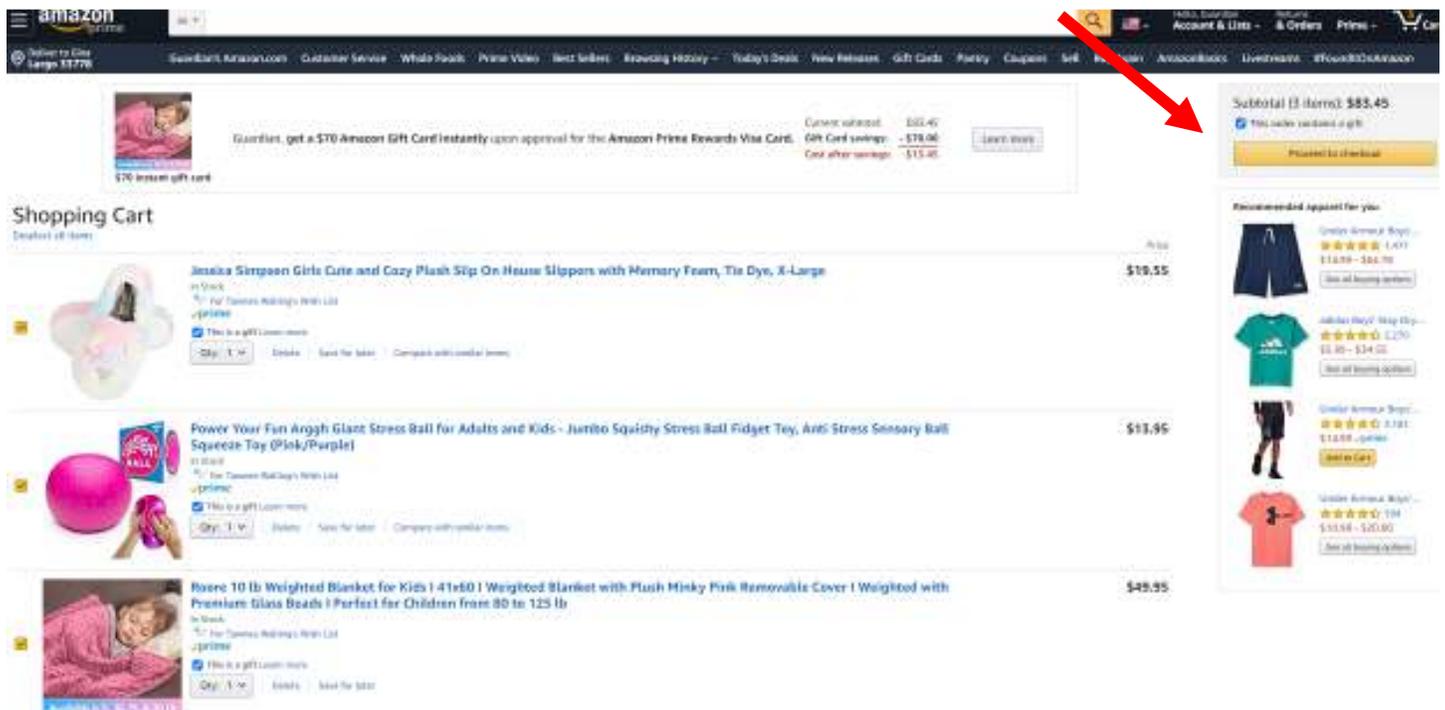


The donor can click on the child for whom they would like to purchase gifts. In this case, it is Sarah L., 8. Here is what they will see:



The donor can see all three items and the purchase price for each and click on Add to Cart. We can not guarantee donors will purchase all three items, but we hope most will do so.

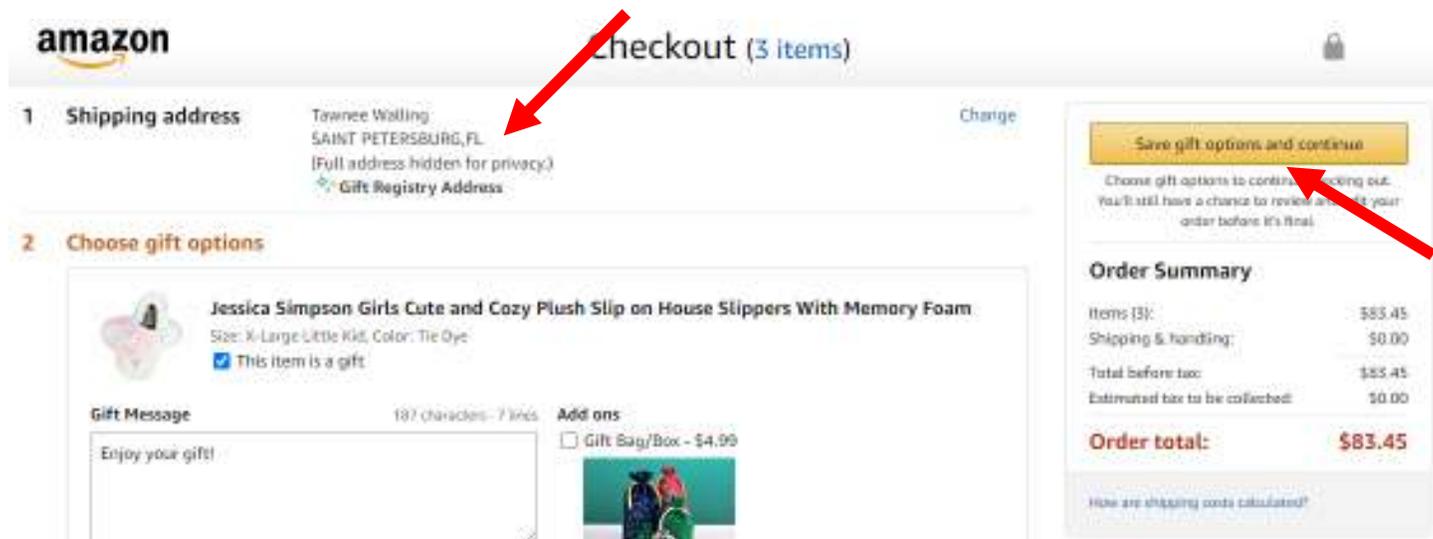
Once the donor has added them to their own cart, they can Proceed to Cart and purchase the items. Their screen will look like this with their subtotal on the right hand side. They will then click on Proceed to Checkout.



The donor will choose a shipping address. In our experience, each time we tested this the gift registry address fell below the line in the Other addresses section. Sometime is was the first item and sometimes it was the second. It always included the name of the Amazon Account Holder who put in the list (in this case it was Tawnee Walling) as well as "Gift Registry Address." The purchaser will then click Use This Address.



They will then see a list of the items and that the full address has been hidden for privacy.



They can add a message to you if they would like for each item, but it is not necessary. They will then click on Save gift options and continue.

They will then choose a payment option to complete the purchasing process, review the items and purchase.

A few things to note:

1. Once an item has been purchased it will be removed from your wish list.
2. You will not receive any notification that someone has purchased your item until it has been delivered.
3. Any Public lists that you have in your Amazon Account, will be able to be seen by donors, so please make all your personal lists private. You can do that by following the directions above in Step 8.
4. If you have any questions about this process, feel free to reach out to Tawnee at tawneew@galf6.org.