



urbAna

WEDDING REGISTRY

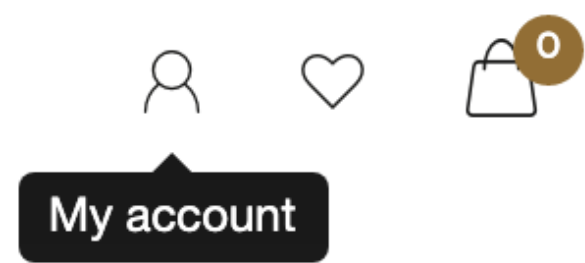
How to create your dream wedding registry with urbAna.

FOR ADDITIONAL QUESTIONS & SUPPORT | (602) 957-5066

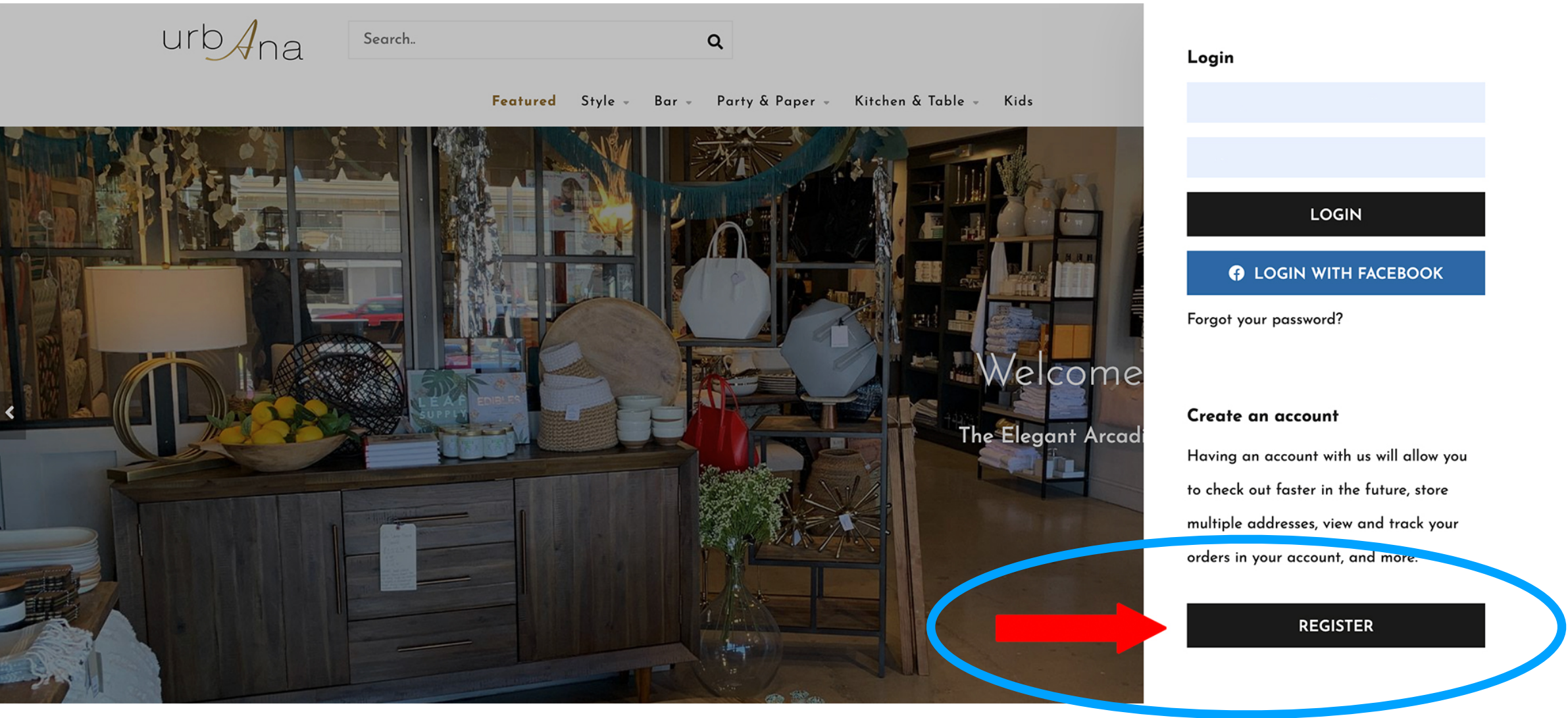
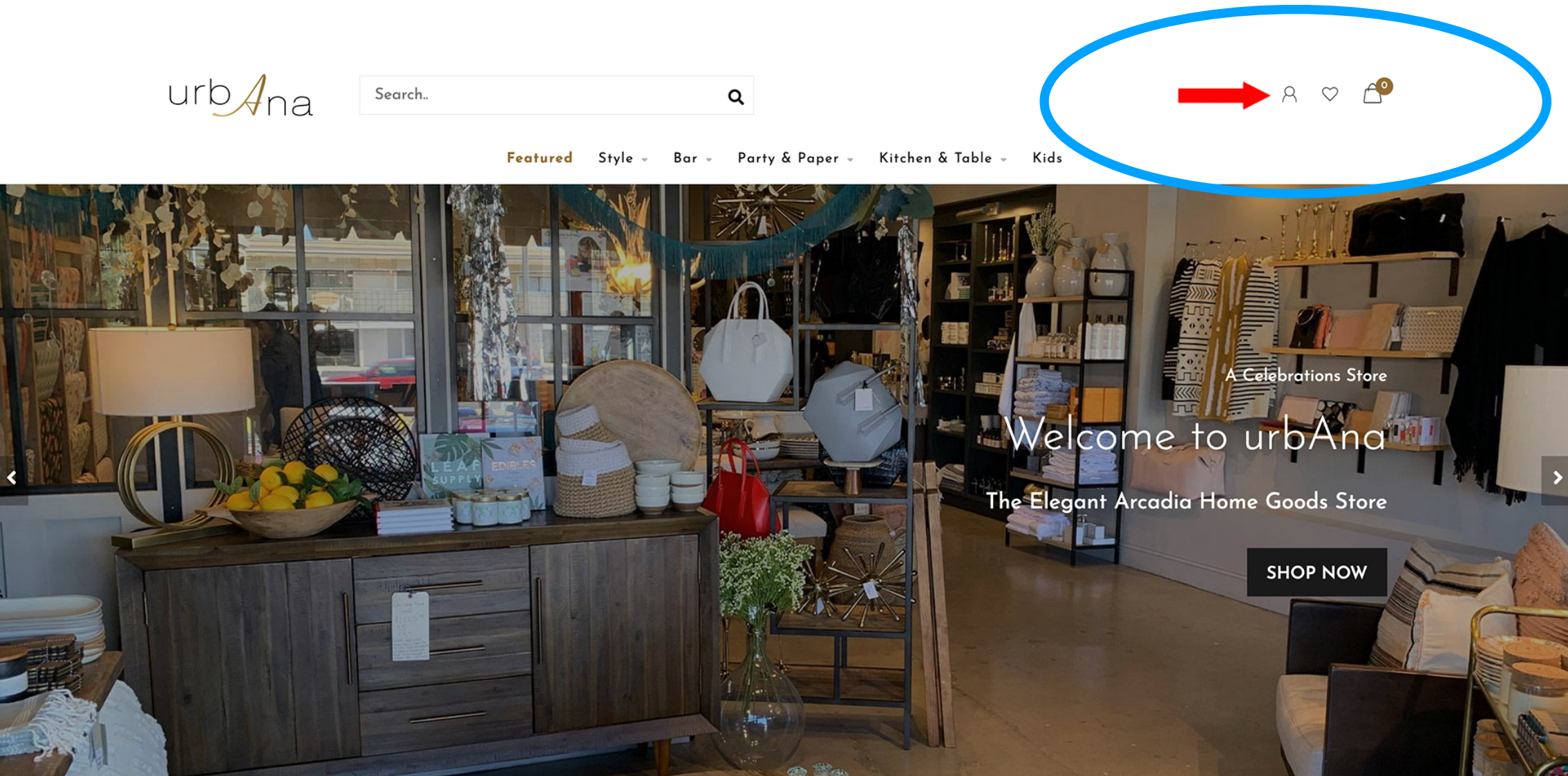
HOW TO SET UP A REGISTRY

STEP 1: CREATE AN ACCOUNT

1. Select the “My Account” Icon in the top right corner of the urbAna shop navigation menu.

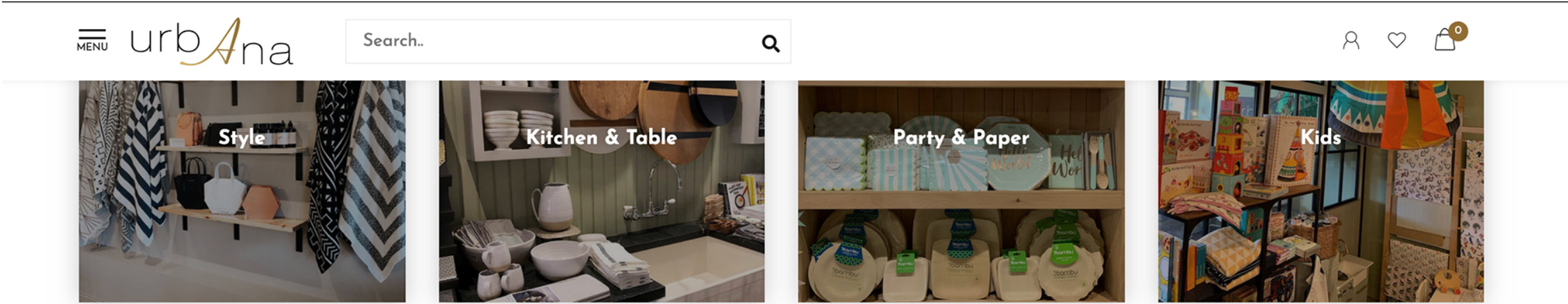


2. To create a new account, select the last button, “register” under the pop up registry menu.



STEP 2: GO TO THE GIFT REGISTRIES PAGE

1. Once you have successfully created an account, or “registered,” you can access the gift registries page by clicking on the link at the footer of the website.



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contactus@urbanashop.com

f @ p

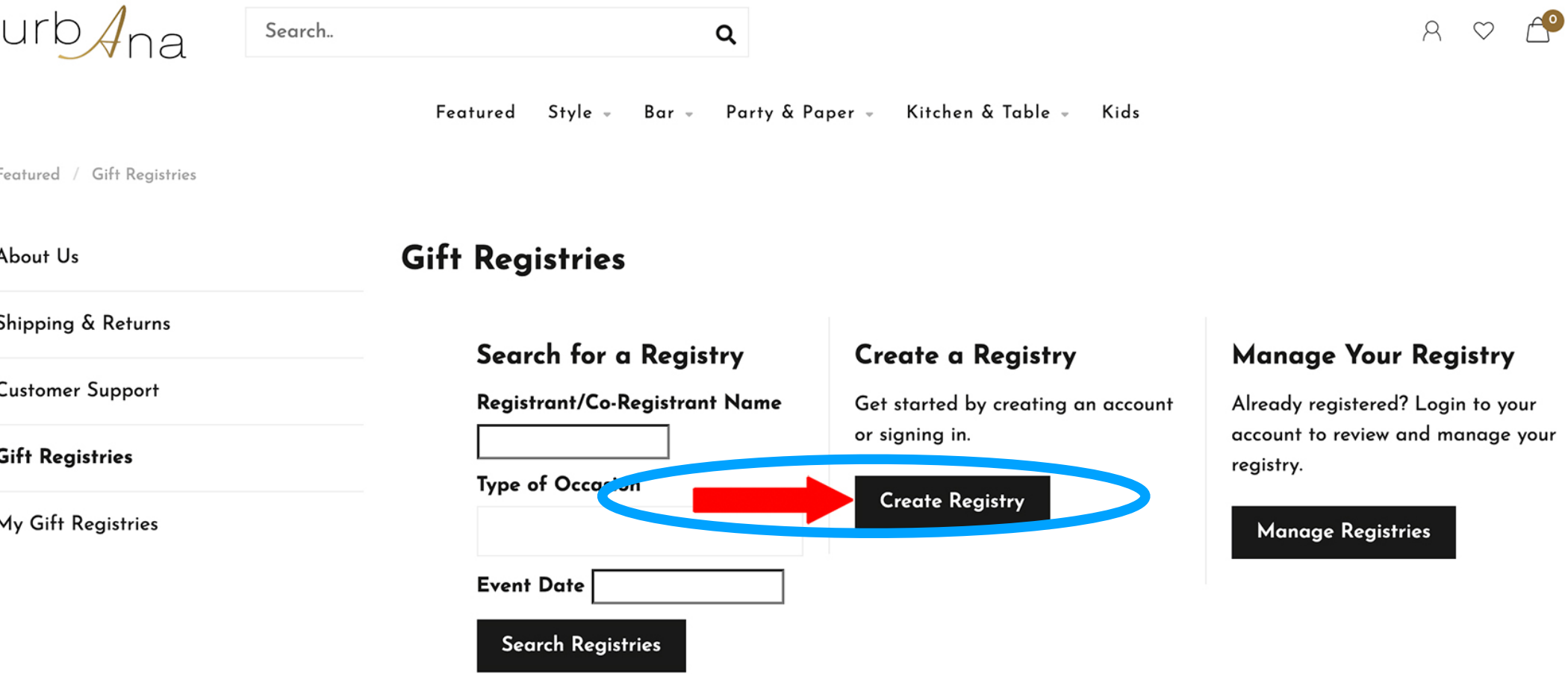
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My Gift Registries

My account

Account Information
My Orders
My Tickets
My Wishlist
Compare
Log Out
All Products

2. Next, once the gift registry page has loaded, click “Create Registry” to begin setting up your registry.



STEP 3: CREATE A REGISTRY

1. Fill out the “My Gift Registries” form to create your registry.

A few suggestions & examples to help create a successful registry with us.

- 1. Use both the bride & grooms full name for the Registry Name: *Registry Name: John Anderson & Julie Brown Wedding Registry.*
- 2. Be sure to set your registry to “Active” by clicking the little check box next to where it says “Active” in the form.
- 3. Be sure to select “Public” in the Public or Private dropdown to ensure that your registry is searchable within the website. Selecting “Private” turns off the ability for potential guests or gift-givers to search for your registry on the website.
- 4. Make your “Event Name” the same as your Registry Name.
- 5. Event Description is optional but a great place to include any additional wedding or registry information that is not otherwise specified by the registry form.

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My Gift Registries

My Gift Registries >> Create a New Registry

Registry Name *

Public or Private *

Event Name

Event Description

Registrant Name *

Co-Registrant Name

☐ Active

Registry Type *

Event Date

Registrant Email *

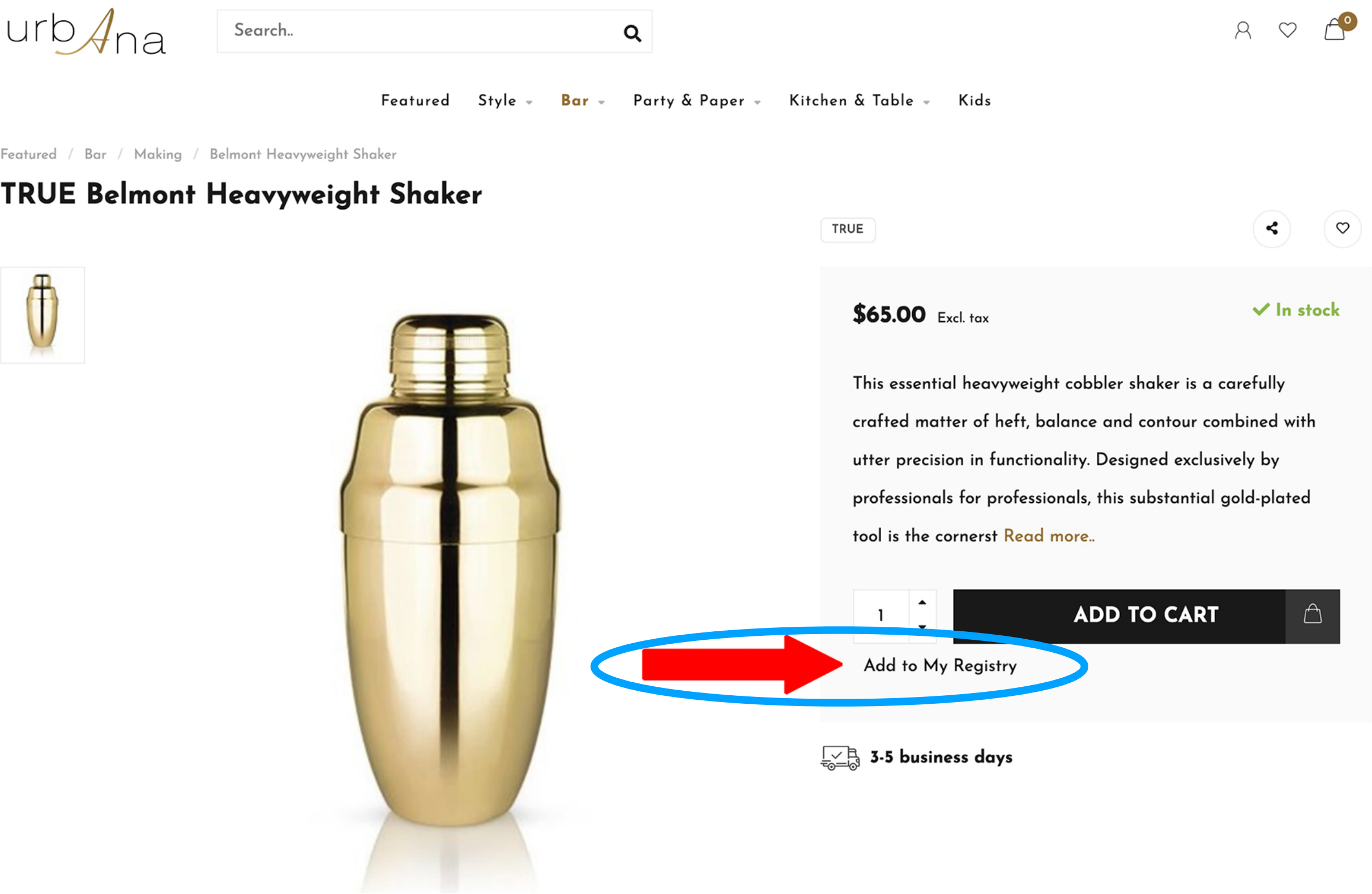
SAVE CHANGES

STEP 4: START SHOPPING!

How to add items to your registry cart.

- 1. Begin shopping through our online store and add selected registry items to your registry list by setting the quantity of the item you want and clicking the “Add to My Registry” text that sits below the “Add to Cart” button.

Be sure you are logged into your registry account before you begin shopping to make sure “Add to My Registry” is available to you.



STEP 5: SHARE YOUR REGISTRY

How to find your unique registry link for your wedding website or eInvites

1. Your shareable registry link can be found by going to the main Registry page, **searching for** and **selecting your registry**, and copying the full URL link from your browser bar.

If you are having difficulty, contact us directly.

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Featured / Gift Registries

Gift Registries

Search for a Registry

Registrant/Co-Registrant Name

boyd

Type or Occasion

Event Date

Search Registries

Gift Registries Found

Showing 1st of 1 registries

Search By: Registrant/Co-Registrant Name=boyd

Registry Name

Event Date

Will Boyd + Lauren Ruiz

Nov 21st, 2020 11:17:00am

Create a Registry

Get started by creating an account or signing in.

Create Registry

Manage Your Registry

Already registered? Login to your account to review and manage your registry.

Manage Registries

shop.urbanashop.com/service/gift-registries/?registry=2216

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Gift Registries

Gift Registries >> Registry: Will Boyd + Lauren Ruiz

Showing 1 - 4 of 4 products

Registry Product	Qty Wanted	Qty Purchased	
<div><div></div><div>Pewter Wine Collar</div><div>Registry Product Price: \$45.00</div></div>	1	0	<div>1</div> <div>Buy from Registry</div>
<div><div></div><div>Pewter Spirits Crystal Decanter</div><div>Registry Product Price: \$215.00</div></div>	1	0	<div>1</div> <div>Buy from Registry</div>
<div><div></div><div>Beachwood Muddler</div><div>Registry Product Price:</div></div>	2	0	<div>1</div>

Registrant Name: Lauren Ruiz

Co-Registrant Name: Will Boyd

Event: Will Boyd + Lauren Ruiz Wedding

Event Date: 2020-11-21 11:17:00

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shop.urbanashop.com/service/gift-registries/?registry=2216

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Registrant Name:
Lauren Ruiz

Co-Registrant Name:
Will Boyd

Event:
Will Boyd + Lauren Ruiz Wedding

Event Date:
2020-11-21 11:17:00