

PURCHASING GIFT CARD FOR IN PERSON GUEST

1. Go to DELAMAR website and click GIFT CARDS tab or go to <https://www-usa1.givex.com/cws4.0/delamar/> (we will bookmark for Front Desk Agents)
2. Select SEND E-GIFT
3. Fill out the first page with guest's requested info (Amount, To & From, Message) Enter your own email in the Recipient Email box.
4. Add gift card to Cart then select REVIEW & CHECKOUT.
5. Make sure the information looks correct then select BEGIN CHECKOUT.
6. Enter the email of the guest purchasing the gift card into the *EMAIL ADDRESS box. (This is to send them their order confirmation)
7. Complete the PAYMENT METHOD page with guest's provided payment info.
8. You will receive the gift card in the email you entered in Step 3. (We have the option to send the Purchaser or Recipient this email as well if they request it.)

OPTIONAL

9. Open template titled ONLINE GIFT CERTIFICATE TEMPLATE.
10. Copy and paste the CARD # and QR CODE you received in the gift card email into the template.
11. Fill out the \$AMOUNT, TO & FROM and MESSAGE section of the Gift Certificate with the info the guest provided.