

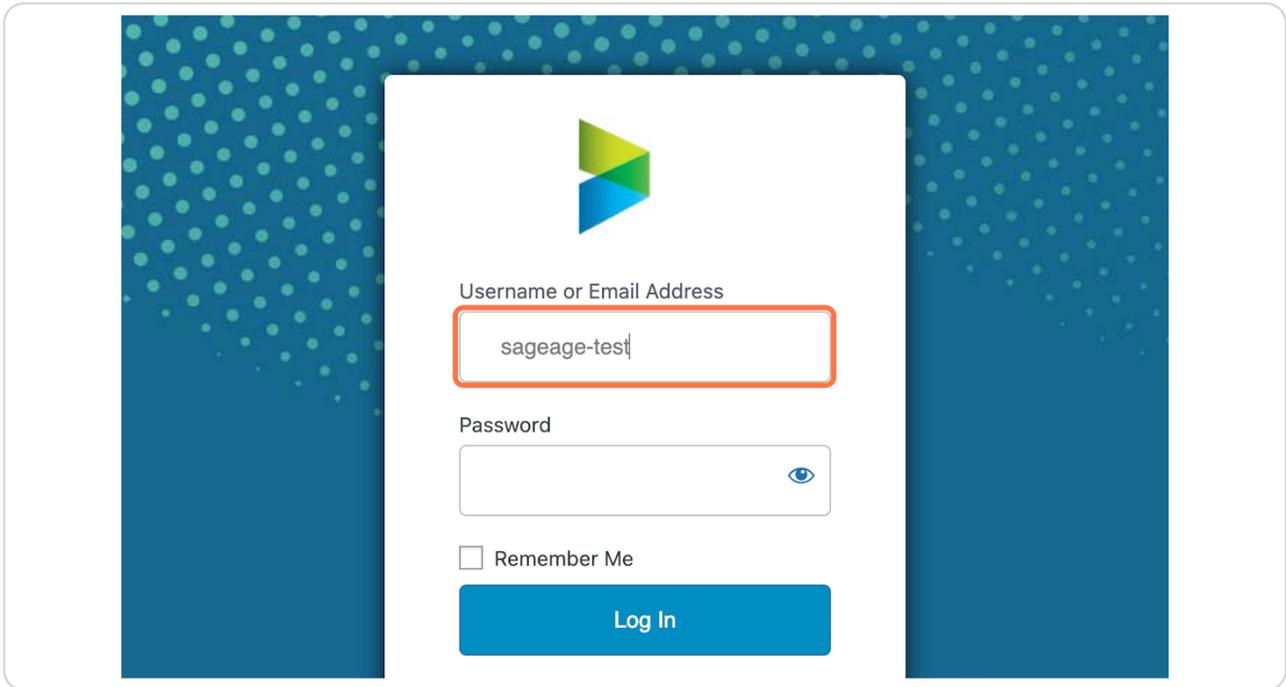
Navigating FRIDGEWORTH

A LCS Communities Resource Library

Last Updated
March 1, 2024

STEP 1

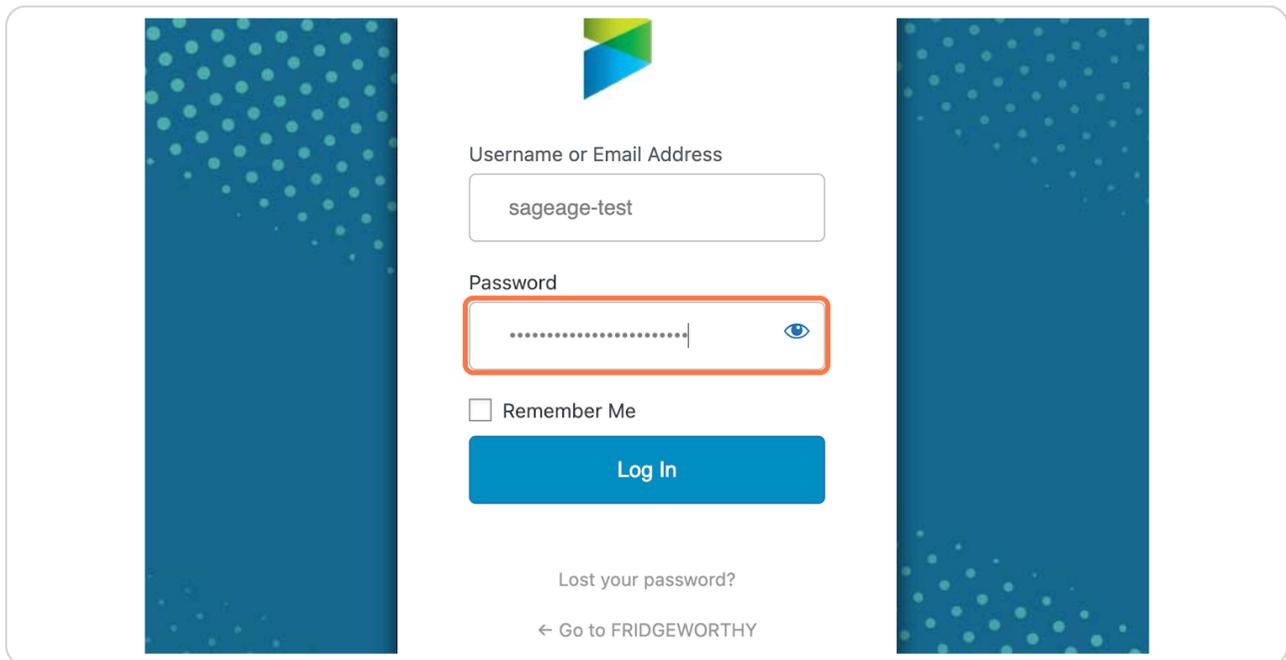
Enter your Username and Password.



The screenshot shows a login form centered on a white background with a blue polka-dot pattern. At the top is a logo consisting of two overlapping triangles, one green and one blue. Below the logo is the label "Username or Email Address" above a text input field containing "sageage-test". Below that is the label "Password" above a password input field with a blue eye icon for toggling visibility. Underneath is a checkbox labeled "Remember Me". At the bottom is a blue button with the text "Log In".

STEP 2

Enter your Password



The screenshot shows a login form with a logo at the top center. The form includes a "Username or Email Address" field containing "sageage-test", a "Password" field with a red border and a visibility icon, a "Remember Me" checkbox, a blue "Log In" button, a "Lost your password?" link, and a "Go to FRIDGEWORTHY" link.

Username or Email Address
sageage-test

Password
.....| 

Remember Me

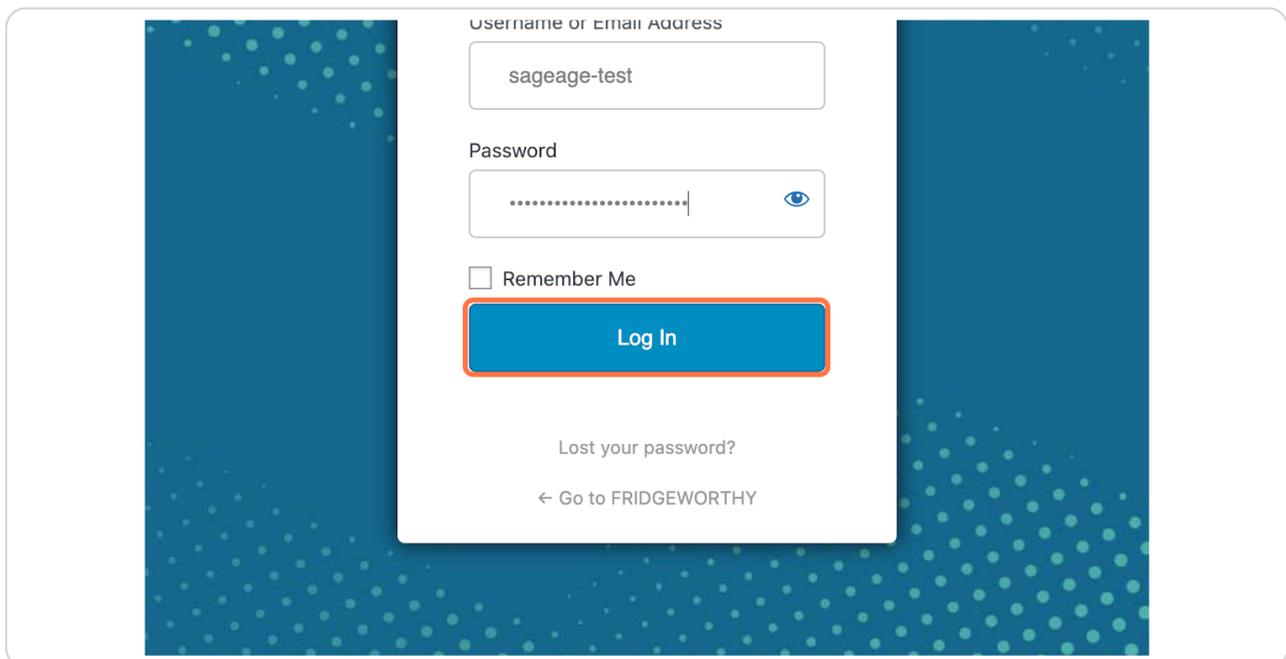
Log In

[Lost your password?](#)

[← Go to FRIDGEWORTHY](#)

STEP 3

Click on Log In



The screenshot shows the same login form as in Step 2, but the "Log In" button is now highlighted with a red border.

Username or Email Address
sageage-test

Password
.....| 

Remember Me

Log In

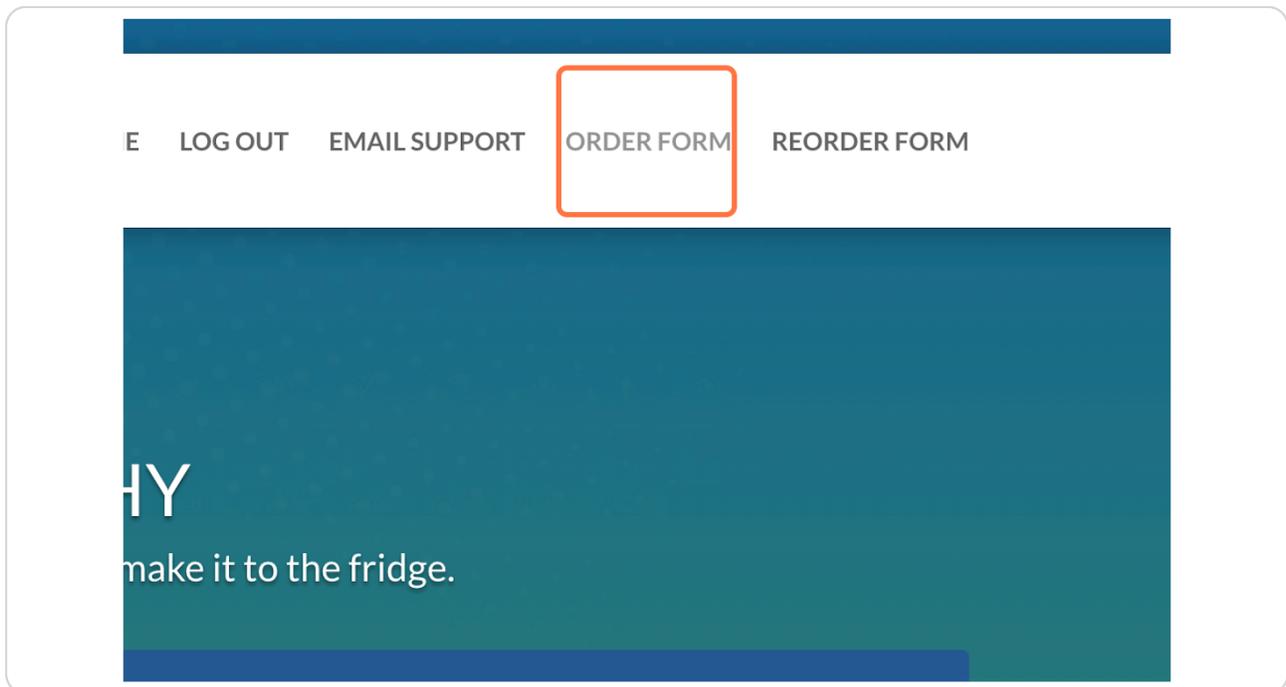
[Lost your password?](#)

[← Go to FRIDGEWORTHY](#)

STEP 4

Multiple Options

After you log into the platform, you will see multiple options. At the top of the screen are quick links to the Order Form, Reorder Form, Email Support, and Log Out.



STEP 5

Order Form

After you click on Order Form, the form appears to fill out.

This form is intended to help SageAge and your community gather all upcoming project details in one place. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call. A reminder to please submit a form per event/project.

Email (Required)

Email of person completing the form*

Community Name*

Creative Item Being Requested

Project Type (Required)

-- select project type --

Project Name

Messaging - What do you want the audience to take away? What is the main message?

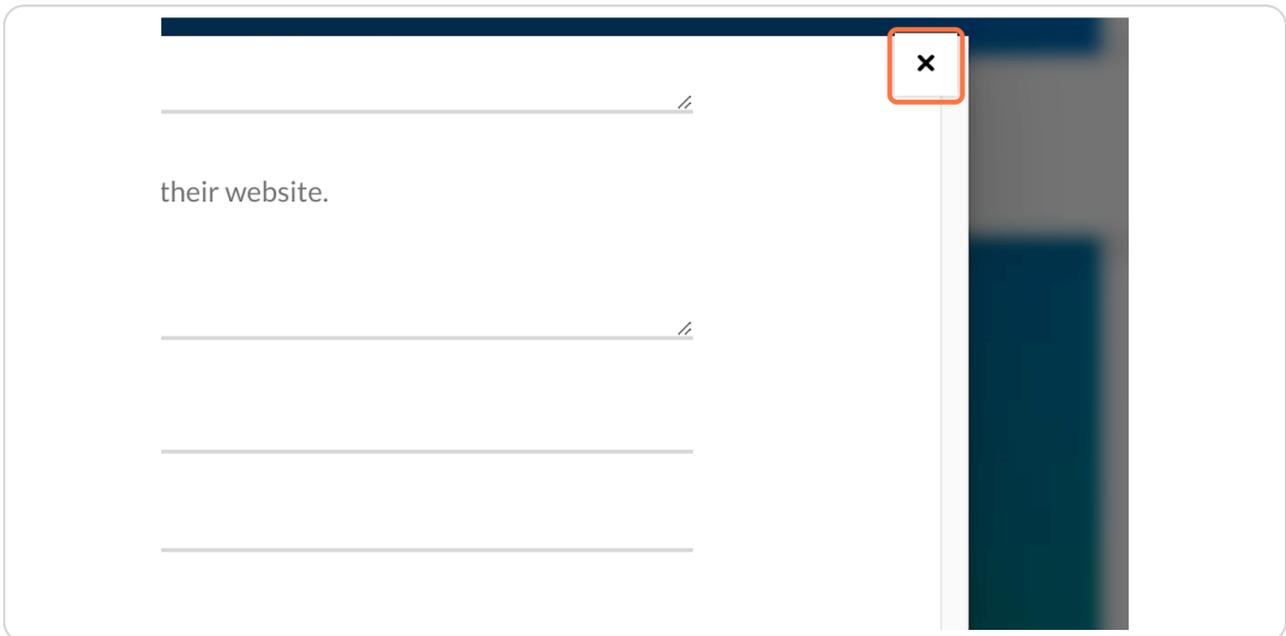
Call To Action - For call-to-action, please provide any specific contacts/phone numbers if necessary.

Activity (Required)

- Flyer
- Direct Mail (only select if SageAge is handling printing + mailing)
- Email
-

STEP 6

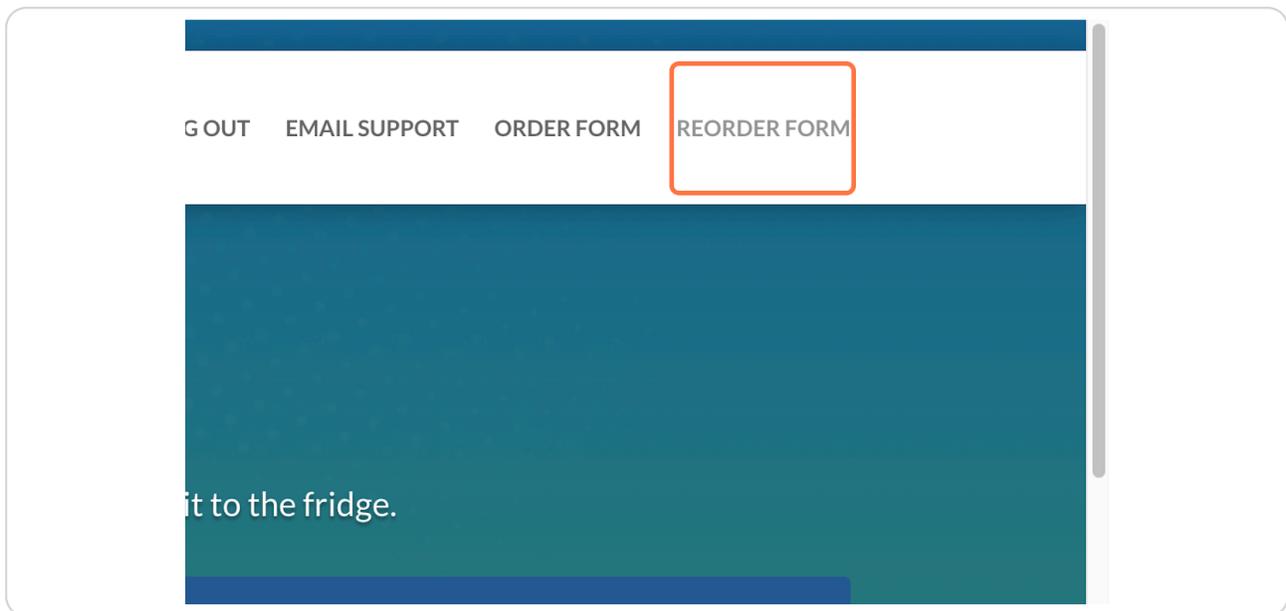
Click on X to close the Order Form if it is not needed.



The screenshot shows the Order Form with a dark blue header bar at the top. A white box with a black 'X' icon is highlighted in the top right corner, indicating the close button. The form content is partially visible, showing a text input field with the text "their website." and several other empty text input fields. The background of the form is dark blue.

STEP 7

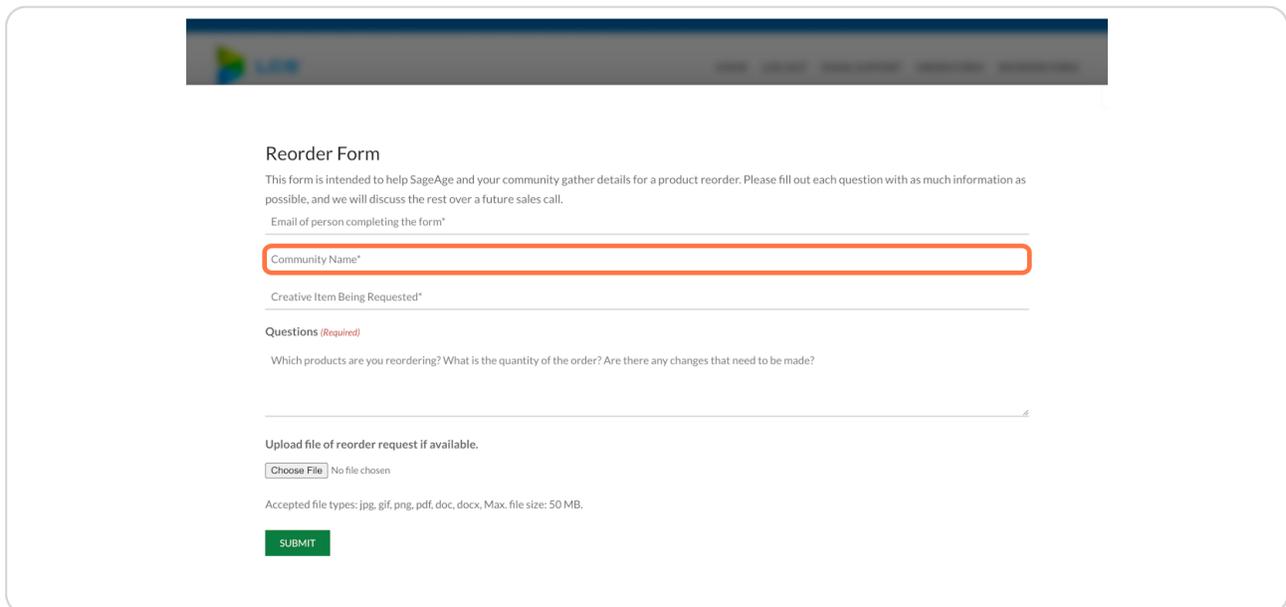
Reorder Form



STEP 8

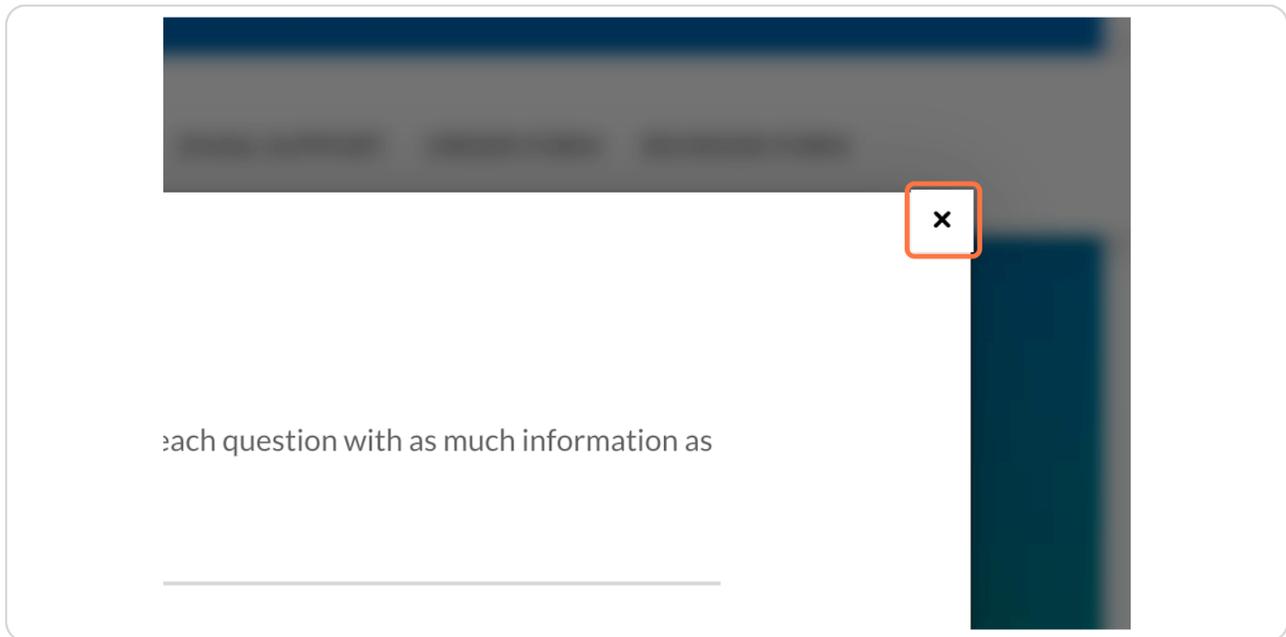
This is a quick form to fill out for pieces you want to reorder.

It is recommended that you fill out as much information as possible and include a file of what you want to reorder. You can take a photo of the piece you want to reorder and upload it.

A screenshot of the 'Reorder Form' on a website. The form title is 'Reorder Form'. Below the title is a paragraph: 'This form is intended to help SageAge and your community gather details for a product reorder. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call.' The first field is 'Email of person completing the form*' with a text input box. The second field is 'Community Name*' with a text input box highlighted by an orange border. The third field is 'Creative Item Being Requested*' with a text input box. Below this is a section titled 'Questions (Required)' with the text 'Which products are you reordering? What is the quantity of the order? Are there any changes that need to be made?' and a text input box. The next section is 'Upload file of reorder request if available.' with a 'Choose File' button and the text 'No file chosen'. Below this is the text 'Accepted file types: jpg, gif, png, pdf, doc, docx, Max. file size: 50 MB.' and a green 'SUBMIT' button.

STEP 9

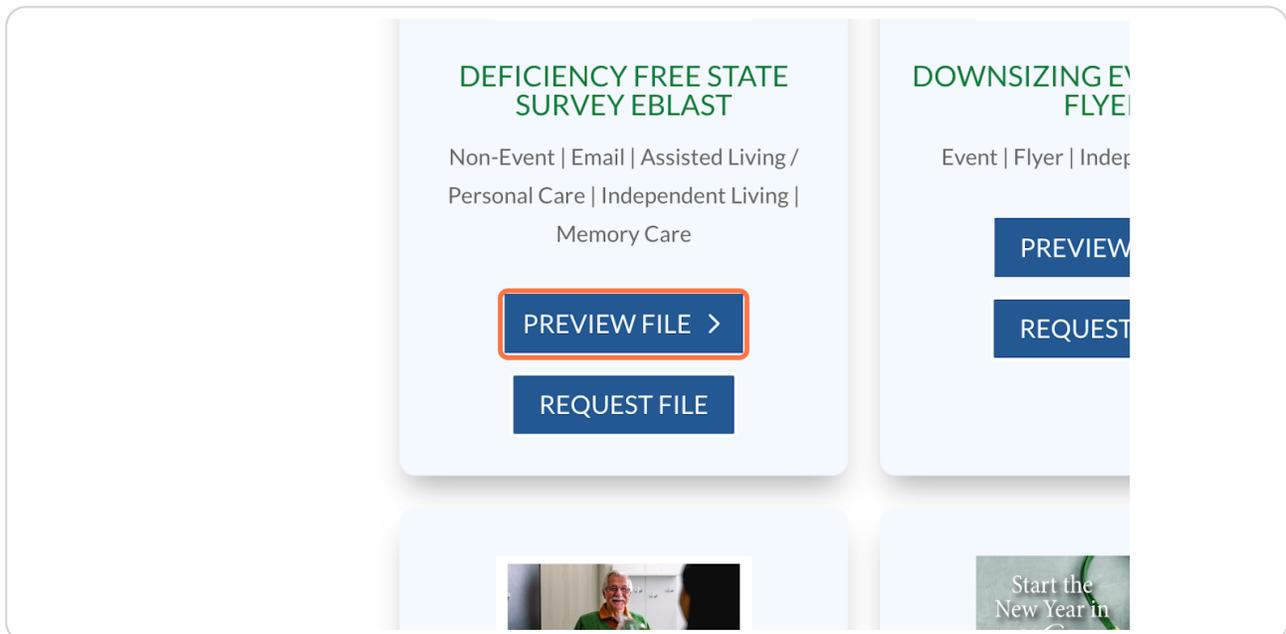
Click on X to close the Reorder Form if it is not needed.



STEP 10

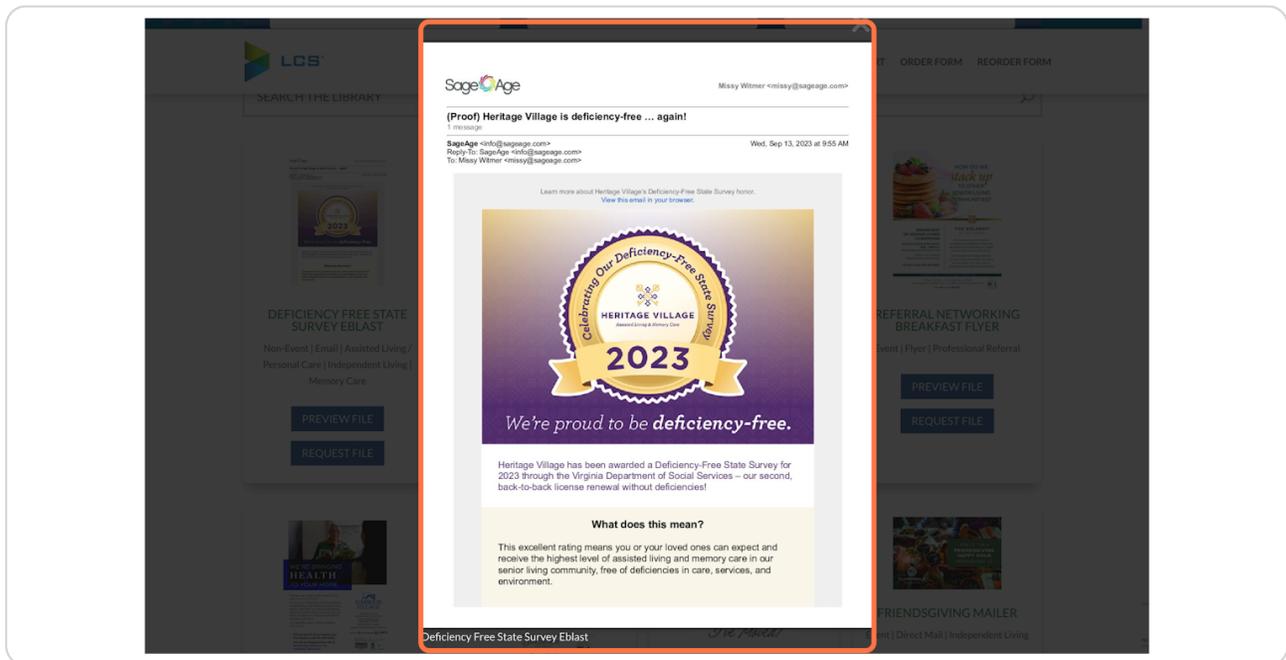
Preview File

Clicking on Preview File allows you to preview the file before ordering.



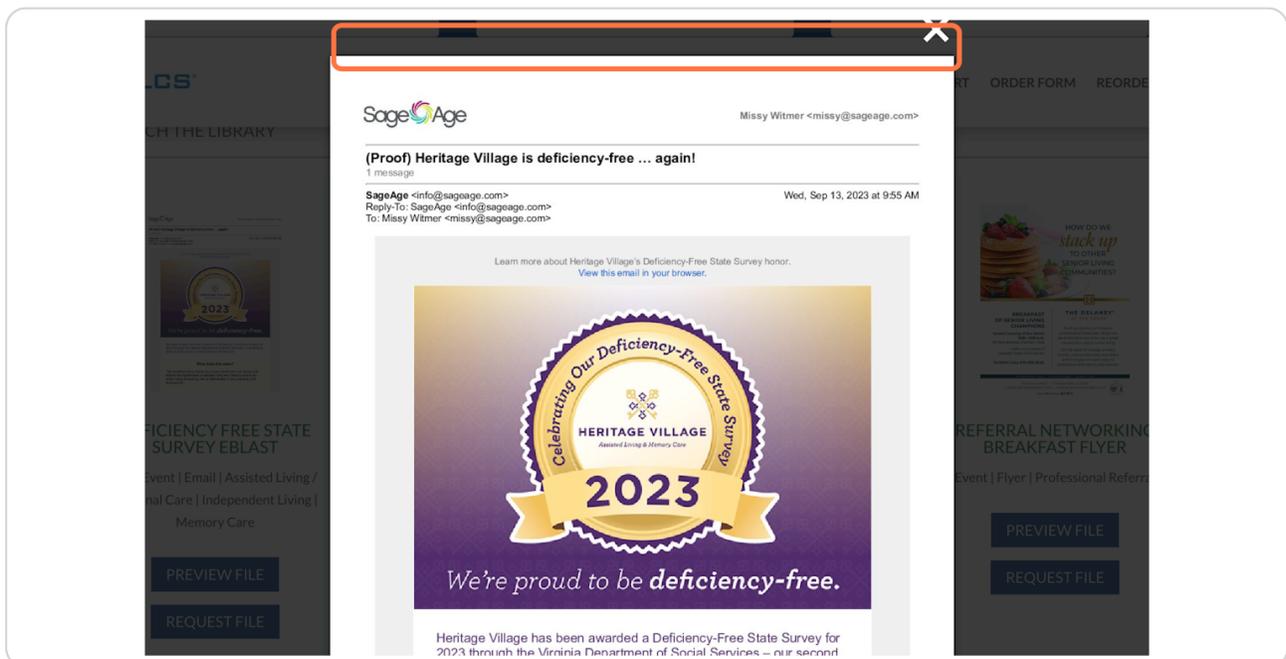
STEP 11

This is an example of what is shown on the screen when you preview the file.



STEP 12

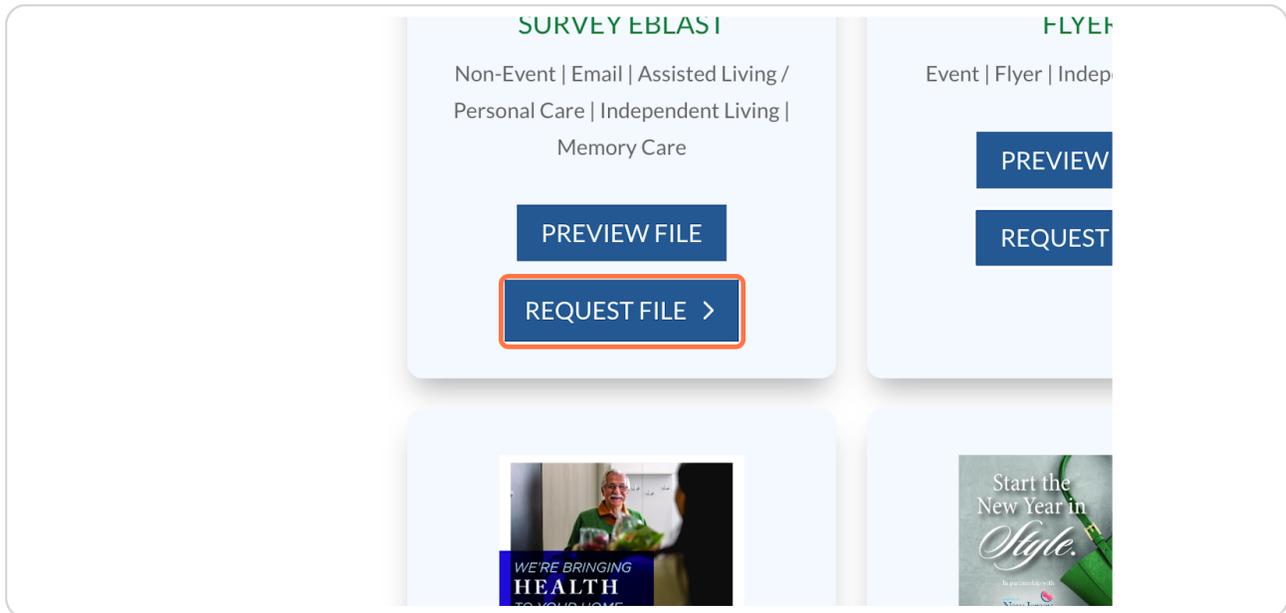
Click on X to close the preview.



STEP 13

Request File

Clicking on Request File opens the order form.



STEP 14

Request File - Cont.

The form will populate with the name of the creative piece you previewed.

File Request

This form is intended to help SageAge and your community gather all upcoming project details in one place. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call. A reminder to please submit a form per event/project.

Email (Required)

Email of person completing the form*

Community Name*

Creative Item Being Requested

LCS2 HV-64493 Deficiency-Free State Survey email

Project Type (Required)

-- select project type --

Project Name

Messaging - What do you want the audience to take away? What is the main message?

Call To Action - For call-to-action, please provide any specific contacts/phone numbers if necessary.

Activity (Required)

STEP 15

Request File - Cont.

The project type has three options. If you choose Event (flyers included), the questions on the form adjust to what is needed to fulfill the order.

File Request

This form is intended to help SageAge and your community gather all upcoming project details in one place. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call. A reminder to please submit a form per event/project.

Email (Required)

Email of person completing the form*

Community Name*

Creative Item Being Requested

LCS2 HV-64493 Deficiency-Free State Survey email

Project Type (Required)

Event (flyers included) 

Project Name

Messaging - What do you want the audience to take away? What is the main message?

Call To Action - For call-to-action, please provide any specific contacts/phone numbers if necessary.

Activity (Required)

Flyer

...

STEP 16

Request File - Cont.

Once the information is filled out, scroll to the bottom of the form and click on submit. If any required fields are needed, the order form will prompt you to add that information.

File Request

This form is intended to help SageAge and your community gather all upcoming project details in one place. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call. A reminder to please submit a form per event/project.

Email (Required)

Email of person completing the form*

Community Name*

Creative Item Being Requested

LCS2 HV-64493 Deficiency-Free State Survey email

Project Type (Required)

Collateral (business cards, envelopes, inserts, reprints, other) 

Project Name

Messaging - What do you want the audience to take away? What is the main message?

Call To Action - For call-to-action, please provide any specific contacts/phone numbers if necessary.

Activity (Required)

Flyer

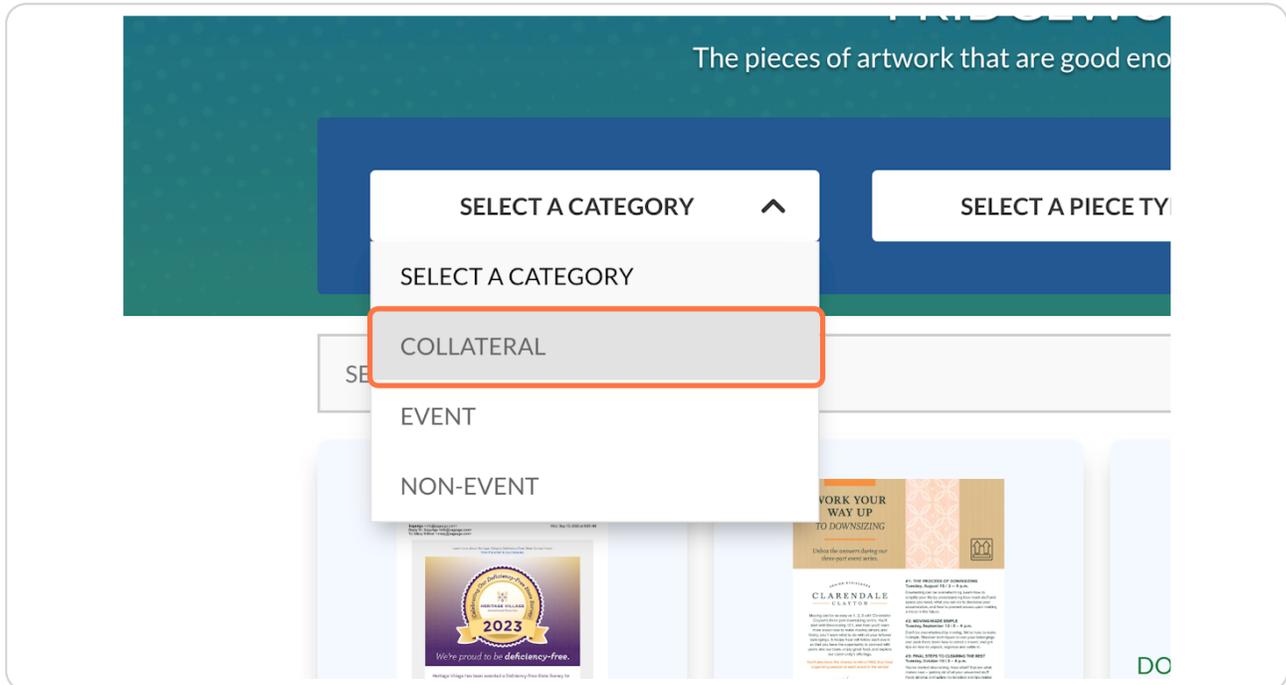
Brochure

STEP 17

Filtering Pieces

There are multiple ways to filter pieces in the platform. Below is an example of the Categories available.

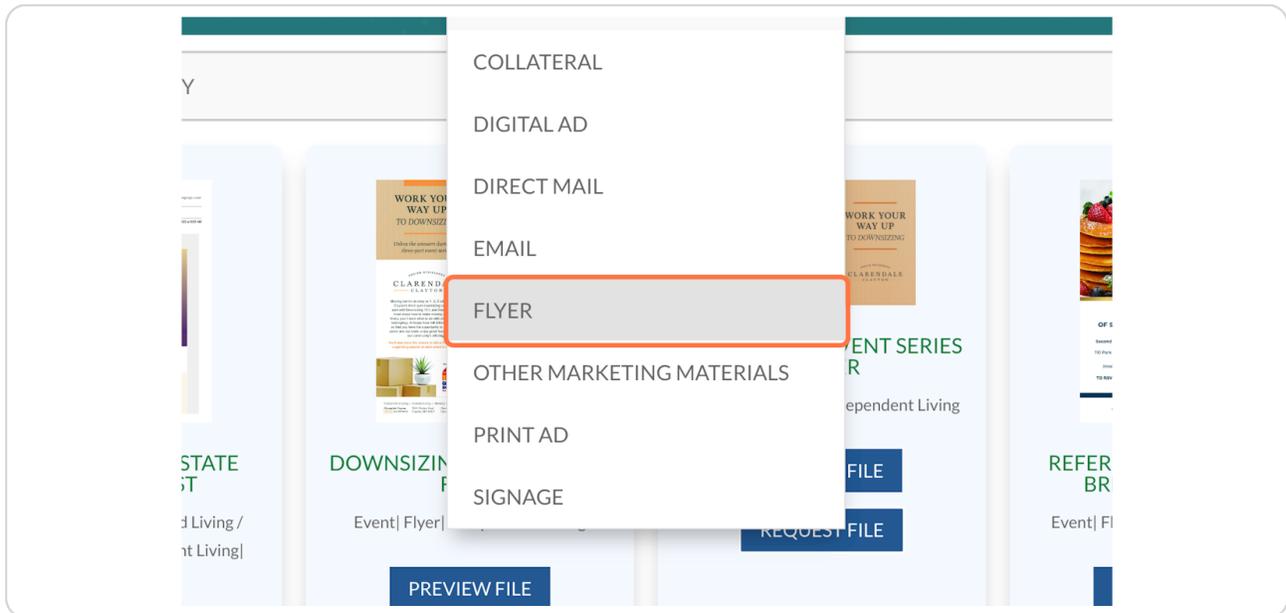
Once a category is chosen, the platform will adjust to show pieces tied to that category.



STEP 18

Filtering Pieces - Cont.

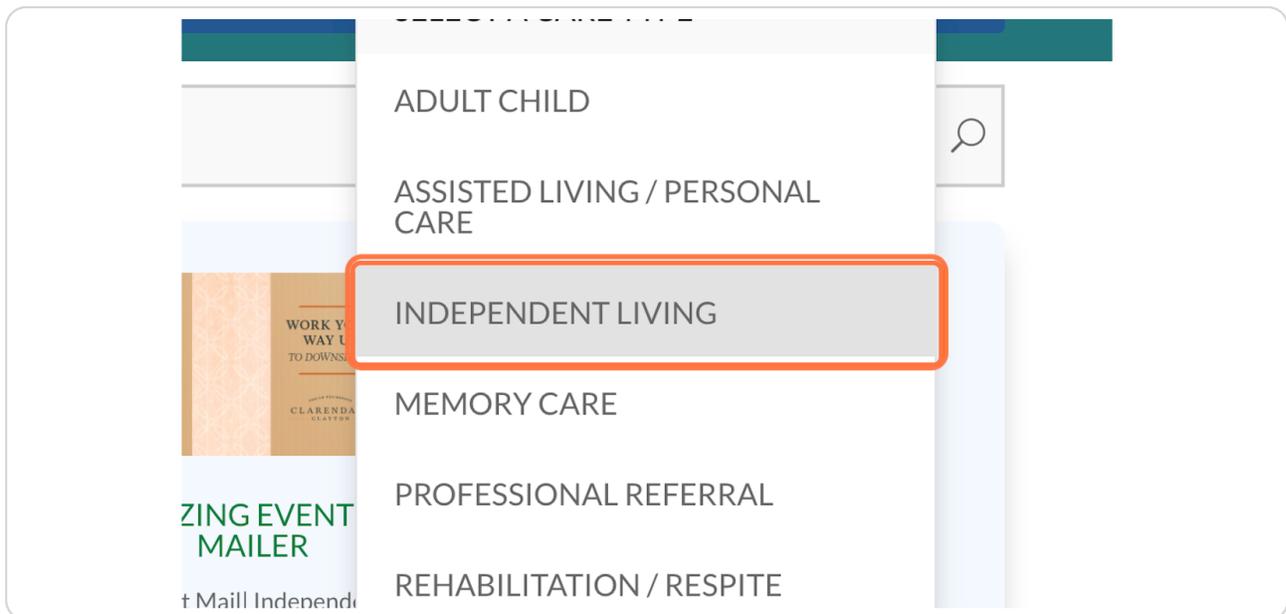
These are the Piece Types that can be chosen to filter pieces.



STEP 19

Filtering Pieces - Cont.

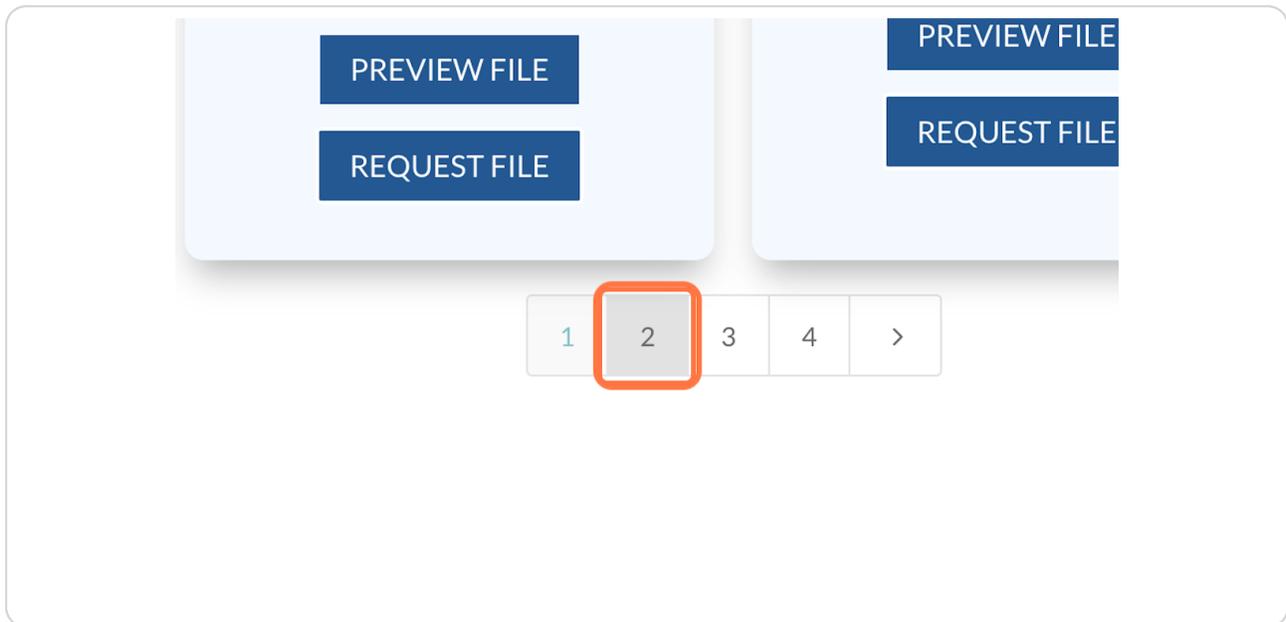
These are the Care Types that can be chosen to filter pieces.



STEP 20

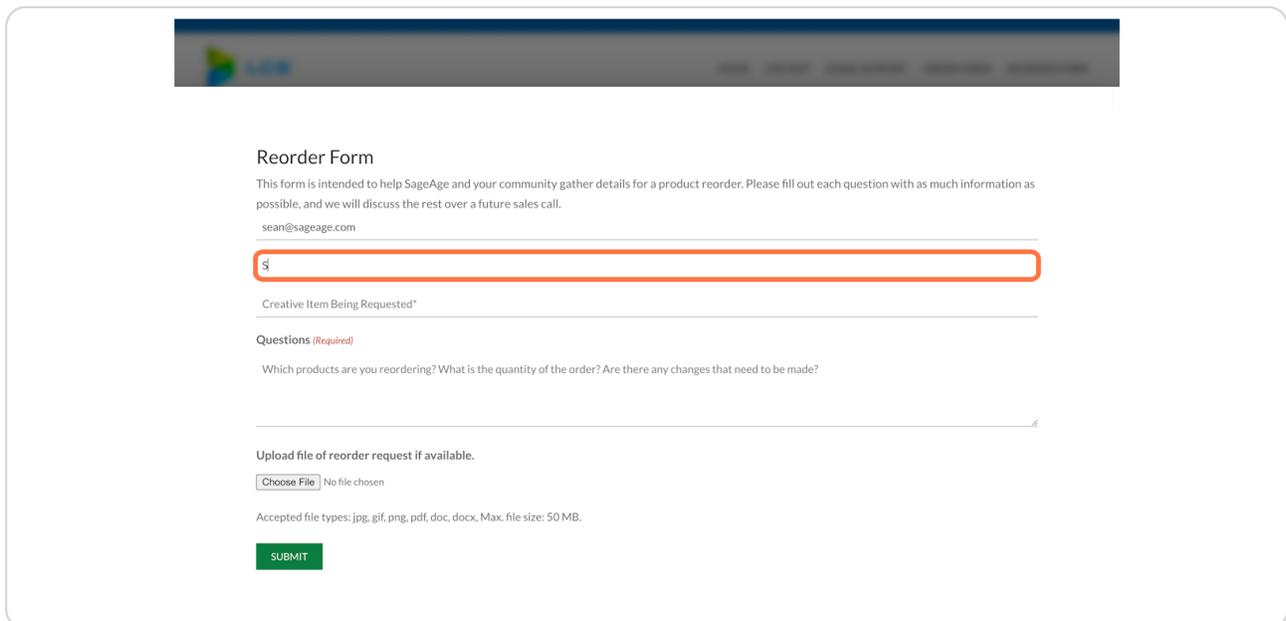
Pages of Pieces

Once you choose your categories, you can scroll down and see the pieces. Depending on the category, at the bottom of the page, you may see multiple pages of pieces to preview.



STEP 21

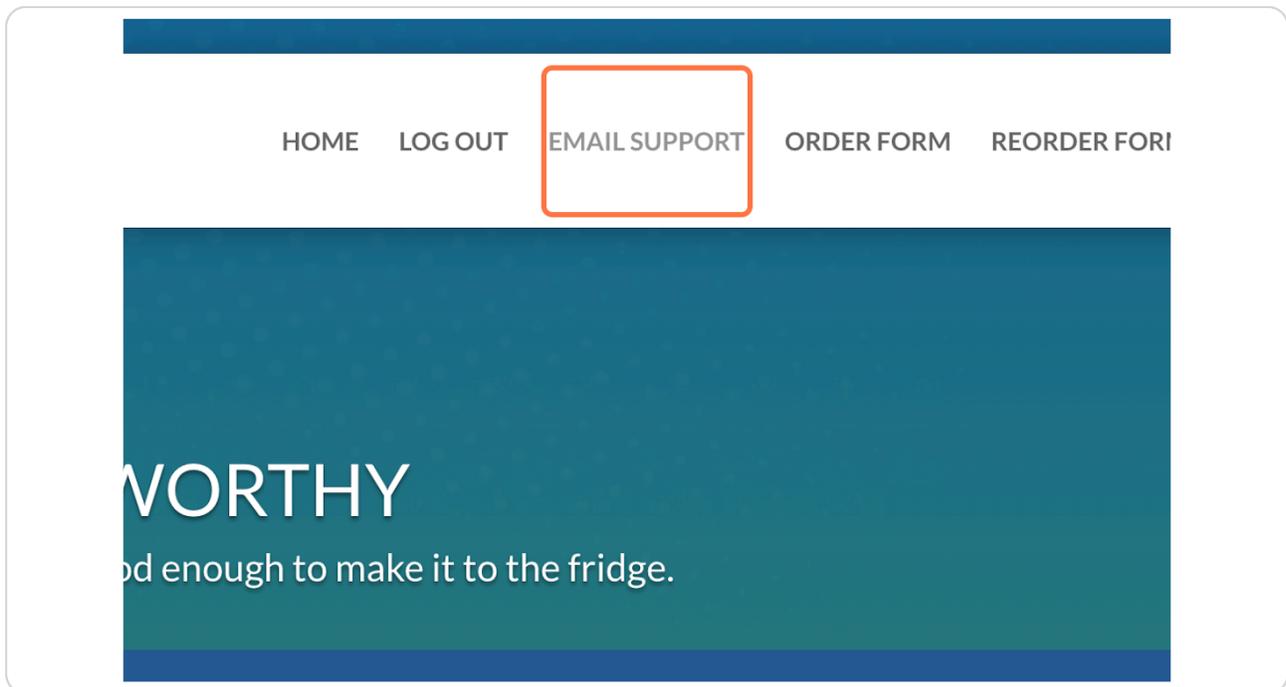
Type "S"

A screenshot of a 'Reorder Form'. The form has a title 'Reorder Form' and a description: 'This form is intended to help SageAge and your community gather details for a product reorder. Please fill out each question with as much information as possible, and we will discuss the rest over a future sales call.' Below the description is the email address 'sean@sageage.com'. There is a text input field containing 'sj', which is highlighted with an orange border. Below the input field is the label 'Creative Item Being Requested*'. There is a section for 'Questions (Required)' with the text 'Which products are you reordering? What is the quantity of the order? Are there any changes that need to be made?'. Below the questions is a section for 'Upload file of reorder request if available.' with a 'Choose File' button and the text 'No file chosen'. Below the file upload section is the text 'Accepted file types: jpg, gif, png, pdf, doc, docx, Max. file size: 50 MB.' and a green 'SUBMIT' button.

STEP 22

Email Support

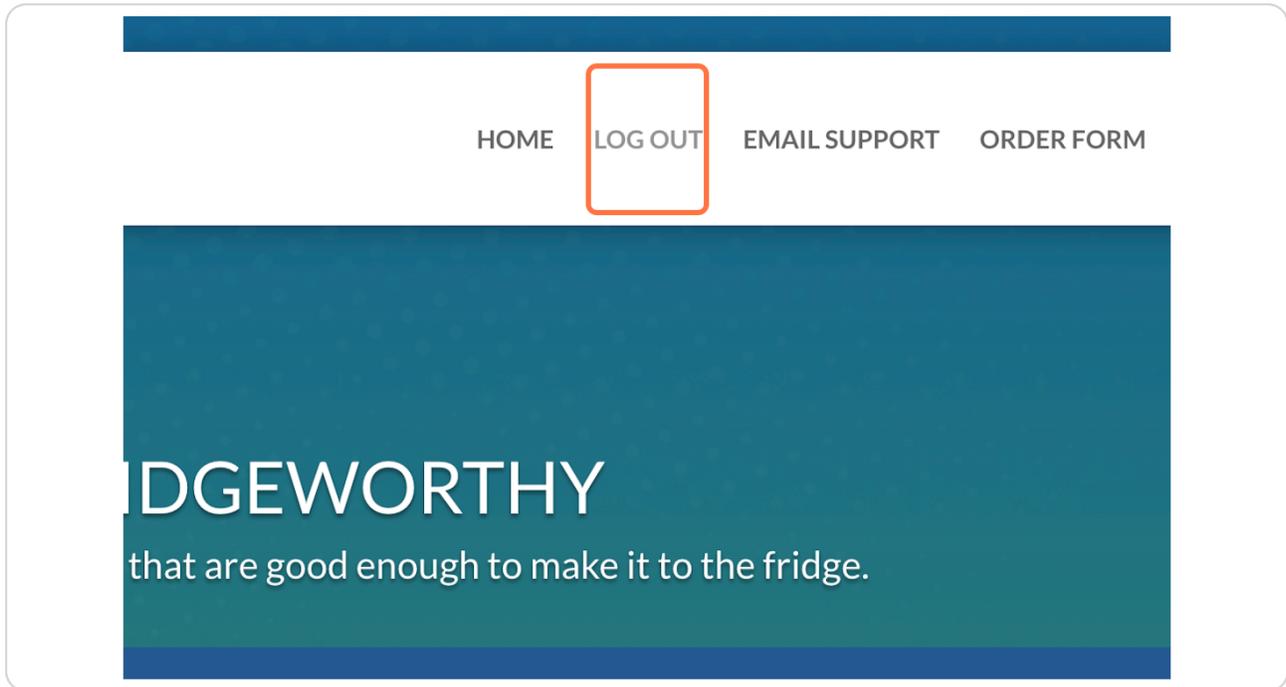
Through the platform, you can click on Email Support, which will open up Outlook for you to email the SageAge team for assistance.



STEP 23

Log Out

Once done with the platform, click on Log Out to be take to the initial login screen.



STEP 24

Thank You

Thank you for using Fridgeworthy. If you have any suggestions for improvements, please reach out to your Client Service representative at SageAge.

