



SPORTS AND EVENTS GUIDE

Sponsorship, sorted before the season starts

For clubs, schools and anybody running an event. List your teams or your tournament, let local businesses find them and pay online, and have the money in the club account without chasing a soul.

What this guide does

It walks a club through every screen, in order, from opening the website to money landing in the club account. Nothing is assumed. If you can send an email and take a photo on your phone, you can do all of this.

The short version

Every club already sells sponsorship. Somebody rings around the same eight businesses every February, chases the invoices in March, and does it again next year. The selling part works. The finding, the paying and the chasing are the bits that eat the committee.

So put what you are selling where businesses are already looking. Each team is listed with its own price. A business finds it, asks for it, and pays online. You accept, and the money goes to the club account without an invoice, a reminder or a follow-up phone call.

1. List it

A row per team or per package. About 20 minutes.

2. Get a request

We email you. You have 72 hours.

3. Say yes

They pay. That team is theirs.

4. Get paid

Straight to the club account.

You are not giving up your existing sponsors

Nothing here stops you selling a sponsorship the way you always have. Use this for the packages nobody has taken yet, and for the businesses who have never been rung because nobody on the committee knows them.

What to have handy before you start

Half an hour and you can do the lot in one sitting. The only part that can hold you up is the bank and ID step, so get these together first.

The club's bank account number

A New Zealand account in the club's name. This is where sponsorship money lands.

The driver licence or passport of whoever sets it up

Required by law before anyone can be paid. It identifies a person, not the club.

Your prices, agreed

What each team or package is worth. You can change them whenever you like.

Photos of the ground or the venue

Taken on a phone. A game in progress beats an empty field every time.

What a sponsor actually gets

Shirt, fence sign, team sheet, prizegiving, social media. Write the list out.

Your GST number, if the club has one

We ask once. Not being registered is completely fine and changes nothing.

What is in here

Eight parts, in the order you will need them.

1	Set up the club's account	About 5 minutes
2	Set up how the club gets paid	About 10 minutes, needs ID and a bank account
3	List your teams	A season, a row per team
4	List an event	Naming rights, holes and prizes
5	When a sponsor asks	You have 72 hours to answer
6	Getting paid	How much, and exactly when
7	During the season	One photo is all we ask
8	Let the committee help	Own logins, no shared passwords

What it costs the club

Nothing, ever. No listing fee, no monthly fee, no cut of your existing sponsors. The price you set is the price the club is paid, in full. Our fee sits on top and is charged to the sponsor, and a share of it goes to a charity you choose.

PART 1

Set up the club's account

One account for the club, not one each. Other people on the committee get their own logins later, in Part 8, without ever sharing a password.

1

Go to prittyghood.com and press Get started

Top right on every page.



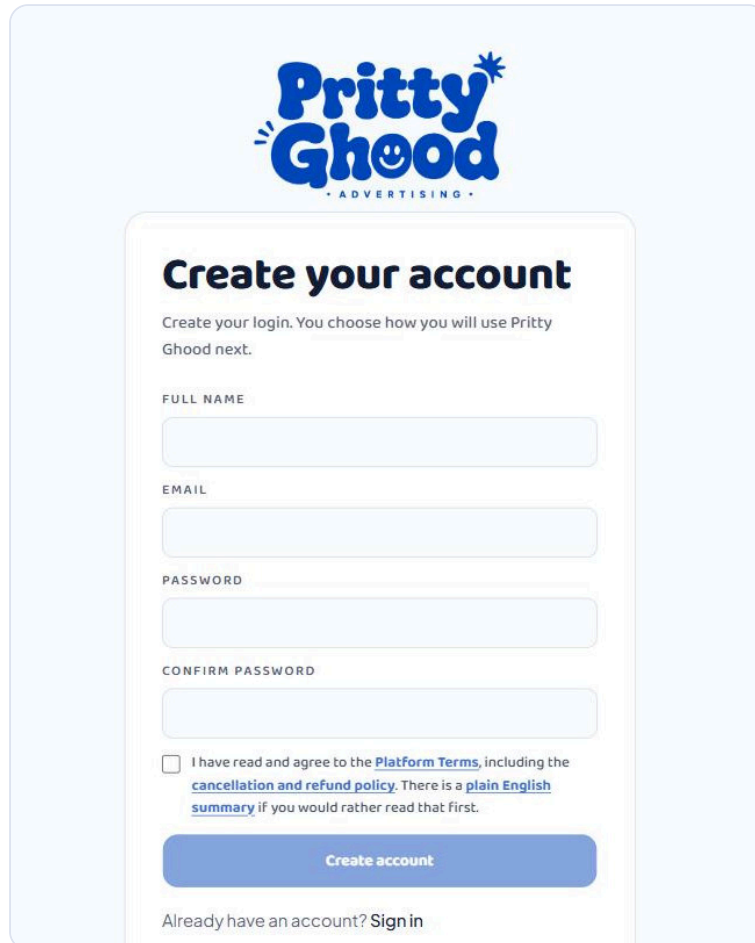
The same button on every page. If you are already signed in it says your name instead.

2

Email, password, and tick the terms

Use an address the club will still have next year. A committee address like **secretary@yourclub.co.nz** beats somebody's personal email, because the person changes and the club does not.

You will be asked to confirm the address. Open the email and press the button in it.



The screenshot shows a web form titled "Create your account" for "Pritty Ghood • ADVERTISING •". The form includes fields for "FULL NAME", "EMAIL", "PASSWORD", and "CONFIRM PASSWORD". Below these fields is a checkbox for agreeing to the terms, with links to the full terms and a plain English summary. A blue "Create account" button is at the bottom, followed by a link for users who already have an account.

Pritty Ghood
• ADVERTISING •

Create your account

Create your login. You choose how you will use Pritty Ghood next.

FULL NAME

EMAIL

PASSWORD

CONFIRM PASSWORD

☐ I have read and agree to the [Platform Terms](#), including the [cancellation and refund policy](#). There is a [plain English summary](#) if you would rather read that first.

[Create account](#)

Already have an account? [Sign in](#)

The tick is a real agreement, not a formality. The terms are on the site in full and there is a plain-English summary beside them.

3

Choose Host

A club with sponsorship to sell is a **host**. Tick Advertiser as well only if the club also wants to advertise itself somewhere else, which most do not.

SET UP YOUR ACCOUNT Step 1 of 5

Are you signing up as...

Tick everything that applies. You can rent out space, advertise, and post for brands from the one account.

Host
I have space to rent

Advertiser
I want to advertise

Next

You can add the other side later without making a second account.

4

Say you are a club

On the host details step there are two cards: **A business with space** and **A club, school or event**. Pick the second one.

It is why you are reading this guide rather than the one about shop windows. It does not restrict anything: a club can still list a window in the clubrooms, and either answer can list anything.

5

Name, contact and the ground's address

The club's name as people say it. The address is where anything printed gets delivered, so if the ground has no letterbox, use the address that does.

SET UP YOUR ACCOUNT

Step 3 of 5

Host details

Where should advertisers reach you, and where should artwork be delivered?

BEST CONTACT

PHONE NUMBER

BUSINESS ADDRESS

STREET ADDRESS

SUBURB **CITY / TOWN**

POSTCODE

This is where printed artwork gets delivered, so please make sure it's correct.

[← Back](#) [Next](#)

Start typing and pick from the list. That way the map pin lands in the right paddock.

6

Choose the charity your listings support

Every booking sends a donation, and it comes out of our fee rather than out of the club's money. Pick one the club would be glad to be asked about, or tell us you have no preference and we will choose.

SET UP YOUR ACCOUNT

Step 4 of 5

Who would you like to support?

For every booking that goes ahead we make a donation to a New Zealand charity. Tell us who you would like yours to go to. You can change this any time.

Search charities and clubs

Start typing, e.g. Hospice, or your local club

Pick as many as you like, up to 5. Not sure who? Tap the arrow to scroll the full list. If your charity or local club is not on it, type the name and add it.

☐ **No preference**
Happy for Pritty Ghood to choose who our donation goes to.

← Back

Next

It costs the club nothing. The sponsor sees the charity's name on your listing.

The confirmations, and GST

A short list of things you are confirming, each with the clause it comes from. The one that matters for a club is that you have the authority to let advertising go up at the ground. If the ground is council owned or leased, check before you tick it.

Is the club GST registered? Plenty are not, and it changes nothing about what you are paid. Answer honestly and move on.

SET UP YOUR ACCOUNT

Step 5 of 5

Just a few confirmations

These are the promises you make to us and to the people you deal with. They come from the [Platform Terms](#) you agreed to when you signed up, written out so you can see them.

☐ **I am at least 18 years old.**
Clause 3.1

☐ **The information I have given is true, and I will keep it up to date.**
Clause 3.3

☐ **If I am signing up for a company or other business, I am authorised to enter this agreement for it.**
Skip this one only if you are signing up purely as yourself.
 Clause 3.2 - only if it applies to you

☐ **I own or lawfully occupy the premises, and I am allowed to display advertising there.**
That means your lease permits it, and you have any consent you need from a landlord or body corporate, along with any council or signage approval that applies.
 Clause 81.1

One of them is offered, not required: authority to bind the club. If you are not the person who can, leave it and tell the committee.

Pritty Ghood

Admin

Host

Advertiser

Sign out

Overview

Your spaces

Bookings

Earnings

Business profile

Strikes

Your team

Browse the marketplace as an advertiser from the switcher above.

HOST DASHBOARD

Kia ora, Joel

Your spaces, the requests coming in, and what you have earned.

Manage spaces

Booking requests

YOUR BUSINESS

Pritty Ghood

Auckland, Auckland · Pending verification

Edit profile

YOUR LISTINGS

Manage your spaces

Add a space, change one, or take it down.

Manage spaces →

Add space

Your spaces

Manage all →

test @ 11

Active

\$1 / week

MANAGE

Front window, street facing

Active

\$120 / week

MANAGE

This is home from now on. Requests, listings, earnings and settings all hang off it.

Set up how the club gets paid

Do this before your first sponsor asks, not after. There is a one-off wait at the end of it that nobody can shorten, and you cannot accept a booking until it is done.

Who Stripe is, and why a club has to do this

Stripe handles the card payment and pays the club directly. We never hold your money: it goes from the sponsor to the club's bank account, and our fee is taken out along the way.

Because real money moves, the law requires the person setting it up to be identified. That is not us being careful, it is the same rule every bank follows. It means one named human, usually the treasurer or the chair, photographs their own licence. **The bank account is the club's; the ID is a person's.** Those are two different things and Stripe asks for both.

Who should do this

Whoever the committee would trust with the club's bank login. They will be recorded as the representative of the club for payments, so it should be an officer, and it should be somebody who will still be around in a year.

What Stripe will ask for

- The club's legal name and address, as the bank has it
- The club's bank account number
- The name, date of birth and address of the person setting it up
- A photo of that person's driver licence or passport
- What the club does, in a sentence

If the club is an incorporated society, have the registration number handy. If it is not incorporated, answer as an individual or a partnership and Stripe will guide you.

1

Dashboard, then the Payouts panel

Press **Set up payouts**. It hands you over to Stripe, who ask their questions, and then brings you back.

The screenshot shows the Pritty Ghood dashboard. At the top, there's a navigation bar with the Pritty Ghood logo and buttons for 'Admin', 'Host', 'Advertiser' (highlighted in orange), and 'Sign out'. On the left, a sidebar menu lists: Overview, Your spaces, Bookings, Earnings, Business profile (highlighted in blue), Strikes, and Your team. Below this is a note about browsing the marketplace as an advertiser. The main content area is titled 'Your business' with a 'Back to dashboard' link. It says 'Change any of this whenever you need to.' Below this is the 'Payouts' section, which has a 'Payouts enabled' status. It includes buttons for 'View Stripe dashboard', 'Refresh status', and 'View earnings'. A message states: 'You are all set to receive bookings. Payouts to your bank are active.' Below the payouts section are input fields for 'BUSINESS NAME' (containing 'Pritty Ghood'), 'CATEGORY' (with a dropdown 'Select a category'), and 'DESCRIPTION' (with placeholder text 'Tell advertisers about your business and its foot traffic.').

You can stop halfway and come back. Press it again and you carry on where you left off.

The one-off wait

The first payment to a brand new account takes 7 to 14 days to come through while Stripe finishes verifying it. It happens once. Every payment after that is on the normal four business day cycle. This is the whole reason to do Part 2 in February rather than in April.

List your teams

One listing for the club, with a row for each team. A sponsor picks the team they want and it is theirs from the moment they ask, so two of them cannot end up on the same shirt.

The one idea worth understanding first

A listing is one thing, photographed once and described once. The **rows** inside it are the things a sponsor can actually buy. For a club that is your teams: same ground, same photos, same description, different team and different price.

1

Your spaces, then Add a space

From the dashboard. It is three screens: the details, the photos, then a preview of the listing before you publish. Next moves you along, Back brings you back with nothing lost.

There is no title box

The listing's name is made for you from the rows and the club's name: five teams sold separately reads **Club sponsorship 1 of 5 at Waiuku Rugby Club**, and under it the site lists what is on offer. The season and anything else a sponsor should know goes in the description.

2

Add a row per team

Each row has a **Kind of space** (choose Static), a **Space**, a size and a price. Press [+ Add more spaces](#) for each team. The first time you do, you are asked whether the space you are adding is included in your price or sold on its own.

For teams, choose "each one priced on its own". Different sponsors take different teams, at different prices. The other answer is for a single package sold to one business, which is further down this page.

Space is **Club sponsorship**, under Sponsorship in the dropdown. Leave the size blank, or choose Custom and write what the shirt logo or the fence sign can be: "Sign up to 2.4m x 0.6m".

NAME	SPACE	YEARLY PRICE
Premier Men	Club sponsorship	\$1,200
Premier Women	Club sponsorship	\$1,200
Under 19	Club sponsorship	\$600
Under 15	Club sponsorship	\$450
Junior grades	Club sponsorship	\$300

Example figures. Name them the way your members say them out loud.

From two rows upwards every row needs a name. It is what the sponsor is choosing between, so it is what they are buying.

3

Charged per year

Under the rows. A season is priced by the year, not the week. Getting this wrong misquotes the club by a factor of fifty, so it is the one dropdown on the form worth double checking. The price column above changes its heading to "Yearly price" when you do.

About the price you type

This is what the club is paid. Type 1200 and the club receives \$1,200. The sponsor sees a higher figure, because the price they see has our fee and the card cost already inside it and is rounded up to the next \$5. None of that comes out of the club's money.

Say what a sponsor actually gets

Choosing a sponsorship space makes one more box appear: **What the advertiser gets**. A shop window sells a surface and the description covers it. A club sells a bundle, and the bundle is the product, so this is the part a sponsor reads twice.

One per line, in plain words:

- Your name on the front of the playing shirt
- Sign on the fence at the home ground, all season
- Named at every prizegiving
- Logo on the team sheet and the club Facebook page
- Four tickets to the end of season dinner

The tick box underneath is worth understanding

Needs artwork from the advertiser is ticked by default. Leave it ticked when something has to be printed: a fence sign, a shirt logo, a banner. Untick it for anything spoken or listed rather than printed, and two things happen. The sponsor is not chased for a file, and the ten working day notice period disappears, because that only exists so there is time to make and deliver artwork.

5

How this is sold: one fixed term, then Next

Two cards at the bottom of the form. A club wants the second one, **One fixed term**: you set the length and the start date, and every sponsor gets the same season. Choose 12 months and the date your season starts.

The other card lets the advertiser choose their own dates, which is right for a window and wrong for a season: it invites a sponsorship that stops in the middle of the year.

Press **Next**. That saves a private draft and moves you to the photos.

The screenshot shows the 'How this is sold' section of the Pritty Ghood interface. The top navigation bar includes 'Admin', 'Host', 'Advertiser' (highlighted), and 'Sign out'. The left sidebar lists 'Overview', 'Your spaces' (active), 'Bookings', 'Earnings', 'Business profile', 'Strikes', and 'Your team'. Below the sidebar, a note says 'Browse the marketplace as an advertiser from the switcher above.' The main form area is titled 'Hospice New Zealand'. It contains a section 'This advertising space would benefit' with two dropdowns: 'KIND OF BUSINESS' (set to 'Choose a kind...') and 'WHICH ONES' (set to 'Choose a kind first'). Below these is a note: 'Optional. It helps the right advertisers find you, and never stops anyone else booking.' The 'How this is sold' section has two cards: 'They choose the dates' (described as 'Two weeks up to your maximum, starting on a Monday. A window, a screen, a counter.') and 'One Fixed term' (described as 'You set the length and the start date. A season, an event, a year of sponsorship.'). Below the cards is a 'MAX ADVERTISING DURATION' dropdown set to '3 months'. At the bottom is a large blue 'Next' button.

Next is not publishing. It saves a draft only you can see and takes you to the photos.

6

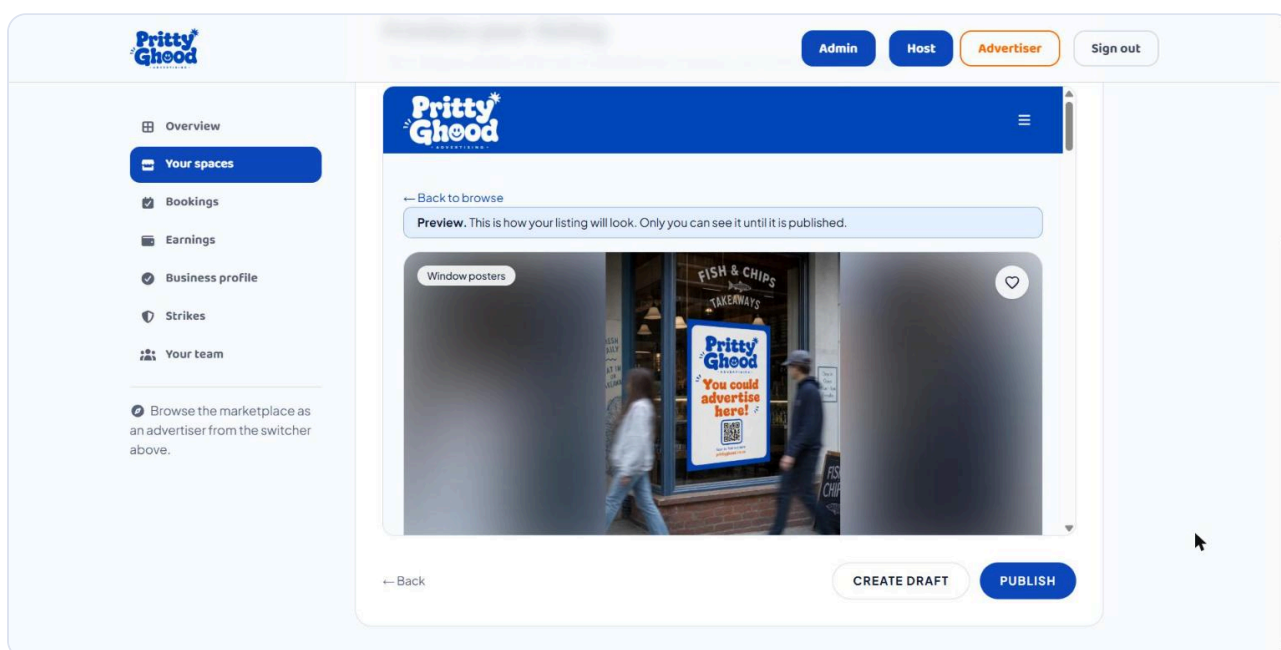
Photos, then preview, then publish

Up to eight, and the first is the cover. A game in progress, the clubrooms, the fence where a sign would go, a team photo. Anything that shows a business what they would be part of. Under the photo boxes you see the club's card as it will appear on the browse page.

Preview listing shows the listing page itself, the way a sponsor opens it. Then

Create draft to keep it private for now, or **Publish**. Before the site opens on 1 November, Publish asks whether to go live on launch day or now.

A listing with more than one row cannot go live until every row has a name, and the button tells you so rather than just refusing.



Everything about one listing lives on its manage screen afterwards. Photos, details, availability, and whether it is live.

When to use one price instead

If what you are selling is a single **Club Partner** package to one business, the fence sign and the team sheet and the clubroom board all together, that is the other answer to the question in step 4: included in my price. One listing, one price, every row part of the same deal.

Use separate prices when different sponsors take different teams. Use one price when the whole thing goes to one sponsor. Nothing stops a club having both listings up at once.

List an event

A tournament, a gala, a fun run, a prizegiving. Same idea as the teams, with the rows doing more of the work: everything a sponsor could put their name on is a row, and each is bought by a different business.

A worked example

A golf club is running a Saturday tournament. There is naming rights for the day, two holes worth sponsoring, and two prizes to put somebody's name on. That is one listing with five rows.

QUESTION	ANSWER
Kind of space	Static
Space	Event sponsorship
Name (made for you)	Event sponsorship 1 of 5 at Pukekohe Golf Club
Charged per	Month
How this is sold	One fixed term, 1 month, starting the date you set
Included in my price?	No, each one priced on its own

ROW NAME	WHAT THE SPONSOR GETS FOR IT	PRICE
Full naming rights	The tournament carries their name, on everything	\$800
Hole 9, longest drive	Their sign on the tee, named in the results	\$250
Hole 13, nearest the pin	Their sign on the tee, named in the results	\$250
Mens winner meat pack	Their name on the prize, handed over at the presentation	\$150
Womens winner meat pack	Their name on the prize, handed over at the presentation	\$150

Example figures. Five rows, five sponsors, one listing, one set of photos of the course.

Why the rows carry the detail

What the advertiser gets is one box for the whole listing, so it says what everybody gets: named in the programme, named on the day, thanked on the club page. Anything that differs between packages goes in the **row name**, because that is what a sponsor is choosing between, and it is the name that appears on their booking, on their receipt and on anything we print for them.

"Hole 9, longest drive" is a good row name. "Package B" is not.

The two dates that decide whether this works

1

The start date you set

A fixed term runs from the date you choose. For an event, start it far enough before the day that the build up is covered, and let it run a month. The sponsor is buying the tournament; the term is simply how the dates are held and how it is priced.

Put the real date of the event in the description. "Saturday 14 March" is the thing a sponsor is looking for, and no date field on the form says it for you.

2

Ten working days, unless you say otherwise

Normally nothing can start sooner than ten working days away, because that is how long it takes to get artwork made and delivered. For an event three weeks out that rules out half your sponsors.

Untick "Needs artwork from the advertiser" and the notice period goes away. Do that when nothing has to be printed by us: a name read out at the presentation, a name on a meat pack, a mention in a programme you are printing yourself.

If one package genuinely needs a banner made, leave it ticked and sell that one earlier, or arrange the banner with the sponsor directly.

One event, several sponsors, several payments

Each row is requested, accepted and paid for on its own. Five sponsors is five requests to answer and five payouts, not one. The club is paid the price typed against that row, in full, each time.

After the event

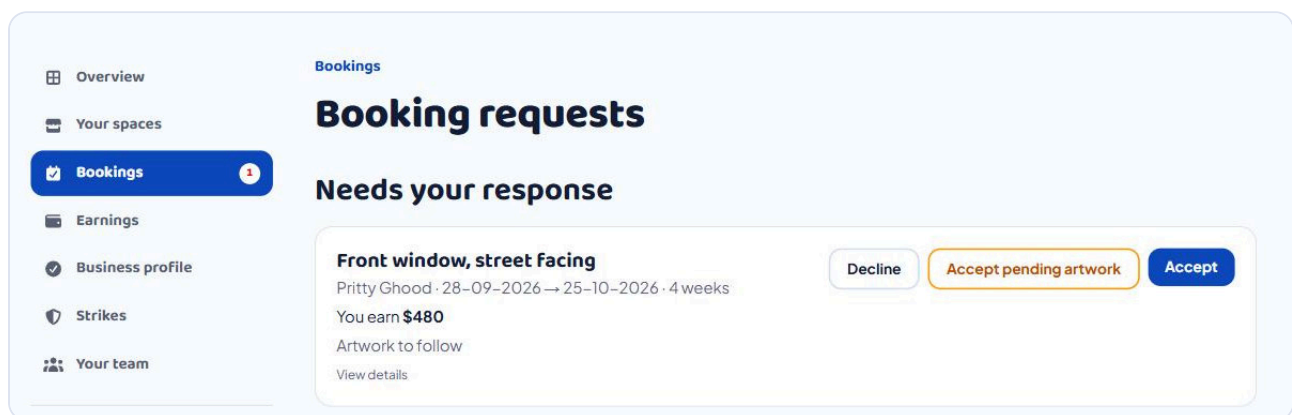
Pause the listing rather than deleting it. Next year, change the start date, the prices and the description, and publish it again. Everything else is already written, and last year's sponsors are on your bookings list to go back to.

When a sponsor asks

This is the part with a clock on it. You have 72 hours to answer, and after that the request expires on its own and the team goes back on sale.

How you find out

We email you, and it shows on the dashboard the moment it arrives. If you have given other committee members logins, they are emailed too, which is the main reason to bother doing that before the season starts.



What the club earns is on the request, before you decide anything.

What you are looking at

- Which team or package they want
- The business asking, and what they do
- The dates, which on a fixed term are your dates
- What the club is paid, in full
- Their artwork, if they have sent it

Your three choices

Accept takes the payment and locks the season in. **Decline** costs you nothing and needs no explanation, though a line about why is a kindness. **Message** asks them something first, and the 72 hours keeps running while you talk.

You are allowed to say no

It is your club. A business you would rather not be associated with, a competitor of your main sponsor, anything at all: decline it. Declining has no consequence of any kind. What does have a consequence is accepting and then cancelling, which is in the terms as a strike.

You cannot accept until payouts are set up

If Part 2 is not finished, the Accept button says so and tells you what Stripe still wants. The request keeps its 72 hours while you sort it, so it is recoverable, but it is a bad afternoon. Do Part 2 early.

Getting paid

The club is paid what it asked for, in full, and it is paid when the sponsor pays rather than at the end of the season.

How much

The number you typed. A team listed at \$1,200 pays the club \$1,200. There is nothing to subtract, no listing fee and no commission out of your side.

The sponsor paid more than \$1,200. The difference is our fee and the cost of the card payment, both charged on top of your price, and a share of our fee goes to the charity your listing supports.

When it turns up

THE FIRST TIME ONLY

7 to 14 days after the first payment

A one-off wait while Stripe finishes verifying a new account. It happens once and cannot be shortened.

EVERY TIME AFTER THAT

4 business days, paid out daily

New Zealand settles on a four business day cycle. Money from a Monday payment reaches the club account on the Friday.

Paid when the sponsor pays, not when the season ends

A twelve month sponsorship accepted in March is paid to the club in March. A lot of platforms hold the money until the job is done. We do not.

Pritty Ghood

ADMIN

Admin

Host

Advertiser

Sign out

Overview

Your spaces

Bookings

Earnings

Business profile

Strikes

Your team

Browse the marketplace as an advertiser from the switcher above.

← Back to dashboard

Earnings

What lands in your account, after our 10%.

TOTAL EARNED

\$271

View payouts in Stripe ↗

SPACE	DATES	STATUS	YOU EARN
test @11	28-09-2026 → 27-10-2026	Confirmed	\$1
Counter top display	31-08-2026 → 27-09-2026	Live	\$270

Every booking, what it paid and when. Useful at the AGM.

The donation

Every booking sends money to the charity chosen on that listing. It comes out of our fee, never out of the club's price, and the sponsor sees the charity named before they book. Clubs raising money for their own community tend to like this part, and it is worth mentioning when you are selling.

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During the season

One photo is all we ask, and it is the single best thing a club can do for next year's renewal.

Take the photo

Once the sign is on the fence or the logo is on the shirt, photograph it and upload it to the booking. The sponsor sees it on their campaign page. It takes ten seconds, it proves the club did what it said, and it is the thing a sponsor forwards to whoever signs the cheque.

A shot of the team wearing the shirt beats a shot of the shirt on a hanger.

The QR code

Every campaign gets a QR code, and the sponsor chooses where it points. If it ends up on a fence sign or in the programme, we count every scan and the sponsor can see exactly how many people it brought in.

That number is the argument for next season's price. A club that can say "142 people scanned your sign" is having a different conversation from one that says "it was up all year".

At the end

The booking finishes on its own. Nothing to do, nothing to cancel. The team goes back on sale for the following season, and the sponsor is on your bookings list to ring first.

Let the committee help

A request that waits three weeks for the secretary to come back from holiday is a sponsorship that never happens. Everybody gets their own login, with their own email and password.

How it works

Your team from the dashboard. Enter somebody's email, tick what they may do, and they get an invitation. They set their own password. **No shared logins, ever.**

The screenshot shows the 'Your team' page in the Pritty Ghood dashboard. The top navigation bar includes the Pritty Ghood logo and buttons for 'Admin', 'Host', 'Advertiser' (highlighted), and 'Sign out'. The left sidebar lists various dashboard sections: Overview, Your spaces, Bookings, Earnings, Business profile, Strikes, and 'Your team' (highlighted). Below 'Your team' is a note about browsing the marketplace as an advertiser. The main content area has a 'Back to dashboard' link and a heading 'Your team' with a sub-note about advertiser expectations. The 'Invite someone to help' section contains a text box for 'Their email address' (pre-filled with 'name@example.co.nz') and a list of permissions under 'What can they do?': 'Answer booking requests', 'Manage listings', 'Read and reply to messages', and 'See earnings'. Each permission has an unchecked checkbox and a brief description of the role.

Five ticks, not ranks. Give each person only what they need.

The five ticks

TICK	WHAT IT LETS THEM DO
Bookings	Accept and decline requests. The one that stops things waiting.
Listings	Create and edit listings, change prices, publish and pause.
Messages	Read and reply to sponsors.
Earnings	See what the club has been paid.
Settings	Change the club's details.

Everybody you invite can **see** the club's listings and bookings. The ticks control what they can **change**. Somebody with no ticks at all is a read-only pair of eyes, which is a perfectly good thing to give a new committee member.

Four things can never be handed over

Bank and payout details, the charity, disputing a strike, and inviting other people. Those stay with whoever owns the account, whatever ticks anybody has. If the treasurer changes, the account itself has to be handed over, which is another reason to open it with a committee email address.

What they do is what the club has done

A booking accepted by a committee member is accepted by the club, and it is binding in the ordinary way. Anybody given the bookings tick should know the club's rules about who it will and will not take money from. That is in the terms as clause B1.4, and it is there because we cannot know your house rules.

Questions clubs ask

Can we keep our existing sponsors off the site?

Yes. Only list what you want to sell. A deal you have already done by handshake never has to appear here at all.

What if two businesses want the same team?

The first to ask holds it while you decide, and the second sees it as taken. If you decline the first, it goes straight back on sale.

We are not GST registered. Is that a problem?

No. Plenty of clubs are not. Answer honestly at sign-up and everything works the same.

Our ground is council owned. Can we still do this?

That is between the club and the council, and it is exactly what the premises confirmation at sign-up is about. Check your lease before you list signage at a ground you do not own.

Can we sell the same team to two sponsors?

Not on one row. Make it two rows, named for what each sponsor actually gets, and price them separately. "Premier Men, shirt front" and "Premier Men, shorts" are two things.

What happens if we cancel after accepting?

The sponsor is refunded and the club may get a strike. Three strikes that count inside twelve months suspends the account for three months. Declining a request is always free; it is cancelling an accepted one that matters.

Any questions at all

Reply to any email we send you, or write to support@prittyghood.com. If you would rather be walked through the first listing on the phone, say so and we will ring you.

prittyghood.com