# Mobilisar User Guide

### **TO LOGIN**

Go to **www.mobilisar.com** - or visit **www.tiptop.co.nz** look for the events and fundraising link for more details and to book equipment.

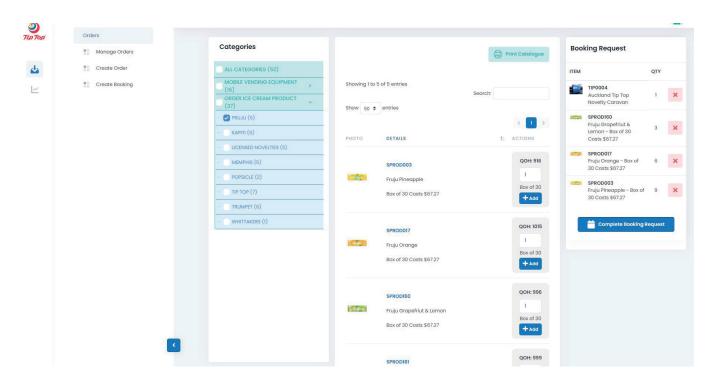
Enter your username, password.

If you have never used the system before please email or call BrandSpec to set up a login.

#### **TO ORDER**

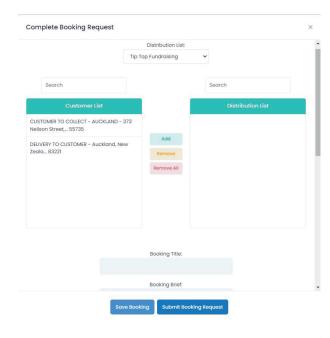
- 1. Click on orders on the left hand side. Create booking and choose the events equipment you wish to hire. Add the products you wish to purchase to the booking as well.
- 2. If you require product create an order only.

PLEASE NOTE: order must at least total \$700 excluding GST in order to use a van, and at least \$350 to use a cart. There will be a calender on the bottom of each cart/van to show its availability. If your desired period is not booked then add it to the order.

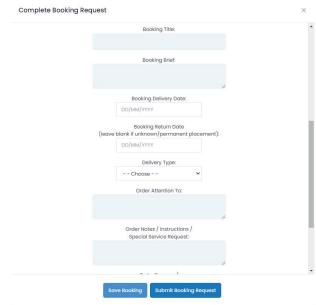




**3.** Once you have confirmed product and cart/van complete you booking request.



**4.** Fill in necessary fields, and submit booking, you will get an email confirmation once approved.



## Once you have sent your booking request, the following will occur:

- **1.** The order will be processed by BrandSpec and a copy will be sent to Tip Top for authorisation.
- 2. Once you have the quote you will need to confirm order. Payment & Bond must be paid before collection.
- **3.** On return of the material all items will be cleaned and checked. Any damage will be rectified and costs charged back to your Bond. You will be advised first if this arises.

## **CONTACT US**

**Email:** tiptopfundraising@brandspec.co.nz

