**Steps to stylist certification**

1. Everything starts by periodically checking [info@donnabella.com](mailto:info@donnabella.com)
2. When a user has passed the course, an email is sent with the results to info@.com
3. Print off the order in CS, pack the order, and go out to the warehouse (Special Paper/specially rolled up/hard to pack)
4. Generate an order in QB: DB=> "Certificate" + marketing kit

Babe=> MISC

1. Go back and email the user asking for their picture (for the stylist portal). This can result in some non-preferred emails being
2. Check a box in Pinnacle. (When CSM searches for a customer, there is a box next to them with: “Is certified” + method.
3. Upload picture to the Stylist Portal (not 100% sure how this works and this is something we can work on)