



KOBO SPORTS HOW TO ACCESS YOUR BACK OFFICE

JULY 2024



WELCOME TO KOBO SPORTS



By deciding to become a sales Rep for KOBO Sports, you have become a member of a team of highly-motivated people with a passion for pickleball and love to make a little money on the side, spreading the word about pickleball and high-performance pickleball paddles.



Check your signup email



A. FIRST, check your email after you enroll.

Look for an email from
Customer.Support@kobopickleball.com with the title:
Congratulations! and has the message:

Hello New Rep,

Thank you for signing up with us and we're happy to have you aboard! Below you will find the information that you will need to access your personal website and back office where you can view your profile, place orders and access all other important account activity.

Your Identification # is: 1XXX

Your Password is: your password was chosen on signup. If you forget your password, click the password reset link.

Your Personal Link: newrepURL

To login to your back office, please go to: <https://tools.bydesign.com/Kobopickleball/Account/LogOn> . Your username is your email address and your password is what you chose at signup.

Thank you again!

Your KOBO Sports Support Team

We can be reached at customer.support@kobopickleball.com or contact Sponsor Rep at sponsorREP@email.com



Logging into your Rep Back Office



B. Go to the link in your welcome email:

tools.bydesign.com/kobopickleball

You will get to a screen like this:

A screenshot of a login form titled 'Revolution Login'. It features a dark blue header bar with the title. Below the header, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field has a small green icon with a white 'x' on the right side. Below the 'Password:' field, there is a 'Remember Me' checkbox and a 'Forgot password?' link. At the bottom, there is a blue 'LOGIN' button.

Revolution Login

Username:

Password

Remember Me ☐

LOGIN [Forgot password?](#)



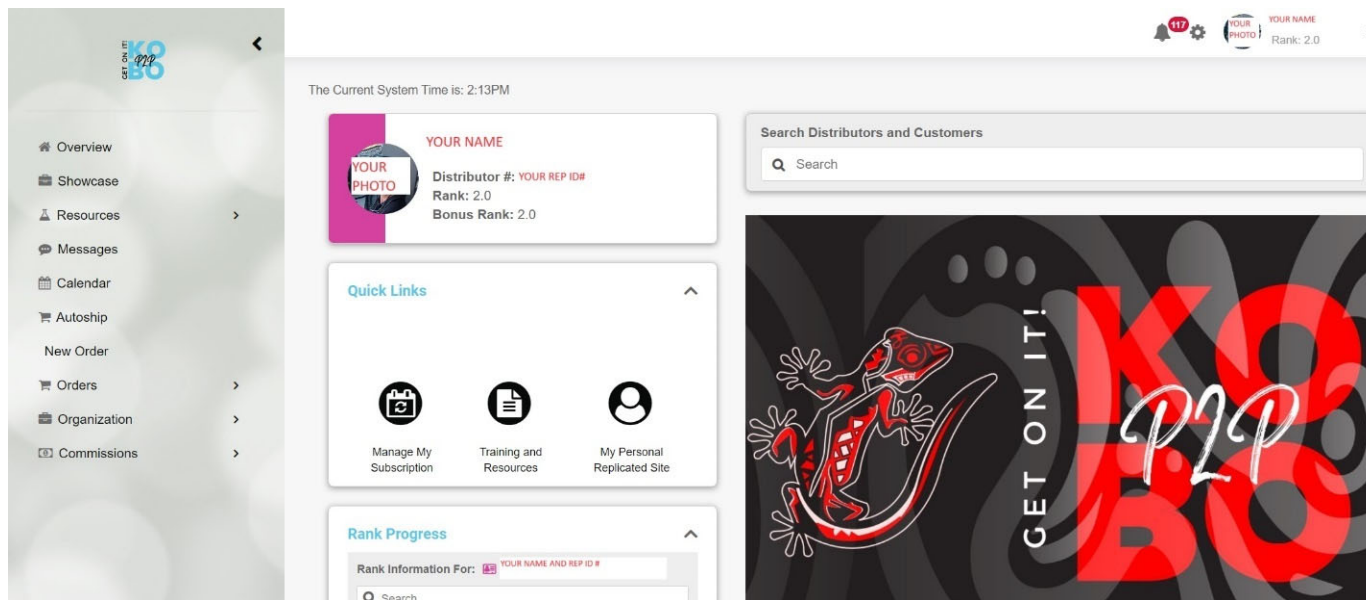
Use your Rep ID as your username and Password that you setup

A screenshot of a web login form titled 'Revolution Login'. It features a dark blue header with the title. Below the header, there are two input fields: 'Username:' and 'Password'. The 'Username' field has a small green icon with a white 'i' inside a circle to its right. Below the 'Password' field, there is a 'Remember Me' checkbox and a 'LOGIN' button. To the right of the 'LOGIN' button is a link that says 'Forgot password?'.

C. In the fields enter your 4-digit Rep ID assigned to you as your Username in your introduction email and enter the password that you chose on signup.



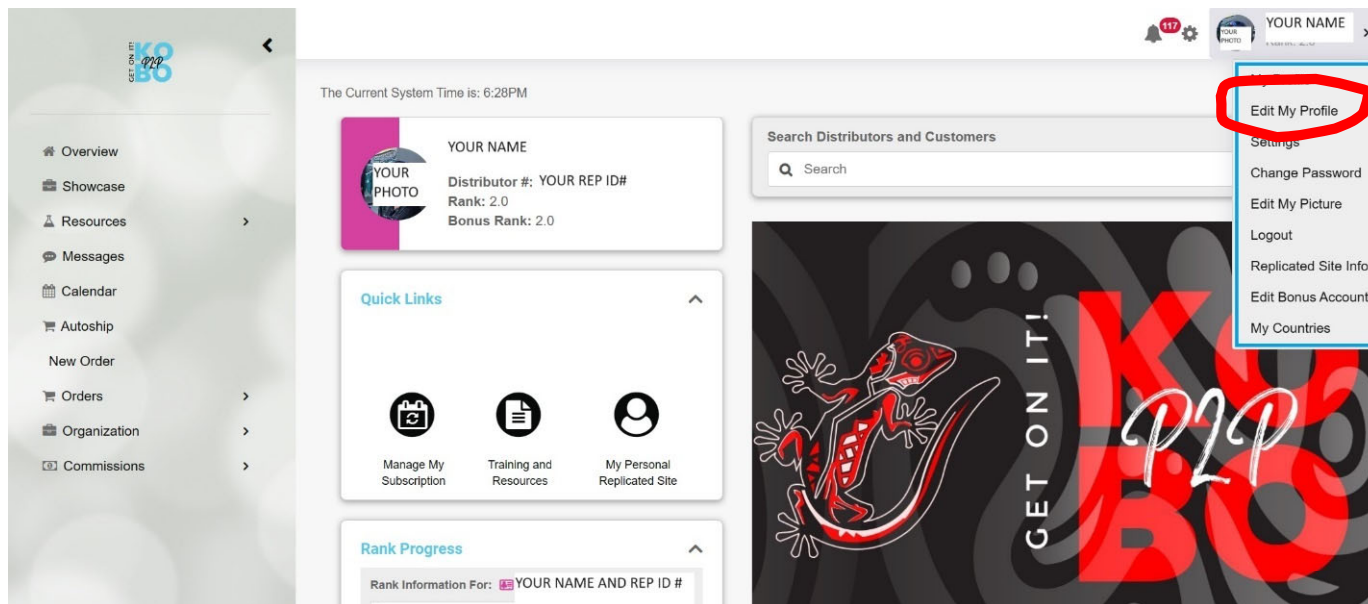
You will be taken to your Backoffice Dashboard:



Once in your backoffice, one of the most important things to pay attention to are the details that ensure you can be paid commissions.



While on the Dashboard, Upper Right, Edit Profile



D. Go to the upper right corner of your screen and click your name. A drop-down menu will appear. Click “Edit My Profile”.



Make sure all the
information is correct,
including “Identifier Types”

A screenshot of the KOBO user profile page. The page has a sidebar on the left with navigation links: Overview, Showcase, Resources, Messages, Calendar, Autoship, New Order, Orders, Organization, and Commissions. The main content area contains a form with fields for Company, Replicated Site, Pay to Order of, Preferred Language, Identifier Types, and Identifier. A red box highlights the 'Identifier Types' and 'Identifier' fields. A green arrow points to the 'Preferred Language' field with a green box containing the text 'Enter the name for your checks'. The top right corner shows a user profile summary with a name, photo, and rank. A dropdown menu is open on the right side of the page, showing options like My Profile, Edit My Profile, Settings, Change Password, Edit My Picture, Logout, Replicated Site Info, Edit Bonus Account, and My Countries.

E. Pay attention to box:
“Identifier Types”, Choose the
type that applies to you, SSN/Tax
ID, normally. Enter that number
in the Identifier box below it.



Input the name for your checks in “Pay To Order of”

A screenshot of the KOBO user profile form. The form is divided into several sections. On the left is a sidebar menu with options: Overview, Showcase, Resources, Messages, Calendar, Autoship, New Order, Orders, Organization, and Commissions. The main form area contains fields for: Company (placeholder: YOUR NAME OR YOUR COMPANY NAME), Replicated Site (placeholder: YOUR URL NAME), Work (placeholder: YOUR PHONE NUMBER), Fax, Mobile Phone (placeholder: YOUR CELL PHONE NUMBER), Pay to Order of (placeholder: NAME ON COMMISSION AND BONUS CHEQUE), Preferred Language (dropdown: English), Identifier Types (dropdown: SSN / Tax ID), and Identifier (placeholder: YOUR SSN / TAX ID NUMBER). A green callout box with an arrow points to the 'Pay to Order of' field, containing the text 'Enter the name for your checks'. On the right side of the form is a 'My Profile' menu with options: Edit My Profile, Settings, Change Password, Edit My Picture, Logout, Replicated Site Info, Edit Bonus Account, and My Countries.

F. Put the right legal name that should be written on your commission checks so you can deposit them into your bank.



Check that your Billing and Shipping Addresses are Correct



Billing Address

Street 1
123 Your Street

Country
USA

Postal Code
12202

State
NY

City
ALBANY

County
ALBANY

☒ Billing Address same as Shipping Address

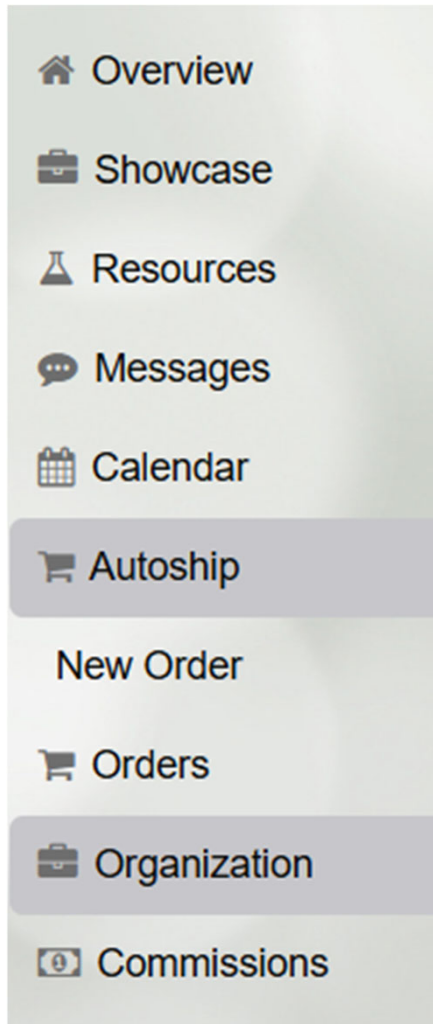
SAVE

DON'T FORGET CLICK SAVE

G. Check your Billing Address and Shipping address and Don't forget: Click Save when done.



YOU ARE READY TO GET ON IT!



Now you know how to access your backoffice. Feel free to click around and view the other menu items.

Organization is where you will do a lot of viewing and managing the sales organization that you build as a Rep (customers and Reps).

