

MTD Print Orders on Chalk Line



Previously we used a service called CopyCat for all of our printed MTD materials. As of September 2023, we switched over to a new platform called Chalk Line. For any questions about this switch, please reach out to communications@reliant.org.

Visit Chalk Line Store



When ordering items from Chalk Line, it's very important that you always include your FD Number with each order.

Enter your FD# at checkout in the space that says "Staff account # or FD#"

Staff Account# or FD#

0000

SHIPPING- Shipping is paid for out of the MTD account for which the Reliant employee is responsible. **You will not have to provide payment on Chalk Line;** the shipping fees will be billed to your MTD account by Reliant Central.

Frequently Asked Questions about Chalkline

General FAQ

Q: How do I log in to Chalkline?

A: [Find our Reliant branded storefront here](#). Just create an account using your reliant email address and proceed with placing your order

Q: What is my username and password?

A: You will create an account using your reliant email address; you choose your password. The first time you create an account, you will receive an email to verify your email address. Click the "verify email address" button to do so.

Q: How do I verify my email address?

A: The first time you go to Chalkline and create an account, you will receive an email to verify your email address. Click the "verify email address" button in the received email.



Make sure to add Chalkline as a trusted sender so you receive important message notifications regarding your order. Check your junk or spam folders, just in case.

Q: How does billing work on Chalkline?

A: Reliant covers some initial MTD items for you, like: We Are Reliant brochures, how to start giving brochures, offline giving brochures, your first order of ministry profile cards, the first order of your presentation photo book, and all envelopes. You are responsible for paying for all shipping charges for any item. You will not have to pay for this at checkout, but instead, this will be billed to your MTD account. All Reliant merch items are also billed to the ministry worker's MTD account.

Q: Who do I ask for help?

A: Chalkline has a team that can assist you with your order. You can send a message through the Chalkline system or email friends@chalkline.org or Reliant's communication department at communications@reliant.org.



Make sure to add Chalkline as a trusted sender so you receive important message notifications regarding your order.

See [MTD Print Orders on Chalk Line](#) for specific information on how to place online orders.

Specific Issues FAQ

Q: I keep getting an error message when I try to upload a photo to my ministry profile card! Can you help?

A: You may need to crop or re-size it. For best results, choose a landscape photo (wider than it is tall). You may also email communications@reliant.org, and we will be happy to assist.

Q: Where do I upload my PDF for the MTD Presentation Album?

A: You can upload your PDF in the area that says "Attach files", then add the item to your cart.

Q: My logo looks tiny on my business card and/or ministry profile card. What should I do?

A: You may need to find a different format for your logo. Is your logo really wide and short? Maybe your ministry has an alternate logo that's stacked, making it more like a square. You may also email communications@reliant.org, and our designer would be happy to help!

Q: I don't know how to make my MTD Presentation Album! Help!

A: View the complete set of instructions for [MTD Printed Presentation](#).

Items you can Order on Chalk Line

We Are Reliant Brochure



Most people in initial MTD order around 200 for giving to potential donors at the end of an MTD presentation. The profile card (below) is designed to be placed inside the brochure, and your photo will show through, making you the face of Reliant.



These brochures are ordered in packs of 50, so to order 200 brochures, order 4 packs of 50.

Ministry Profile Card



The Profile Card is a core MTD piece designed to be left at every MTD appointment. Part leaving piece + calling card + How to Give brochure, you upload your own photos to this item, and Chalk Line will print it for you with professional quality.

**Chalk Line**
Align Your Communications

[Home](#) [Products](#) [Refer a Friend](#) [Login](#) [Cart](#)

Top Level / Reliant Branded Products / Reliant Ministry Profile Card

Reliant Ministry Profile Card

SAMPLE

Mike and Sarah Swann
Blacksburg, VA Virginia Tech FD8300
Reliant.org/mike.swann
MIKE.SWANN@CLC.NET | 551-482-4824

Mike and Sarah Swann serve at New Life Christian Fellowship (NLCF) on the campus of Virginia Tech. Mike is a co-pastor at NLCF and enjoys preaching, leading worship, and discipling college students and other

Reliant missionaries. Sarah disciples young female staff, sings on worship teams and enjoys working together with Mike to help engaged couples through pre-marital counseling.

newlife
Christian Community



Job Name

Quantity
25

Attach Files (max 200MB)

Drop files here or click to upload

Comment



Ministry Profile Card Ordering Instructions:

1

Where you see "Job Name" enter your first and last name.

2

Select the quantity you would like to order.

3

Type up your customized information using Google Doc or Microsoft Word.

Please include the following information for your card:

- First and last name
- Email address
- Phone Number
- Ministry location (city, state, or country)
- Ministry name (church or org name)
- FD####
- Your reliant url giving link (reliant.org/first.last)
- A brief description paragraph (60 words max)

4

Upload this document along with two images where you see "Attach Files".

5

Add to cart! Once you've uploaded your documents, add this to your cart. Proceed to fill out your shipping information.

You will not need to provide any method of payment since Reliant will bill your MTD account for shipping fees, and Reliant covers all printing costs for this item. See the billing FAQ below for more information on billing and payment on Chalk Line.

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Create a Chalk Line account- you will need to create a Chalk Line account using your reliant.org email address. **Be sure to check your junk/spam folder, as a verification link will be sent for you to set up your account.** Follow this link to complete your account setup.

Once you do this, you can checkout.

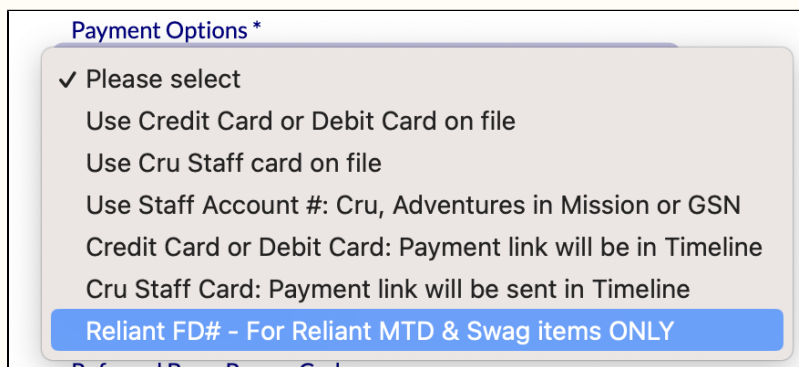
7

Checkout Page-

When you checkout, you will see several payment options.

It's very important that you select the option that says "Reliant FD#". This ensures that your order goes through our Reliant billing process.

Your screen will look like this:



Payment Options *

- ✓ Please select
- Use Credit Card or Debit Card on file
- Use Cru Staff card on file
- Use Staff Account #: Cru, Adventures in Mission or GSN
- Credit Card or Debit Card: Payment link will be in Timeline
- Cru Staff Card: Payment link will be sent in Timeline
- Reliant FD# - For Reliant MTD & Swag items ONLY**

Deferred Price Drop Code



Select Reliant FD# as the Payment Option

You will also need to enter your FD# in the space provided:

Options

Envelope Return Address (Use Billing Address) *

Not Applicable

Has your address changed since last mailing?

Yes

Payment Options *

Reliant FD# - For Reliant MTD & Swag items OI

ONLY the Last four digits of card on file

Staff Account# or FD#

0000

Referred By or Promo Code

Desired Prep-Ahead Date - Must be 7 days from order date.

Comment

Staff Account# or FD#

0000

8

Chalk Line will then input all your information and send you a pdf proof! Once you approve, this will be printed and shipped to you. You can check the status of your order anytime by using the order number provided or logging into your account.



You must have high-quality photos.

Photo Resolution Help

When selecting photos for your profile card, it's best to try to get the best resolution possible...

So you have a photo you like, but how do you know it's an OK size for print? Here are a couple of tips for finding out photo size and resolution:

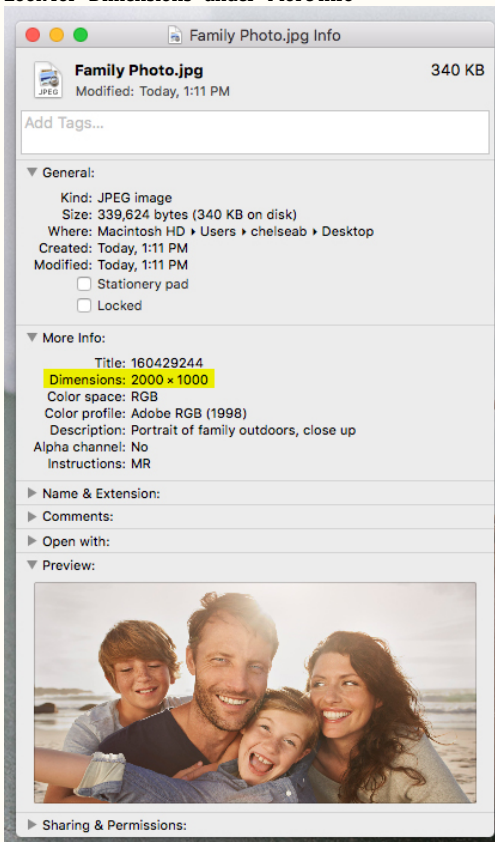


Mac Help

1. Save the photo to your desktop
2. Right-click the photo and click "Get Info."



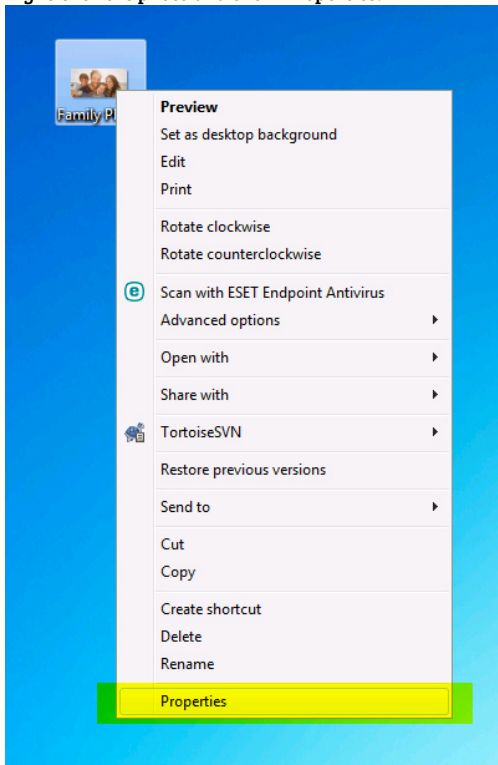
3. Look for "Dimensions" under "More Info"



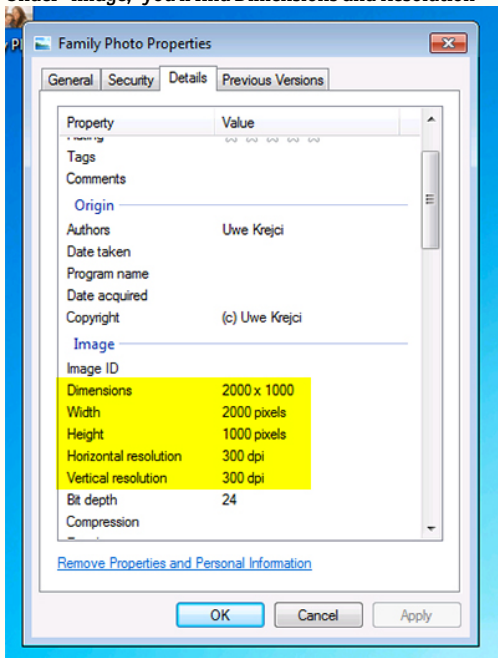
4. Anything above 2000 pixels is probably a safe bet, but remember, if it's blurry on your screen, it could look even more blurry (not less!) on paper.
5. Email communications@reliant.org if you have specific questions or concerns

PC Help

1. Save the photo to your desktop
2. Right-click the photo and click "Properties."



3. Under "Image," you'll find Dimensions and Resolution



4. Anything above 2000 pixels is probably a safe bet, but remember, if it's blurry on your screen, it could look even more blurry (not less!) on paper.
5. 300 dpi (under horizontal and vertical resolution) is best... HINT: Facebook photos are only 72 dpi, which means the resolution is MUCH lower than ideal.
6. Email communications@reliant.org if you have specific questions or concerns

MTD Presentation Album



The MTD Presentation Album (sometimes we call it the MTD "Photo Album") is the visual storytelling aid that is essential to sharing your story. This high-quality, photo book walks through the flow: the need, the answer to the need, and "I am Reliant; I can't do this alone."

Our 8.5" by 5.5" book is similar to photo books ordered from Shutterfly or other popular photo sites. Every page is custom designed by you (how to do it is below), and it easily lets you drop in digital photos of ministry, key facts to explain your mission field, and logos from your local church or network. Once created using google slides, you upload the PDF file to Chalk Line.



Before uploading your MTD presentation album to Chalk Line, ensure you have followed the directions on creating your [MTD Printed Presentation](#).



Please note: If you're using the green Fixed Term resident/intern/apprentice/fellow slide deck, it is not designed for printing but instead designed to be a digital presentation only.

How to upload your album to Chalkline

Order Your Book through Chalk Line

1. Find the MTD Presentation book on our [Chalk Line storefront](#)
2. Include your first and last name under the "Job Name"
3. Choose how many books you would like (typically, 1 is enough unless you want to pass these out to people)
4. Upload your PDF by clicking "Attach File"
5. Comments- it is important to make sure you add your FD number in the comments section.
6. add to cart
7. Place order
8. No payment is required on Chalk Line, shipping fees will be charged to your MTD account, and Reliant will cover the costs of printing.
9. Book delivered in 7 to 14 days

Reliant MTD Presentation Book



Description

The MTD Presentation Album is a vital visual aid for your story. It's a high-quality photo book with three key sections: the Need, the Solution, and "I am Reliant: I can't do this alone." Create your album in Google Slides, and upload the PDF for a glossy, softcover, coil-bound book fit for sharing your presentation in coffee shops, living rooms, or offices.

Important Info:

- Share Google Slides with comms admin (communications@reliant.org) for approval before ordering.
- Dimensions: 8.5 x 5.5
- Covers: 130# gloss cover with flush cut laminate
- Inside: 80# gloss cover
- Available in spiral bound or saddle stitch

Important Reminders:

Job Name

Quantity (1-25)

Attach Files (max 200MB)

Drop files here or click to upload

Comment

Summary

Quantity	Price
1	\$7.00

 [Add to Cart](#)



Questions?

Email communications@reliant.org for questions!