RALLY HOUSE®

HOLIDAY PLAYBOOK









WIN THE SEASON

YOUR GAME PLAN FOR A SUCCESSFUL HOLIDAY SEASON



THE IMPACT

The holiday season is our biggest opportunity to deliver an exceptional Guest Experience. Being ready starts before the rush.

The Holiday Playbook will be released in three monthly editions: **October, November, and December.** Each edition will bring together the key information, priorities, and actions your store needs to focus on for the upcoming weeks. Use each edition to stay ahead of important dates, prepare your team, and execute the season successfully.

The Fieldhouse remains your go-to resource for the complete Playbook, detailed instructions, and additional operational guidance throughout the holiday season.

THE PLAY

PREP

PRINT THE PLAYBOOK

For each edition of the Holiday Playbook that is released, **print and place in the Store Binder** while you work through the checklists.

READY

GET READY

Complete readiness, staffing, training, merchandising, supply, and technology expectations before peak traffic.

PEAK

EXECUTE THE SEASON

Use the Black Friday, Customer Experience, Fulfillment, Cash Management, and Playbooks located in the Fieldhouse to navigate peak days.

RESET

RECOVER & RESET

Follow the post-holiday guidance for returns, markdown, décor removal, inventory, staffing, and the January reset.

PRO TIP | BE READY BEFORE THE RUSH, STAY FOCUSED THROUGH THE SEASON, AND FINISH STRONG.

HOLIDAY GAME PLAN

Complete each week's plays by the end of the listed week.

OCTOBER WEEK 4

OCT 19 – 25

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
19	20	21	22	23	24	25

THIS WEEK'S PLAYS

- ❑ Holiday Décor Prep
- ❑ Confirm Holiday Store Hours
- ❑ Select Date for Holiday Meeting & Adjust Schedule
- ❑ Review Seasonal Guidance in Staffing Guide
- ❑ Complete IT Readiness Checklist

NOVEMBER WEEK 1

OCT 26 – NOV 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1

THIS WEEK'S PLAYS

- ❑ Set Holiday Décor
- ❑ Begin Holiday Merchandising of Seasonal Items
- ❑ Review Holiday Meeting Materials Sent via Huddle for Store Holding 11/8
- ❑ Write Schedule in Legion for Black Friday Week
- ❑ Review Supplies Inventory for Peak Items and Place Order, If Needed



HOLIDAY READINESS CHECKLIST

OCTOBER WEEK 4

October 19-25



This week, focus on holiday décor, store hours, seasonal staffing, and technology readiness. Use this checklist to stay on track, then review the following pages for details and resources.

HOLIDAY DÉCOR PREP

☐ **Locate existing holiday decorations stored in the backroom.**

DISCARD SELECT RACK TOPPERS

- Confirm your existing holiday decorations kit **includes**:
  - Holiday Lights • Floor Christmas Tree • Green tabletop or grid trees • Storefront Decals

☐ **Confirm receipt of new Holiday decorations.**

- Snowman Grid Toppers • Nutcracker Grid Toppers • Updated Rack Topper Marketing

HOLIDAY STORE HOURS

☐ **Review store's suggested holiday Hours**

- Confirm hours are correct or enter in revised hours

HOLIDAY MEETING

☐ **Confirm the dates of your Store's Holiday Meeting**

- Complete your submission for your Store's Holiday Meeting Dates.
  - Meeting held on 11/8 *or* 11/15.
- Add your Holiday Meeting Date to your District Manager's Outlook calendar.

SEASONAL STAFFING

☐ **Review the Staffing Guide for November seasonal Team Member needs via Huddle**

- Work through the Applicant Pool to set interview and hire seasonal Team Members.

TECHNOLOGY READINESS

☐ **Complete the IT Readiness Checklist**

- Any item that is not functioning properly, open an IT Support Case.

Use the printed checklist as your consolidated view of the week. Task will be signed off by marking Huddle tasks complete.

HOLIDAY DÉCOR PREP

Confirm your store has the correct holiday decorations ready for next week.

Preparing your holiday decorations now will ensure your store is ready to begin installation next week. Locate your existing holiday décor, remove outdated Rack Toppers, and confirm you have the correct items for this season.

LOCATE YOUR CURRENT HOLIDAY RACK TOPPERS

All stores will receive a new Holiday Rack Topper Kit for the upcoming season. Before the new kit arrives, locate your store's existing Holiday Rack Toppers and compare them to the approved designs shown below.

Discard any existing Rack Toppers that do not exactly match the designs shown, even if the messaging or category is the same. Some Rack Toppers, such as Stocking Stuffers, have been updated with a new design while keeping the same messaging.



CONFIRM YOUR HOLIDAY DECOR

Use this checklist to confirm you have the correct decorations.

- ❑ Updated Rack Topper Kit
- ❑ Storefront Decals (Ornaments and Nutcrackers)
- ❑ White C9 Christmas Lights & command hooks (command hooks are available to order on Sitoo)
- ❑ Tabletop Green Trees (**ONLY use on empty Ochos or empty Tabletop 4-way Fixtures**)
- ❑ Holiday Grid Toppers (multiple versions)
- ❑ Christmas Floor Tree & wrapping paper (wrapping paper is available to order on Sitoo)



HOLIDAY STORE HOURS

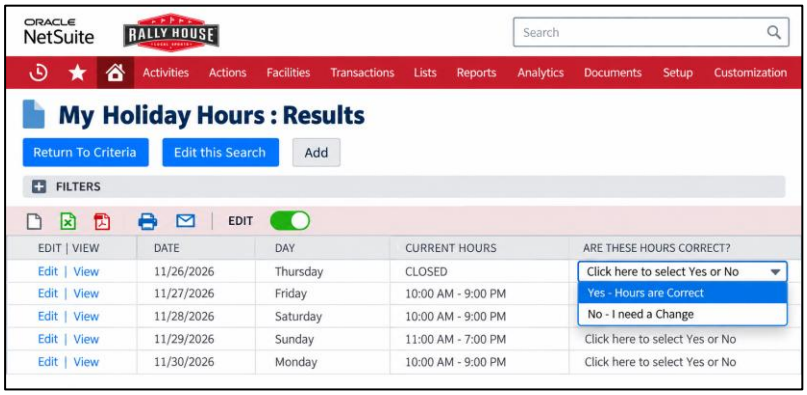
Know your location's hours and schedule accordingly.

Holiday operating hours vary by location and may be impacted by shopping center or mall requirements, local considerations, and campus schedules. The hours that you will be approving are based on the historic hours that stores have followed during previous Holidays. There may be changes that you need to make for this Holiday season, all hours should be reviewed with a critical eye.

GAME PLAN

REVIEW YOUR HOLIDAY HOURS

- Log into NetSuite.
- In **Shortcuts** on the left -hand side of the screen, locate My Holiday Store Hours.
- Review the hours displayed for each day 11/29/2026 – 1/1/2027
- For each day, click where it says, "Click Here to Select Yes or No" and select from the drop-down menu if the hours are correct.
    - If they are not correct, fill in the columns after with the correct opening and/or closing time and the reason for the change.



CONFIRM BEFORE YOU APPROVE

Before approving your Holiday Hours, confirm:

- The opening and closing times are correct for your store.
- The hours align with any mall or shopping center requirements.

FIELD LEADERS

IF CHANGES ARE REQUESTED BY YOUR STORES:

- You will receive an email of the summary of the requested hours.
- Click the link within the email to navigate to NetSuite to approve or deny the requests.

NEXT PLAY

NOVEMBER WEEK 2

Stores will create updated store hours signage using their approved Holiday Hours

SELECT HOLIDAY MEETING DATE

Choose your meeting date and prepare the store leadership team for the holiday season.

The Holiday Meeting brings store leadership together to prepare for the season. Select a meeting date that works for your dominate team's game schedule, confirm Team Captain and above attendance, and update your store's schedule.

CHOOSE YOUR MEETING DATE

OPTION 1
NOV 8
SUNDAY

OPTION 2
NOV 15
SUNDAY

Select the date that works for your dominate team's game schedule by choosing the weekend that they have an away game. If neither date works, partner with your District Manger to select an alternate date.

MEETING DETAILS

TEAM CAPTAIN & UP

- ❑ The meeting is reserved for Team Captain and Up. Do not schedule Seasonal Teammates or Teammates to attend

$5 PER PERSON FOOD BUDGET

- ❑ Budget for light refreshments for each person attending.
- ❑ An eGift Card will be emailed to your store's email the week prior to your meeting.

90 MINUTES ALLOTTED

- ❑ Allotted meeting time. The meeting may be held pre-open or post-close.

ONCE YOUR DATE IS SELECTED

- ❑ Submit your meeting date on the Submission Form by 10/25.
- ❑ Update your store's schedule in Legion for the date/time. Schedule Team Captains and Up to attend.

SUPPLEMENTAL HOURS

Do NOT enter Supplemental Hours into NetSuite. Corporate will enter these on 10/26. They will appear in Legion as Task Hours.

NEXT PLAY

WEEK PRIOR TO HOLIDAY MEETING
Review Holiday Meeting Materials that will be sent to you via Huddle.

TECHNOLOGY READINESS

Confirm critical store technology is working before peak holiday traffic.

Reliable technology is essential to keeping Guests moving and store operations running during peak holiday traffic. Stores should test required equipment early, report issues promptly, and ensure technology concerns are resolved before the holiday rush.



COMPLETE THE TECHNOLOGY READINESS CHECKLIST

- ❑ Log in to NetSuite and open the Technology Readiness Checklist form.
- ❑ Use the checklist to locate each piece of equipment and confirm that it is present and in working order.
- ❑ Scan the barcode on each equipment's asset tag directly into the form as you complete the checklist.

SUPPORT CASES WILL BE AUTOMATICALLY OPENED FOR EQUIPMENT WHERE YOU ANSWER "NO" FOR FUNCTIONAL?

USE THE ASSET TAG PLACEMENT GUIDE

Reference the Asset Tag Placement Guide to identify the equipment included in the checklist and locate the asset tag on each device.

The Guide includes equipment photos and approved asset tag locations to help you find and scan each barcode.



NEXT PLAY

If any devices are still not functioning two weeks after completing the survey (November Week 2), follow up on the support case.

HOLIDAY READINESS CHECKLIST

NOVEMBER WEEK 1

October 26-November 1

This week, bring the holiday environment to life, prepare your team for what's ahead, and make sure essential supplies are ready for peak.



HOLIDAY DÉCOR

☐ **Install Holiday Décor following the instructions**

- Follow the Holiday Décor Installation Instructions to complete your store setup.

HOLIDAY MERCHANDISING

☐ **Merchandise Holiday Hardlines into a presentation**

- Build the Holiday Hardlines presentation following the merchandising direction.

HOLIDAY MEETING

☐ **Review Holiday Meeting Materials for Stores Hosting November 8th**

- Review the materials sent in Huddle and prepare to host your store's Holiday Meeting.

BLACK FRIDAY SCHEDULING

☐ **Write schedule in Legion for Black Friday Week**

- Build the schedule to support Black Friday Week staffing and business needs.

SUPPLY READINESS

☐ **Review supply inventory of peak items, place order if needed**

- Confirm you have enough supplies on hand for peak. Place orders now for anything needed.

Confirm supply levels for:

❑ Gift Cards
❑ Shipping Materials
❑ Retail Bags
❑ Lanyards/Name Tags

Use the printed checklist as your consolidated view of the week. Task will be signed off by marking Huddle tasks complete.

CHRISTMAS FLOOR TREE

Build a festive, shoppable tree that celebrates one dominate team.

The Christmas Floor Tree brings holiday cheer to the salesfloor while keeping team pride at the center of the presentation. A festive, fully merchandised tree creates a fun shopping experience, highlights giftable merchandise, and inspires Guests to discover more ways to celebrate their favorite team.

GAME PLAN



1 BUILD THE TREE

- Choose one team to feature on the tree.
- Place the tree in a high-visibility location where Guests can easily see and shop the presentation.
- Keep the tree close to the team's merchandise, when possible, with the ornament presentation being an ideal location.

2 DECORATE WITH TEAM PRIDE

- Hang peggable ornaments on the tree.
    - Do not remove ornaments from boxes to hang on the tree.
- Decorate with lightweight hardlines such as hair bows, wallets, koozies, gloves.
- Fill open spaces with team plush to keep the tree full and festive.
- Distribute merchandise evenly so the presentation looks balanced from all visible sides.

3 CREATE THE GIFTS

- Wrap 6x6x6 and 8x8x6 shipping boxes using gift wrap and bows, then place the wrapped gift under the tree.
- Order gift wrap from Sitoo Supplies – 1 (6) pack of bows and 2 colors of wrapping paper.
- Only place wrapped "gifts" under the tree. Do not place unwrapped product, tree skits, or blankets underneath.

4 TOP IT OFF

- Use a knit hat or mascot foam finger as the topper.
- Position the topper securely so it remains visible and upright.

5 KEEP IT GAME-READY

- Refill merchandise as items sell.
- Straighten ornaments, plush, and other decorations.
- Keep wrapped gifts neatly arranged and the tree topper in place.
- Maintain a full, clean, and easy-to-shop presentation.

DECORATE THE TREE WITH LIGHTWEIGHT HARDLINES SUCH AS MITTENS, WALLETS, KOOZIES, GLOVES AND MORE.

USE PLUSH TOYS TO FILL EMPTY SPACES





TOP THE TREE WITH A TEAM HAT OR FOAMFINGER.

EVERY TREE NEEDS A TOPPER!

SURROND THE TREE WITH PLENTY OF GIFTS TO CREATE A FULL, FESTIVE CHRISTMAS DISPLAY

GRID INSERTS

Bring the holiday season to every team section with festive grid inserts

Holiday Grid Inserts add a festive touch throughout the store while keeping team merchandise at the center of the presentation. Alternate the holiday designs across 5G units and select coordinating stocking caps where required to create a balanced holiday presentation.

GEAR CHECK

- ❑ Holiday Grid Inserts
- ❑ Knit Hats for Nutcracker, Gingerbread Man, and Snowman inserts
- ❑ Grid sign holders
- ❑ Backroom storage space for existing marketing inserts



GAME PLAN

1 DECIDE PLACEMENT

- Stores will be receiving grid inserts for half of their 5' grid units.
- Walk the salesfloor and determine best placement for the grid inserts to make the whole store feel like holiday.

2 PLACE HOLIDAY GRID INSERTS

- Remove the existing marketing inserts from the 5G units identified to receive a grid insert.
- Place the grid insert in the grid unit sign holder.
- Alternate designs so the same styles are not grouped together.

3 ADD STOCKING CAPS AS NEEDED

- Select designs require a team knit hat: Snowman, Gingerbread Man, and Nutcracker
- Select a knit cap from the team section where the insert is placed that has large on-hand units. Don't use a knit hat that has 3 or fewer units.

4 CHECK THE PRESENTATION

- Walk the store to confirm the holiday designs are distributed throughout the store and grid insert styles are not grouped together.



HOLIDAY RACK TOPPERS

Bring holiday messaging to every fixture with the right rack topper placement.

Holiday Rack Toppers add seasonal messaging throughout the store. Placement varies by fixture type, so follow the guidelines for 5G units, 8G units, and the register lane to create a consistent holiday presentation while keeping messaging varied.



GEAR CHECK

❑ Holiday Rack Toppers

GAME PLAN

1 ADD RACK TOPPERS TO 5G

- Place one rack topper on each side of the Rally House logo, on the front and back of each sign on 5G units.
- Mix the rack toppers throughout the store. Do not group the same message together.

2 USE IMAGE RACK TOPPERS ON 8G UNITS

- Holiday grid inserts are not placed on 8G units.
- Add **image rack toppers** to the **front** of each sign on 8G units.

3 MIX MESSAGING IN THE REGISTER LANE

- In the Register Lane, place rack toppers on the front and back of each existing Rally House marketing insert.
- Mix rack topper messaging throughout the register lane. Ensure Gift Card messaging in the register lane presentation.

4 LOCAL SECTION

- On 5G units in the local section, place the Local Maker rack topper on fixtures where the vendor is local to your city and/or state.

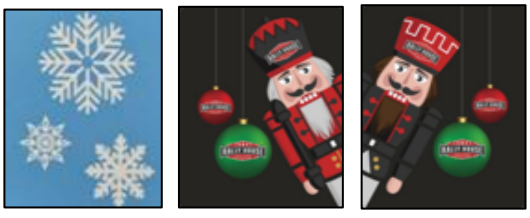
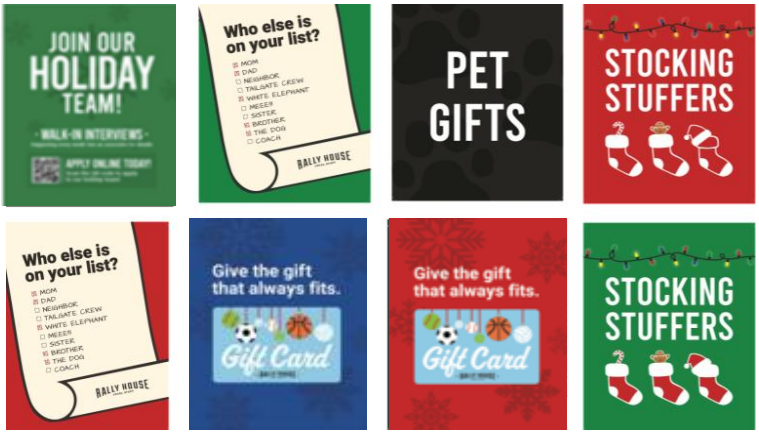


IMAGE RACK TOPPERS



MESSAGE RACK TOPPERS

STOREFRONT DECAL PLACEMENT

Create a festive storefront with consistent holiday decal placement.

Holiday decals create a festive storefront while keeping the entrance, store image, and window graphics visible. Follow the placement guidelines to create a consistent presentation across all storefront windows

ORNAMENT DECALS



- Place ornaments across the bottom section of each window, in line with the Tally House bow ties.
- Use 4-10 ornaments per window, based on the window's existing presentation:
  - **Windows with a bow tie:** approximately 4-5 ornaments.
  - **Windows without a bow tie:** approximately 5-10 ornaments.
- Stagger the ornaments randomly. Tilt them and vary their placement to create movement and a fun, natural look.
- Do not place ornaments in a straight line or block banners.
- Do not place ornament decals on storefront door, over cashwrap, or over window graphics.
- Do not place ornaments more than 24" from the ground.

NUTCRACKER DECALS



- Place the Nutcracker decals on the storefront windows near the entrance, following the placement show in in the storefront mockup.
- Align the top of each Nutcracker's hat with the top of the store door.
- If the Nutcracker covers the Store Hours sign, move the sign to the left of the Now Hiring sign in the window.



TABLETOP GREEN TREES

Add a festive touch to existing tabletop presentations while keeping merchandise visible and shoppable.

Tabletop Green Trees add festive flare to open tabletop fixtures!

Stores that have Tabletop Green Trees are able to use them on open or mostly open tabletop fixtures. Grid Inserts are the preferred decoration.

GEAR CHECK

- ❑ Tabletop Green Tree
- ❑ Open or mostly open tabletop fixture

GAME PLAN

1 BUILD THE TREE	• Connect the two tree pieces by sliding Piece 1 into Piece 2. • Push the pieces together until they are fully connected and secure.
2 PLACE TREE ON THE TABLETOP	• Tabletops should be open or mostly open and free of product when using the tabletop green trees. • If there is some product on the tabletop, keep surrounding merchandise visible and shoppable.
3 PRESENTATION READY	• Check the tree daily to ensure it remains secure, upright, and properly positioned within the tabletop presentation.





INSTALLING STOREFRONT DECALS

Prepare, apply, and secure holiday decals for a clean storefront presentation.

Apply all holiday decals to the inside of the storefront windows. Proper window preparation and careful application will help create a smooth, professional presentation while allowing the decals to be removed and stored for future use.

GEAR CHECK

- ❑ Ornament decals
- ❑ Nutcrackers decals
- ❑ White decal liners
- ❑ Holiday Tote
- ❑ Windex
- ❑ Paper towels
- ❑ Squeegee or gift card



GAME PLAN

1 CLEAN & PREP ALL WINDOWS

- Clean the inside of all storefront windows where decals will be placed using Windex.
- Dry the windows completely.
- Review the Storefront Decal Placement guide to confirm where each Ornament and Nutcracker will be positioned.

2 APPLY DECALS ONE AT A TIME

- Work in section , completing one decal before moving to the next.
  - Spray Windex on the section of the glass where the first decal will be placed. Leave the glass wet.
  - Carefully peel the decal from its white liner.
  - Apply the decal to the inside of the window with the sticky side against the glass and the design facing outward.
  - Carefully reposition the decal if needed.

3 SMOOTH AND FINISH DECAL

- Smooth the decal from the center outward to remove air pockets.
- Use a squeegee or gift card as needed.
- Once the decal is secure, move to the next placement area. Wet that section of glass and repeat the application process.
- Continue until all Ornament and Nutcracker decals are installed.

4 SAVE THE LINERS

- Do not throw away the white decal liners.
- Gather all liners and place them in the store's holiday tote.
- At the end of the holiday season, return each decal to its liner for storage.

CHRISTMAS LIGHTS

Light up the storefront with a festive, consistent holiday presentation.

White C9 lights outline the storefront windows to create a festive holiday presentation. Plan the installation around available outlets, secure the lights along the window perimeter, and keep all cords safely out of the Guest path.

GEAR CHECK

- ❑ White C9 lights
- ❑ Command hooks
- ❑ Extension cords
- ❑ Ladder
- ❑ Windex
- ❑ Paper towels



GAME PLAN

1 CLEAN & PREP ALL WINDOWS

- Clean the inside of all storefront windows where lights will be installed using Windex.
- Dry the windows completely so the Command hooks adhere properly.

2 PLAN YOUR SETUP

- Remove the white C9 lights form the holiday storage tote.
- Identify available outlets near the storefront and plan extension cord placement.
- Up to 10 strands of lights can run from one extension cord.
- Keep extension cords ticked close to the wall and out of the Guest path.

3 INSTALL THE LIGHTS

- Use a ladder as needed to reach the top of the windows.
- Starting near the outlet, run the lights around the perimeter of the storefront windows.
- Place a command hook approximately every 3 feet to support the lights.
- Pull the lights tight as you install them. Lights should not droop or sag.

4 COMPLETE THE PERIMETER

- Continue around all storefront windows until the entire perimeter is outlined with white C9 lights.
- Complete a final walk-by to confirm the lights are secure, pulled tight, and all cords are safely tucked away.

HOLIDAY HARDLINES MERCHANDISING

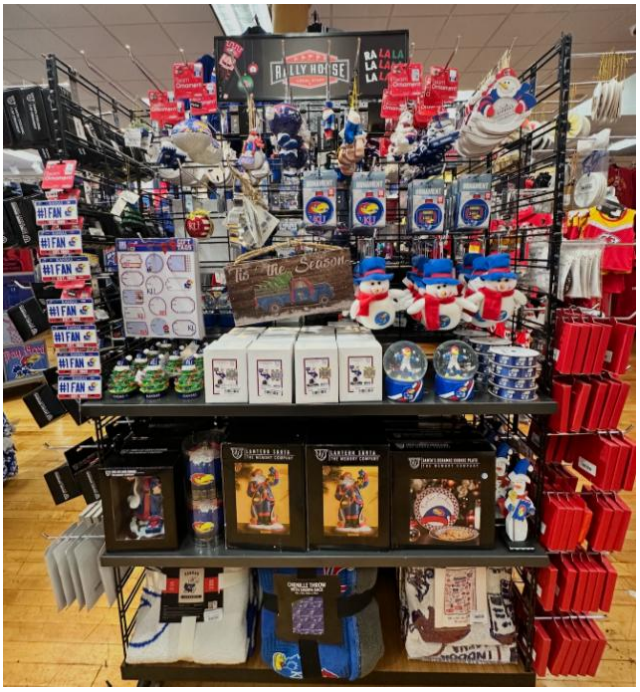
Create festive, shoppable presentations that bring the holiday season to life.

As holiday merchandise arrives, build impactful presentations throughout the store that celebrate the season and put product in from of Guest. Prioritize dominant teams, keep merchandise shoppable, and use holiday decorations to create a festive shopping experience.

GAME PLAN

ORNAMENTS & SMALL HARDLINES

- Allocate one full fixture for the Holiday hardlines presentation, along with a Christmas Tree.
- Fill the fixture with holiday-themed hardlines using the HAM method.
- Prioritize dominant team merchandise on the most focal sides. Place other teams and local merchandise on less prominent sides.
- Organize ornaments by vendor, theme, and/or color, as assortment allows.
- When inventory is light, supplement with blankets, knit hats, cold-weather accessories, and other giftable merchandise.
- In low-inventory situation, use the Christmas Tree as the lead end cap.



PLUSH STANDING SNOWMEN

- Stores may receive one or multiple plush standing snowmen representing their teams.
- Spread these snowmen throughout the store to create a festive shopping experience.
- If your store receives multiple teams, mix the teams throughout the store rather than clustering them on one fixture.



HOLIDAY HARDLINES MERCHANDISING

SEASONAL TEAM MASCOT INFLATABLE

- Stores receiving a holiday-themed mascot inflatable should display it in place of the current mascot.
- Plug inflatables directly into an outlet. Do not use extension cords, as they create a tripping hazard for Guests.



PREPARE TO HOST TEAM MEETING

Prepare now so you Leadership Team is ready for a great party!

As the Store Leader, you will be hosting your Team Captains and Assistant Coach during the Holiday Team Member Meeting. Use this week to review the materials, plan refreshments, and make sure you're ready to lead a fun, engaging meeting

KNOW YOUR DATE

Your Holiday Meeting is scheduled for:

NOVEMEBER 8

If your store is completing the meeting on **November 15,** you can disregard this page. You will receive information in that week's playbook.

PREP FOR THE MEETING

Set aside time this week to review and prepare.

10 MIN PRINT & PREP MATERIALS

Plan time to print and prepare any materials needed for the meeting.

20 MIN REVIEW THE MATERIALS

Review the Holiday Meeting resources and become familiar with the activities, talking points, and flow.

20 MIN PREPARE TO PRESENT

Practice the meeting and what you are going to say out loud several times.

10 MIN PLAN REFRESHMENTS

Determine:

- Where you will purchase food
- When you will pick it up
- Are any dietary restrictions to consider

FOOD & REFRESHMENTS

- **Your store will be emailed a virtual gift card** that can be used at most retailers and food establishments.
    - Stores have a food budget of $5 per Team Member, based on your Staffing Guide.
- If your purchase exceeds the amount available on the virtual gift card, this will be covered by the Head Coach.
- Once purchases have been made, upload the receipt to the task in Huddle to confirm funds were spent appropriately.

HOURS REMINDER

Do not enter Supplemental Hours into NetSuite
Corporate will enter these for you. They appear in Legion as Task Hours.

SUPPLY READINESS

Make sure your store has the supplies needed to support peak holiday traffic.

During peak season, your store may use supplies faster than usual. Review your inventory now and place orders early so your store has what it needs heading into peak.

GAME PLAN

COMPLETE AN INVENTORY REVIEW

Complete the Store Supply Inventory Sheet.

Review needs for:

- ❑ Gift Cards
- ❑ Employee Uniforms
- ❑ Retail Bags

Shipping Supplies

- ❑ 8x8x6 and 9x7x5 boxes
- ❑ Polymailers, all sizes
- ❑ Tape
- ❑ Newsprint



MAKE THE ORDER

Order needed supplies through the Sitoo Supply items on the POS.

1 FIND YOUR SUPPLIES

Log in to Sitoo on the POS and select the magnifying glass.

- Tap the filter icon and select Vendor Direct.
- Tap FACET DEPARTMENT, select Sitoo Supply Items > tap Back.
- Tap FACET SUB DEPT, select the supply type

2 BUILD YOUR ORDER

Search by item name or style number → select the item → Add to transaction.

- Adjust the quantity on the transaction line when ordering more than one.
- **DO NOT DUPLICATE TRANSACTION LINES**

3 ADD YOUR STORE

Add the Customer to the transaction: store###supplies@rallyhouse.com

- Replace ### with your 3-digit store number.
- Confirm and close View Customer.

4 COMPLETE THE ORDER

- Tap Pay and select the current user location for the “Deliver from Store” box
- Tape Next
- Confirm store address under Deliver to Address > Tap
- Select “STOP! Store Supply Orders” for payment method.
- Tap Add, Tap Commit > Done