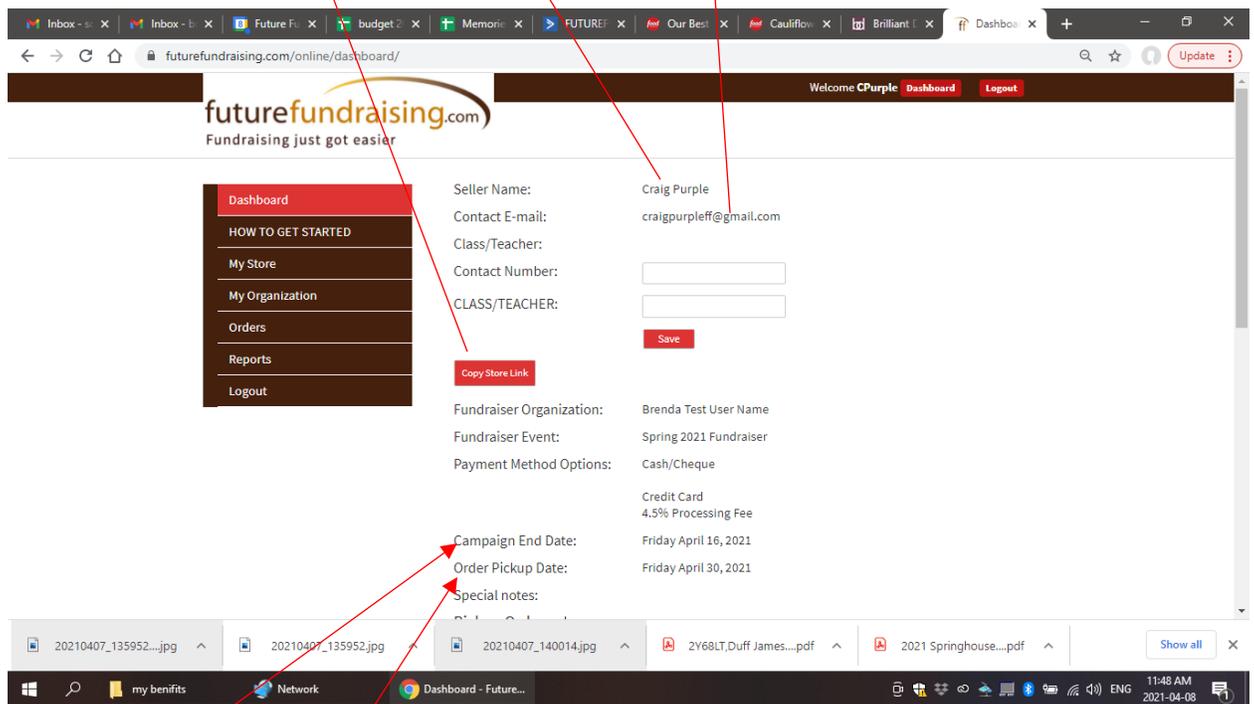
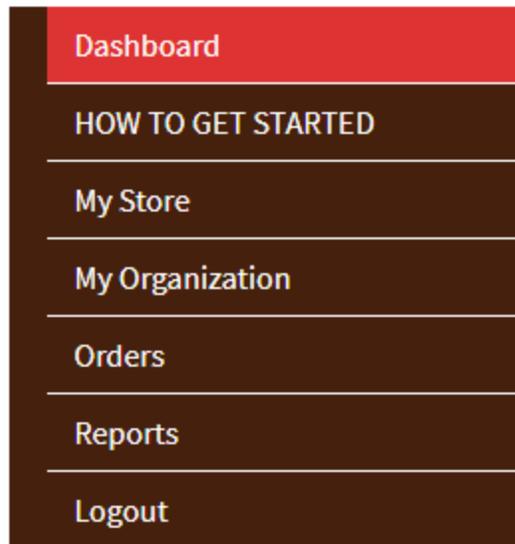


NAVIGATE YOUR DASHBOARD

- 1. ENTER YOUR PHONE NUMBER and CLASS/TEACHER and click SAVE.** Your phone number will show on your Store Page so your buyers can contact you when they purchase through your link. The Class/Teacher field allows your group administrator to organize and sort orders, you will be advised if this field needs to be filled out.
- 2. Click the COPY STORE LINK and paste it into emails or attach to social media.** Your Store Link directs your customers to your Store Page where they will place orders to support the fundraiser. You will receive an email when an order is placed through your store.



- 3. Campaign End Date – online ordering access is DEACTIVATED. No more sales can be made through your Store Link, however, you can still access your Dashboard to see your orders and print reports for distribution. Ensure all orders requiring payment are collected and submitted to your group prior to this date.**
- 4. Order Pickup Date – this is the date you pick up your order and distribute to your customers.**



My Store – Look at your Store Page, this is where the Store Link directs people to place orders. You can also place a personal order here.

My Organization – The fundraisers Contact information.

Orders – List of all your orders. See the purchasers information, order details and payment method. If payments are made by cash or cheque you are responsible to collect the funds. This not required for credit card purchases or e-transfers made directly to the group.

Reports – Combines all your orders and calculates the total order. See how orders were paid and collect payments if required. You have the option to print and/or download this information.