

Step 1: Activate Your Online Store

Click the secure link that was emailed to you from your fundraising representative. You will be routed to the My Fundraising Place website, then click to **ENABLE ONLINE STORE**



Step 2: Add Your Sellers - 3 Options

Choose the option that works best for you.



Email Sellers
Self-Registration Link

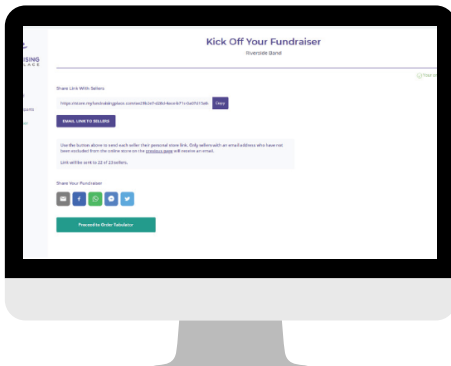


Manually Enter Sellers



Upload Seller List

Step 3: Kick Off Your Sale



Click **EMAIL LINK TO SELLERS** to direct sellers to their personal store

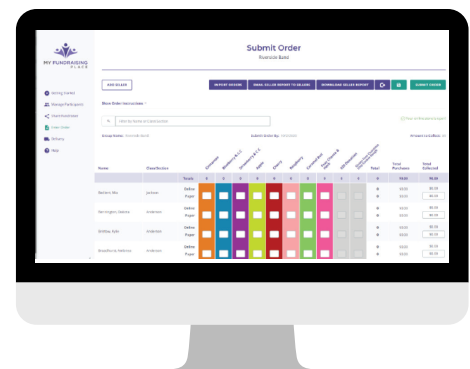
Promote your Groups Page online using the share buttons. This will allow customers to select the participant to support.



Step 4: Track Your Progress

PROCEED TO ORDER TABULATOR to track online orders in real-time.

You can also enter paper order forms to be combined with online orders.



Step 5: Complete Your Sale

SUBMIT ORDER for processing. Each seller's order will be sorted for delivery.

EMAIL SELLER REPORT TO SELLERS

One click will email each seller contact information to arrange delivery to their supporters.