

## Register for the Fundraising Project – Existing Organiser

Sign into Class Hub [www.myfundraisinghub.com](http://www.myfundraisinghub.com)

Class Fundraising™  
Welcome to the Organiser Portal

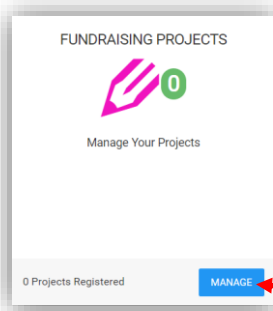
Enter your email address and password to login

seanteacherd@gmail.com

FORGOT YOUR PASSWORD? SIGN IN

Don't have an account?  
SIGN UP

Click 'Manage' on the Fundraising projects tile.



Click on 'Register Project'

PROJECT MANAGER  
Register for new projects and place orders for project design packs

PROJECTS / PROJECT MANAGER

REGISTERED PROJECTS  
Click on a record below when ready to return design kits.

Drag a column header and drop it here to group by that column

ORGANISER	ORGANISATION	POST CODE	PROJECT	PAYMENT METHOD	DATE KIT ORDERED	NO. OF DESIGNERS	KITS ORDERED	KITS RETURNED

No records to display.

REGISTER PROJECT REFRESH

Select Christmas 2023 and follow the simple steps. Once you have registered you will see it drop into the table below.

REGISTERED PROJECTS										REGISTER PROJECT	REFRESH
Click on a record below when ready to return design kits.											
Drag a column header and drop it here to group by that column											
ORGANISER	ORGANISATION	POST CODE	PROJECT	PAYMENT METHOD	DATE KIT ORDERED	NO. OF DESIGNERS	KITS ORDERED	KITS RETURNED			
Sean Costigan	Sean's TEST School	TS18 3TR	Christmas 2023	All parents order and pay online.	23-Jun-2023	300	YES	NO			

Select your organisation and the project you are registering for

PROJECT REGISTRATION

STEP 1 | STEP 2 | STEP 3 | STEP 4 | FINISH

Choose organisation and project

If you are registering projects for multiple organisations you will need to complete this process for each one

Please Select an Organisation  
Alpha Primary

Please Select a Project  
Christmas 2023

NEXT

Input the number of classes and the total number of children participating – You can add a few extra's to be safe at this stage. In the example below there are 5 classes of 20 so 100 artists in total.

PROJECT REGISTRATION

STEP 1 | STEP 2 | STEP 3 | STEP 4 | FINISH

Build your kit

Please confirm the number of classes or groups and artists required for this project (e.g. for a school, if you have 3 classes, with 30 children in each class the number of artists would be 90).

Number of classes: 5  
Number of artists: 100

Please confirm these numbers with your organisation before you continue. This information is essential to creating your kit.

**PLEASE DO NOT PHOTOCOPY TEMPLATES**  
All design templates contain a unique code specific to the child's design. We will not be able to process any templates which have been photocopied.

BACK | NEXT

It is also really important you give us your term dates for 2023 so we can manage your deliveries – If you are an organisation that does not close such as a nursery then toggle the switch to no. If you are a school it is very important we get these dates.

PROJECT REGISTRATION

STEP 1 → STEP 2 → **STEP 3** → STEP 4 → FINISH

### Shipping Information

Select a shipping address.

☰ Alpha Primary ▼

[Cant find the address? Add address to your address book](#)

### Term Dates

To avoid deliveries during the holidays, please enter your term holiday dates below:

HOLIDAY TYPE	DATE CLOSES *	DATE RE-OPENS *	INCLUDE	
SUMMER	21-Jul-2023	05-Sep-2023	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
AUTUMN HALF TERM	27-Oct-2023	06-Nov-2023	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
CHRISTMAS	15-Dec-2023	08-Jan-2024	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Carefully check the details you have entered and tick the box and proceed.

PROJECT REGISTRATION

STEP 1 → STEP 2 → STEP 3 → **STEP 4** → FINISH

### Project Registration Confirmation

Please review and confirm your registration details:

Project	Christmas 2023
Number of Classes	5
Number of Designs	100
Organisation	Alpha Primary, XX1 1XX
Shipping Address	Alpha Primary 9 Vanguard Court Stockton on Tees Teesside England XX1 1XX

I confirm the information above is correct

You will then get confirmation that your registration has been successful.

PROJECT REGISTRATION

STEP 1 → STEP 2 → STEP 3 → STEP 4 → **FINISH**

## CONGRATULATIONS !

You have successfully registered your organisation.

The design pack is then sent. This pack contains full instructions on how to complete the project. Design packs will be sent out early September and any registrations after 1<sup>st</sup> September will receive design packs within 7 days.



If you need any further help we have a dedicated email address for organisers this year [organiser@classfundraising.co.uk](mailto:organiser@classfundraising.co.uk) or call us on 01642 525129 which is our dedicated organiser hotline