

## STEP 1 - Registering as an Organiser

Register as an individual at [www.myfundraisinghub.com](http://www.myfundraisinghub.com)

**Class Fundraising™**  
Welcome to the Organiser Portal

Enter your email address and password to login

seanteacher@gmail.com

.....

FORGOT YOUR PASSWORD? SIGN IN

Don't have an account?

SIGN UP

Complete the form with your personal information.....

**Class Fundraising™**

Details | T's & C's | Confirm

### Organiser Account Registration

Please complete your details below.

Title \* Mr Firstname \* Sean Surname \* TeacherD

Position with Organisation \* Teacher Phone Number \* 7768123456

Email Address \* seanteacher@gmail.com

Confirm Email Address \* seanteacher@gmail.com

NEXT

Check your details and confirm you are happy with the terms and conditions

**Class Fundraising™**

Details | T's & C's | Confirm

### Registration Confirmation

Please confirm your account details below

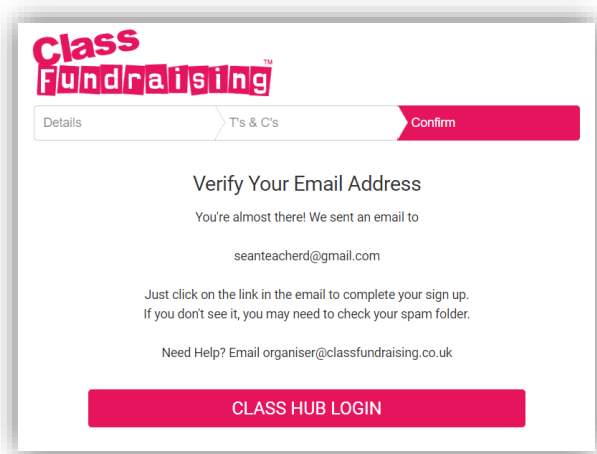
Name Mr Sean TeacherD  
Phone Number 7768123456  
Email Address seanteacher@gmail.com  
Position Teacher

[CLICK TO READ THROUGH OUR TERMS OF SERVICE AND PRIVACY POLICY](#)

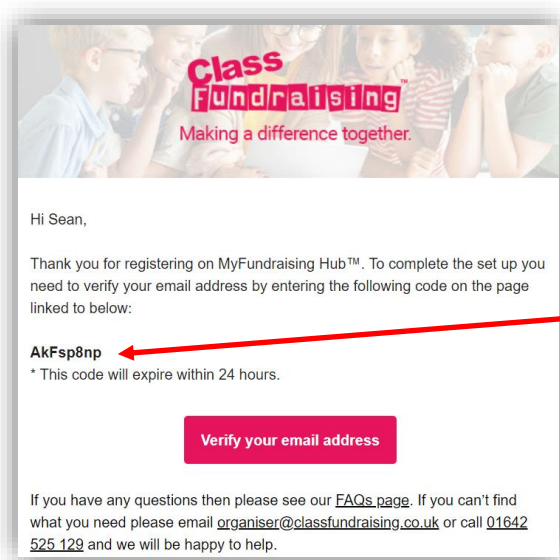
I accept the terms of service and privacy policy

BACK NEXT

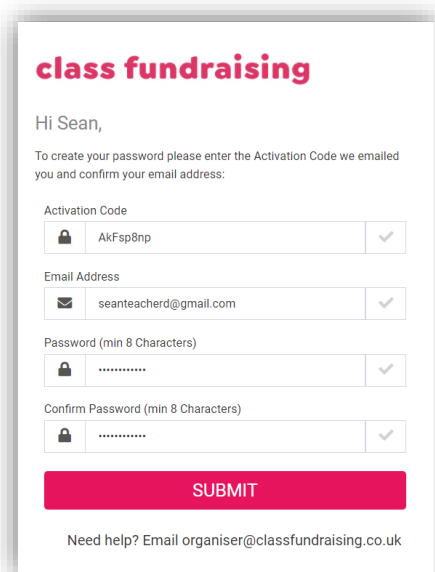
We will now trigger a email to you so that you can verify your email address....



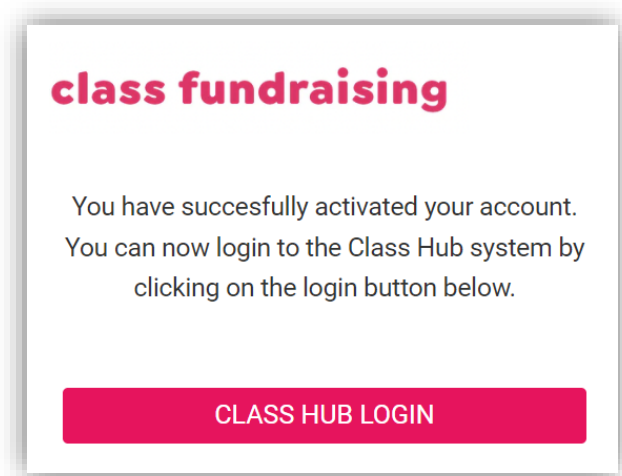
This is the email you will receive from us asking you to verify your email address – make sure you copy the code to paste into the form.....



Complete the set-up using the code from the email and set-up a password.....



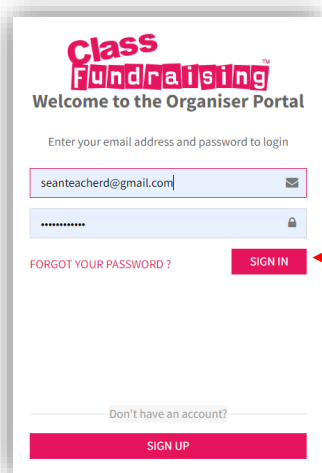
You will get confirmation in your browser that you are set-up.....



You can now go back to Register as an individual at [www.myfundraisinghub.com](http://www.myfundraisinghub.com) in order to set-up your organisation

## STEP 2 – Attach yourself to an Organisation

Go once again to Class Hub [www.myfundraisinghub.com](http://www.myfundraisinghub.com) and enter your user name and password. If you have forgotten your password then there is a reset facility.



Class Fundraising  
Welcome to the Organiser Portal

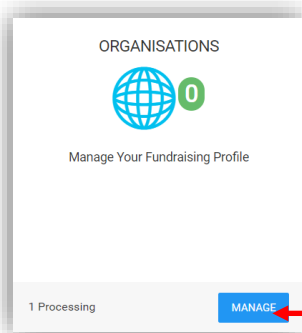
Enter your email address and password to login

seanteacherd@gmail.com

FORGOT YOUR PASSWORD ? SIGN IN

Don't have an account? SIGN UP

Click on the manage organisations button

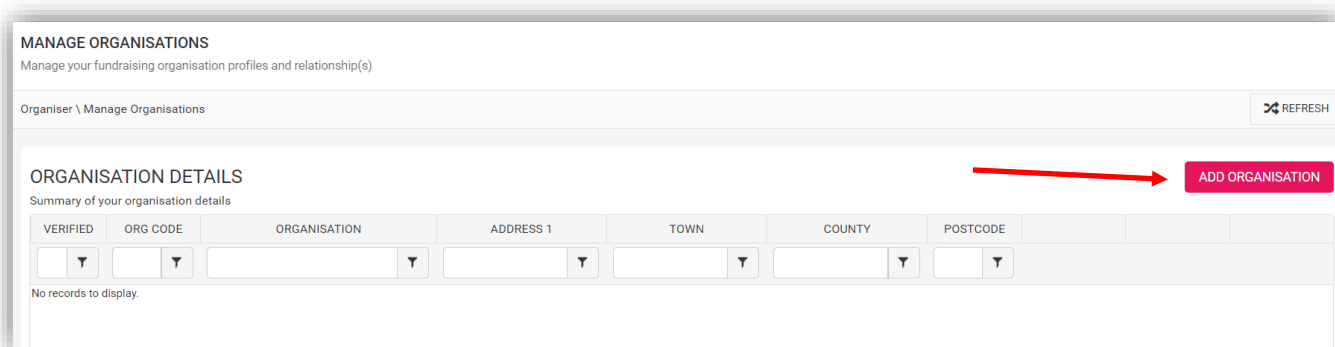


ORGANISATIONS

Manage Your Fundraising Profile

1 Processing MANAGE

Click on add organisation....



MANAGE ORGANISATIONS

Manage your fundraising organisation profiles and relationship(s)

Organiser \ Manage Organisations REFRESH

ORGANISATION DETAILS

Summary of your organisation details

VERIFIED	ORG CODE	ORGANISATION	ADDRESS 1	TOWN	COUNTY	POSTCODE

No records to display.

ADD ORGANISATION

You now have two choices as we have most primary schools already in the database.

a/ You can pop in the postcode remembering the space and search for your school

b/ If you are not a school or your school does not appear in the search then you can set-up an organisation from scratch.

Organisation Registration

### Register a new organisation

To get started with your fundraising project, please find your organisation. Don't worry if we don't have your organisation setup, you can enter details manually.

Find your organisation by postcode

Can't find your organisation? [Add a new organisation to our system](#)

If it appears in the search then select and continue.....

Organisation Registration

### Register a new organisation

To get started with your fundraising project, please find your organisation. Don't worry if we don't have your organisation setup, you can enter details manually.

Find your organisation by postcode

Can't find your organisation? [Add a new organisation to our system](#)

SELECT ORGANISATION

- Select Organisation --
- Demo School
- St Bedes Stockton

Otherwise click on 'Add a new organisation to our system' and complete the form below.....

ORGANISATION DETAILS

Organisation Name \*

Alpha Primary

Address Line 1 \*

9 Vanguard Court

Address Line 2 (Optional)

Town \*

Stockton on Tees

County \*

Teesside

Post Code \*

XX1 1XX

Country \*

England

Organisation Phone

01642 525100

Organisation Email

seanteacher4@gmail.com

Organisation Type

Primary School

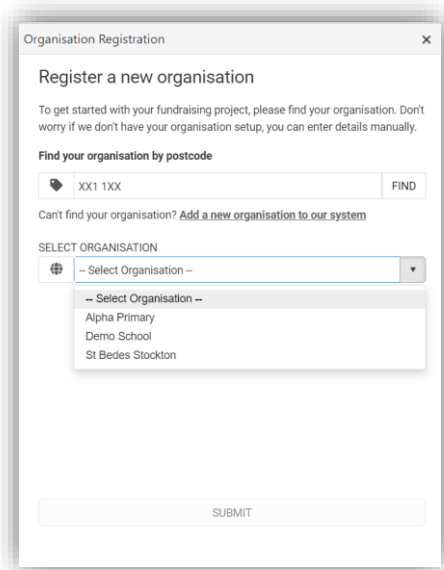
Invoice Name

Sean TeacherD

Invoice Email Address

seanteacher4@gmail.com

Once you have typed in details then put the postcode into the search bar and click find – You should then be able to select your organisation.



Organisation Registration

### Register a new organisation

To get started with your fundraising project, please find your organisation. Don't worry if we don't have your organisation setup, you can enter details manually.

**Find your organisation by postcode**

XX1 1XX

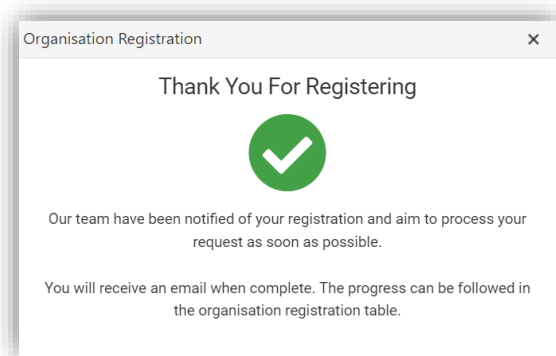
Can't find your organisation? [Add a new organisation to our system](#)

**SELECT ORGANISATION**

-- Select Organisation --


- Select Organisation --
- Alpha Primary
- Demo School
- St Bedes Stockton

You will then get confirmation in your browser and the request will go to our customer services team and you will get a further email when we have verified your request.



Organisation Registration

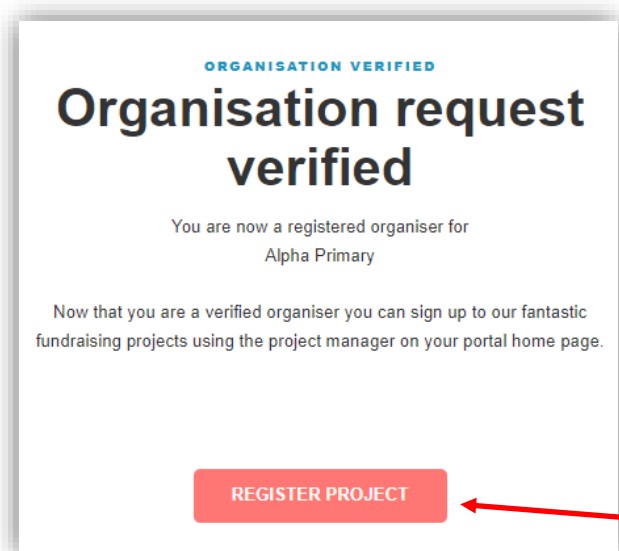
## Thank You For Registering



Our team have been notified of your registration and aim to process your request as soon as possible.

You will receive an email when complete. The progress can be followed in the organisation registration table.

The next step is you will get a email letting you know that this has been confirmed (normally within a working day – Monday – Friday) with a link to log back into the hub and register for the fundraising campaign.



**ORGANISATION VERIFIED**

# Organisation request verified

You are now a registered organiser for  
Alpha Primary

Now that you are a verified organiser you can sign up to our fantastic fundraising projects using the project manager on your portal home page.

### STEP 3 – Register for the Fundraising Project – New 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**

If you are a new user once logged in you will go straight to project registration. 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 REFRESH

Can't 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 CLOSURES *	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

BACK NEXT

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

BACK NEXT

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