

STEP 1 - Register as an Organiser at myfundraisinghub.com (Skip to step 3 if you are already a registered organiser)

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

STEP 2 – Attach yourself to an Organisation in myfundraisinghub.com

ORGANISATIONS

0

Manage Your Fundraising Profile

1 Processing

MANAGE

STEP 3 – Register for the Christmas 2023 Project in myfundraisinghub.com

FUNDRAISING PROJECTS

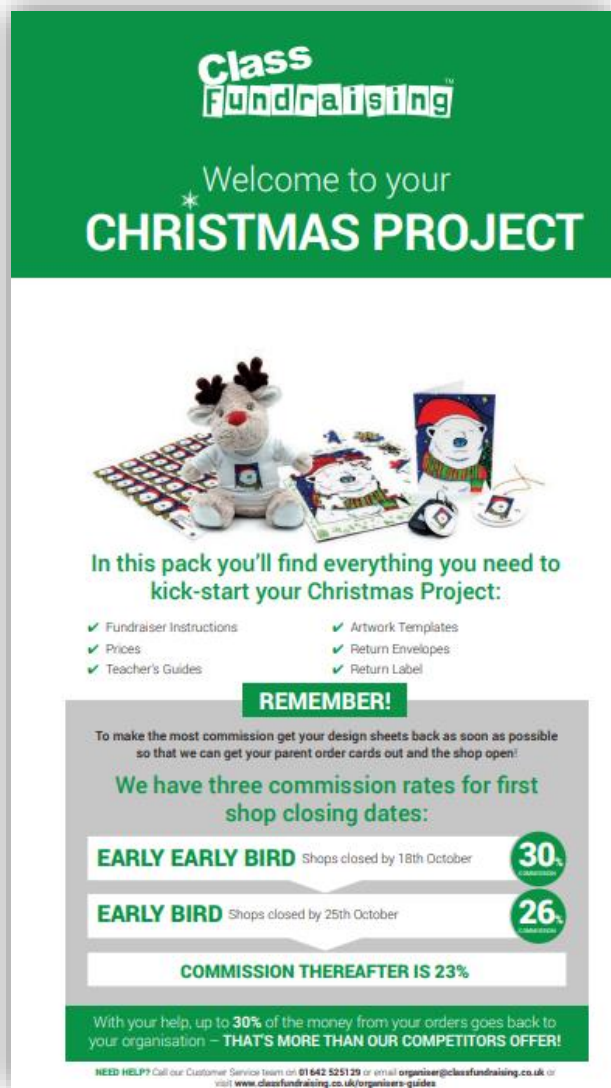
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Manage Your Projects

0 Projects Registered

MANAGE

STEP 4 – Design Kits are despatched via DPD on the next working day



class fundraising™

Welcome to your
CHRISTMAS PROJECT

In this pack you'll find everything you need to kick-start your Christmas Project:

- ✓ Fundraiser Instructions
- ✓ Prices
- ✓ Teacher's Guides
- ✓ Artwork Templates
- ✓ Return Envelopes
- ✓ Return Label

REMEMBER!

To make the most commission get your design sheets back as soon as possible so that we can get your parent order cards out and the shop open!

We have three commission rates for first shop closing dates:

| | |
|--|------------|
| EARLY EARLY BIRD Shops closed by 18th October | 30% |
| EARLY BIRD Shops closed by 25th October | 26% |
| COMMISSION THEREAFTER IS 23% | |

With your help, up to **30%** of the money from your orders goes back to your organisation – **THAT'S MORE THAN OUR COMPETITORS OFFER!**

NEED HELP? Call our Customer Service team on 01642 525129 or email organiser@classfundraising.co.uk or visit www.classfundraising.co.uk/organisers-guides

↑ THIS WAY UP

Organisation Ref: Design Code:

First Name:

Last Name:


Class:

↑ THIS WAY UP

DO NOT PHOTOCOPY THIS TEMPLATE **class fundraising**
Need more templates? Please contact your project organiser.

STEP 5 – Distribute templates so that the Children create their designs. Once all of the designs are completed then simply book your FREE kit return in the portal and send the physical designs back to Class Fundraising.

RETURN DESIGN KIT

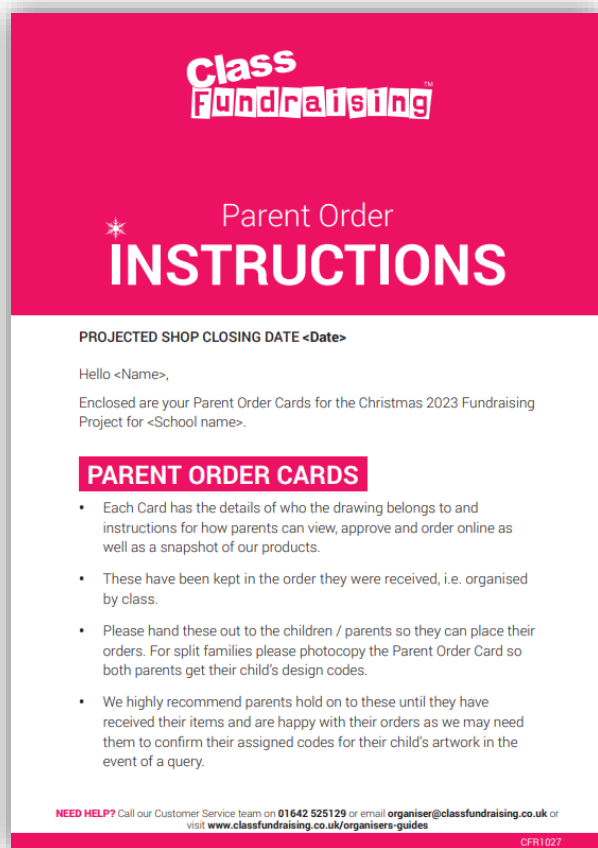


Return Your Fundraising Kit

MANAGE

STEP 6 – Once we have received your designs we process them and despatch parent order cards within 7 working days along with your organiser instructions. The proposed shop closing date will be 14-16 days from the parent order cards being printed.

You can request a change in closing date by emailing finance@classfundraising.co.uk



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Parent Order
INSTRUCTIONS

PROJECTED SHOP CLOSING DATE <Date>

Hello <Name>,
Enclosed are your Parent Order Cards for the Christmas 2023 Fundraising Project for <School name>.

PARENT ORDER CARDS

- Each Card has the details of who the drawing belongs to and instructions for how parents can view, approve and order online as well as a snapshot of our products.
- These have been kept in the order they were received, i.e. organised by class.
- Please hand these out to the children / parents so they can place their orders. For split families please photocopy the Parent Order Card so both parents get their child's design codes.
- We highly recommend parents hold on to these until they have received their items and are happy with their orders as we may need them to confirm their assigned codes for their child's artwork in the event of a query.

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CFR1027



DESIGNED BY:
First name:
Last name:
Class:

HOW TO ORDER

1. Approve your child's artwork and confirm their name - simply visit approve.myfundraisinghub.com
2. Place your order online.
3. Your order will be delivered FREE to <organisation name>


IMPORTANT
To approve and order your child's design you will need to enter the following codes

| ORG CODE | DESIGN CODE |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Payment: All payments must be made online when you place your order using a credit or debit card. All orders will be sent to the school for free.

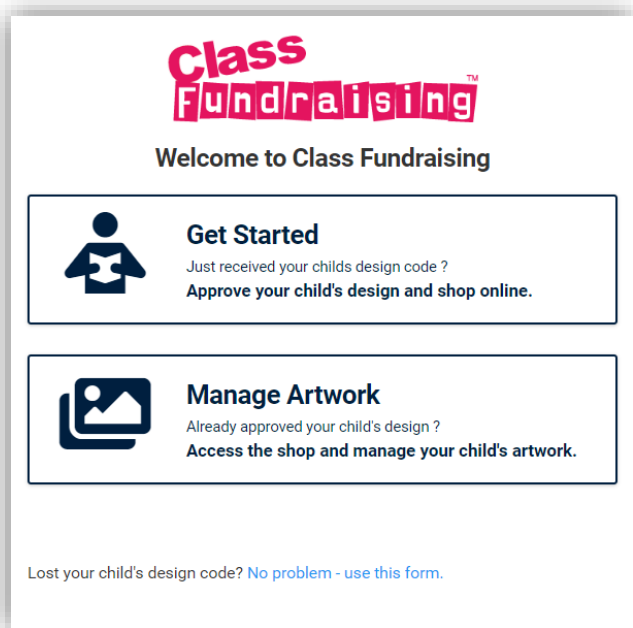
Scan the QR code to order your child's personalised products now or visit approve.myfundraisinghub.com

We use carbon balanced paper and recyclable packaging




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STEP 7 –Distribute the order cards to your parents who can then confirm and unlock their Children's images at approve.myfundraisinghub.com



Class Fundraising™

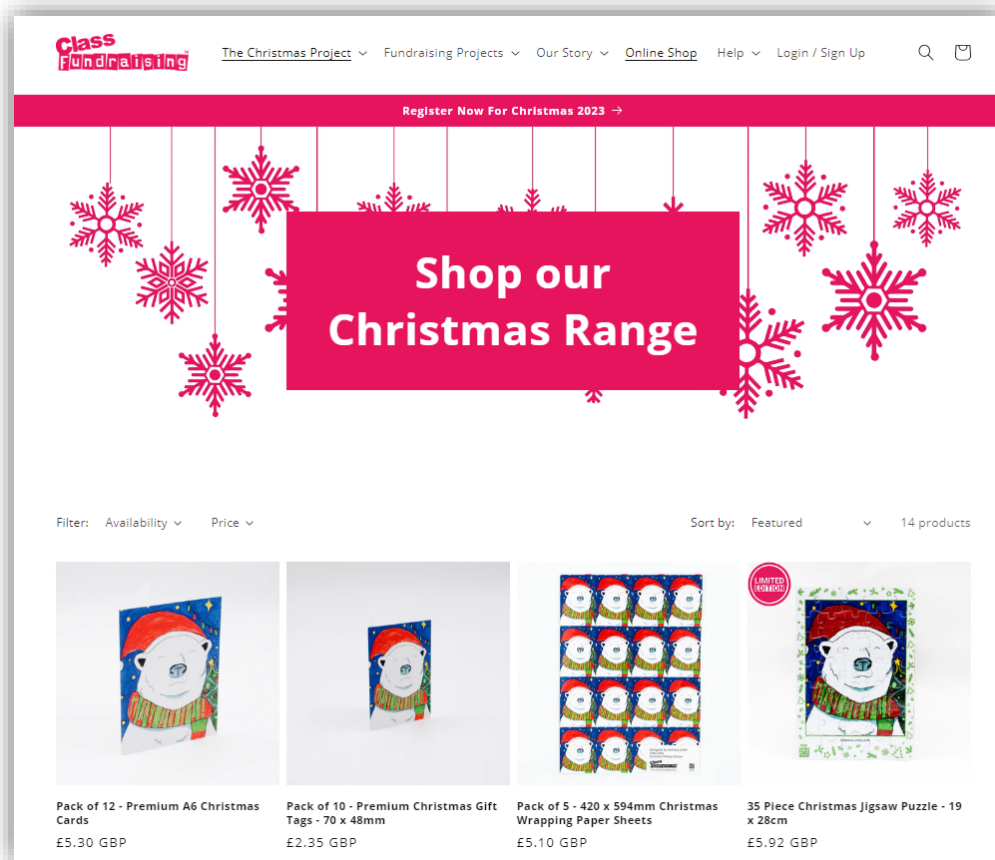
Welcome to Class Fundraising

 **Get Started**
Just received your child's design code ?
Approve your child's design and shop online.

 **Manage Artwork**
Already approved your child's design ?
Access the shop and manage your child's artwork.

Lost your child's design code? [No problem - use this form.](#)

STEP 8 – Parents place orders in your online shop at shop.classfundraising.co.uk



STEP 9 – Orders are printed and despatched via DPD and can be split in to 4 deliveries....

- Paper products – Cards, tags & wrap
- Mugs
- Fabric products – Bags and tea towels
- Gifting products

STEP 10 – Commission will be paid by bank transfer in January 2024

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