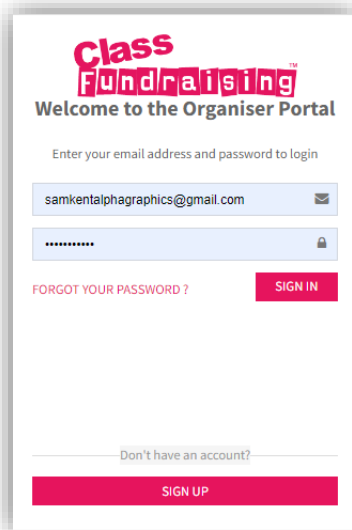


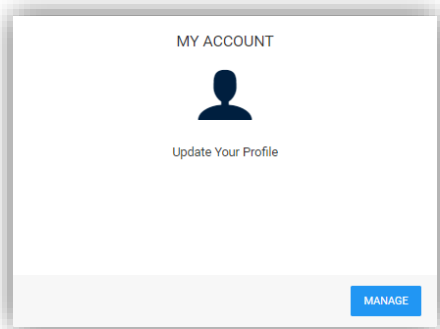
Organiser Guide to the Hub and Reports

This document should help you with navigating around the hub and the reports available to you.

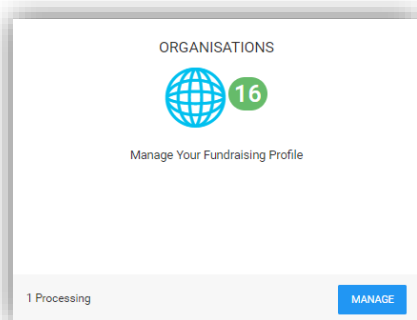
Login to the hub is always via myfundraisinghub.com



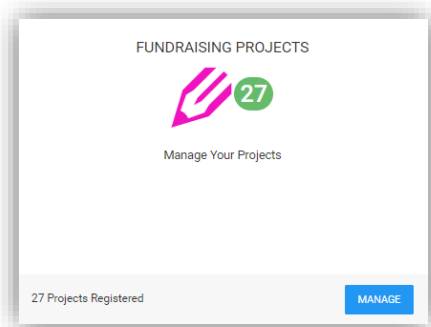
The 'My Account' section allows you to edit your personal details and reset your password should you wish to do so.



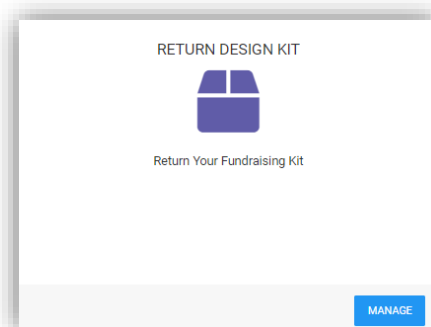
'Organisations' is where you can link yourself to your organisation or multiple organisations should you run fundraising campaigns for more than one location.



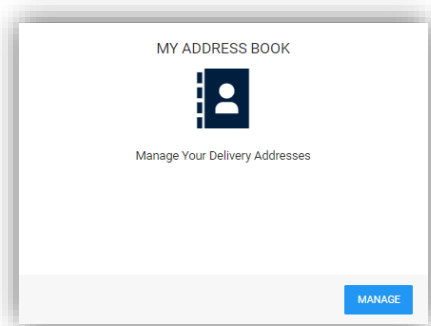
'Fundraising Projects' is where you register for a project once you have created your user profile and linked to an organisation. You can go straight to this step if you have used our system for previous projects.



'Return Design Kit' is the section that you need to complete ahead of sending us your Children's designs back. Please note that the class names that you input at this step is what prints on the products so please ensure, spelling, spacing and capital letters are used correctly!

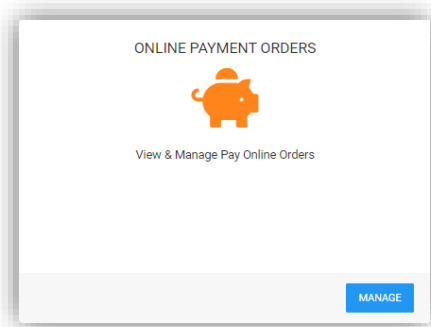


'My Address Book' is where you can manage and add your shipping addresses.



Reports

'Manage Online Orders' is where you can see an overview of the online orders that your parents have placed.



When you enter the manage orders area you will see that it lists the number of orders, products purchased, unique customers and the estimated commission (the commission rate can change if you change your shop opening dates). Make sure you select your organisation and the correct project as highlighted in red. You can also export the list into excel using the 'Action' button which is highlighted yellow below.

ORDER REPORT - ONLINE PAYMENT ORDERS
View orders for your organisation fundraising project

ORGANISER \ ONLINE PAYMENT ORDER REPORT

Search By Organisation: Bradwell CoFE Infant School
Search By Project: Christmas 2022

RESULTS FOUND: 22
FIND RECORDS

ONLINE ORDERS 22 **PRODUCTS PURCHASED** 31 **UNIQUE CUSTOMERS** 21 **ESTIMATED COMMISSION** £45.00

ONLINE ORDERS
Click on a record below to see details of the order.

ORDER NO.	ORDER DATE	PROJECT	GUARDIAN	SHIPPING TO	STATUS	ORDER VALUE	EST. COMMISSION
17157	13-Dec-2022	Christmas 2022 - Traditional	Sam Kent	Bradwell CoFE Infant School	Completed	0.00	3.60
17133	08-Dec-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	5.30	1.35
16806	30-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	5.30	1.35
16683	29-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	12.80	3.60
16649	29-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	7.65	2.10
16646	29-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	5.30	1.35
16466	27-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	10.60	2.70
16460	27-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	5.30	1.35
16430	27-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	6.40	1.80
16407	26-Nov-2022	Christmas 2022 - Traditional		Bradwell CoFE Infant School	Completed	11.70	3.15
14368	24-Nov-2019	Christmas 2019 - Traditional		Bradwell CoFE Infant School	Completed	6.35	1.80
						£155.55	£45.00

Page Size: 500 22 items in 1 pages

If you click on one of the rows you can drill into the order detail for that parent.....

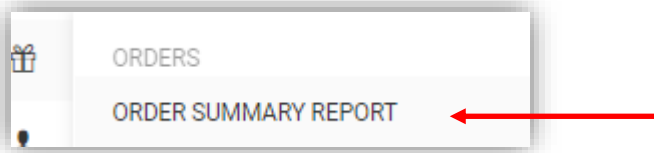
ORDER DETAILS FOR SAM KENT (312874)

DESIGNER	CLASS	PRODUCT	QTY
		Christmas Fundraising Project Mug	2

Page Size: 50 1 items in 1 pages

As well as the icons you see on your home screen, there is also a navigation bar down the left hand side of your screen. This gives access to another couple of useful reports.

There is also the ability to run an order summary report that lists each product a parent has ordered on a separate line. This can be accessed from the gift icon selecting 'Order Summary Report'



Again on this report you need to select the organisation and project and it will list each of the line items – Again this report can be exported to excel by using the 'Actions' button which is highlighted in yellow.

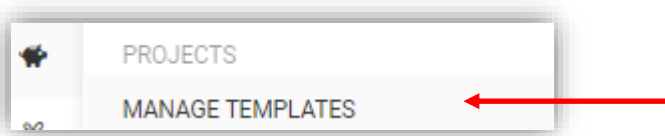
The screenshot shows the 'PROJECT ORDER SUMMARY' interface. At the top, there are search filters for 'Search By Organisation' (Bradwell CofE Infant School) and 'Search By Project' (Christmas 2022), both highlighted with red boxes. To the right, there is a yellow box around the 'Actions' button. Below the filters is a table of order items with columns for ORDER NO., DATE ORDERED, PROJECT, DESIGNER, CLASS, PRODUCT, QTY, and STATUS. The table contains 10 rows of data.

ORDER NO.	DATE ORDERED	PROJECT	DESIGNER	CLASS	PRODUCT	QTY	STATUS
16235	24-Nov-2022	Christmas 2022 - Traditional	Sam Bell	Beech Class	Greeting Cards - Blank - no greeting	1	COMPLETED
16260	24-Nov-2022	Christmas 2022 - Traditional		Beech Class	Mug	2	COMPLETED
16263	24-Nov-2022	Christmas 2022 - Traditional		Beech Class	Coasters x2	1	COMPLETED
16223	24-Nov-2022	Christmas 2022 - Traditional		Beech Class	Greeting Cards - Merry Christmas & a Hap	1	COMPLETED
17133	08-Dec-2022	Christmas 2022 - Traditional		Beech Class	Greeting Cards - Blank - no greeting	1	COMPLETED
16407	25-Nov-2022	Christmas 2022 - Traditional		Beech Class	Mug	1	COMPLETED
16407	25-Nov-2022	Christmas 2022 - Traditional		Beech Class	Greeting Cards - Merry Christmas	1	COMPLETED
16228	24-Nov-2022	Christmas 2022 - Traditional		Beech Class	Greeting Cards - Merry Christmas	1	COMPLETED

A final report can be found by selecting the gift icon from the left hand menu and then selecting 'Pay Online Projects' and then 'View Pay Online Orders'

Recovering Lost Codes


If you hover over the piggy bank and select 'Manage Templates' then you can view and locate any design codes that parents may have lost – We are not able to do this for parents over the telephone so use this section to locate codes – They are sorted in the order that designs are returned so will be grouped by class. You should be able to skim through to locate the class and then look through the specific class for the pupil you are looking for.



Again make sure you select your organisation and the correct project – Highlighted in red

The screenshot shows the 'PROCESSED DESIGN TEMPLATES' interface. At the top, there are search filters for 'Show Duplicate Fixes Only' (with a dropdown menu), 'Search By Project' (with a dropdown menu), and 'Show Duplicate Fixes Only' (with a dropdown menu). The 'Search By Project' dropdown is highlighted with a red box. Below the filters, there is a message 'ORGANISATION OR PROJECT NOT SELECTED' and a table with columns for 'DUPLICATE FIXES' and 'RESULTS FOUND'. The 'DUPLICATE FIXES' column shows '0' and the 'RESULTS FOUND' column shows '0'.

You will then see the design code listing with one image for each child that we have received a design for...

PROCESSED FILE ID		
FIRST NAME	NAME	E
LAST NAME	W	
CLASS	CLASS	
123456	123456	
ORG CODE		ARTWORK CODE
123456		123456

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