

## Placing an order with Class Fundraising for Christmas 2023

You will have received your parent order card and that has two codes, an ORG code and a DESIGN code. You need these two pieces of information in order to place an order. If you have not received your parent order card or have lost it before unlocking your Childs image then you will need to contact your organiser as Class Fundraising cannot give out these details direct to parents due to data protection law.

The first stage is to log on to approve.myfundraisinghub.com in your internet browser- There is no need for www.

You will see the welcome screen....



Click 'Get Started' on the welcome screen and it will take you to the page where you unlock your Childs image. On this screen you need to input the ORG code and Design code from the parent order form. Then click on 'Find Drawing'



Your Child's drawing will then be displayed. This should match the drawing on your parent order card.



You then need to scroll further down the page and complete the required fields – Please make sure you type your Child's name in the correct place and use capital letters where appropriate and spacing as this information that you type is printed on the final products. Then select the correct class and then fill in your own details. Once you have done that then check the confirmation

Child's / Artist First Name	Child's / Artist Surname
Tom	Costigan
Class	
Oak	•
Parent or Guardian Details	
Please enter the details of the parent or gu support purposes.	ardian below. This information is used for
Parent or Guardian First Name	Parent or Guardian Surname
Sean	Costigan
Parent or Guardian Email Address	
sean123456789@gmail.com	
<ul> <li>L confirm the name and class enter artist of this drawing). I accept any information I have entered directly Fundraising cannot therefore accer mistakes made.</li> <li>There is a problem with the design</li> </ul>	red above is my child's name (the y products I buy will use the y on this form and understand Class pt responsibility for any spelling
	NEXT

If you are unhappy with your childs design (if it has scan marks for instance) please tick the second box and give us a brief description of the issue before clicking submit. **PLEASE NOTE – We can not make graphical changes to your design or add/remove components apart from obvious issues caused when scanning the drawing.** 

I I I I I	confirm the name and class entered above is my child's name (the artist of this drawing). I accept any products I buy will use the nformation I have entered directly on this form and understand Class Fundraising cannot therefore accept responsibility for any spelling mistakes made.
	Fhere is a problem with the design
	IMPORTANT NOTICE
W a	e are able to remove scan lines and adjust cropping and suchlike but we re unable to change any of the graphic elements in your child's drawing nor any of the text within the drawing itself.
Pleas	e tell us about your problem(max 1000 characters)

You will then see a summary of what you have entered to double check the detail. Once you have completed this then tick the confirmation box and then 'Next'

Please review and cor	nfirm the detail's below:
Project Name	Christmas 2022
Organisation Code	f2F6EF
Artwork Code	242879
Parent or Guardian	Sean Costigan
mail Address	sean123456789@gmail.com
Designers <mark>N</mark> ame	Tom Costigan
✓ I confirm the inf	Formation above is all correct, my Child's Name and Class is child's drawing is approved.

You will then get a success page and when you click 'Shop Now' then you will be able to access your organisations online shop. Ensure you place your order as soon as possible. You can double check shop closing dates with your organiser.

Congratulations your child's artwork is now ready. Visit the shop to place your order The deadline for your order is <b>Monday 14th November 2022</b>			
1	2	3	
Browse the online shop	Enter your child's design code	Review your basket & checkout	
	SHOP NOW!	-	

You will then be re-directed to shop.classfundrasining.co.uk and you will be able to place orders for your Childs design across a range of products. The shop works just like any other ecommerce store and is easy to navigate.



When you select a product the only difference you will find to a normal online shop is that you need to add the ORG code and DESIGN code into the product screen so that we print your Childs design on the product.

## PLEASE NOTE

If you have multiple children at the same school then ensure you enter the correct design code and it does not autofill.

If you have children at different schools you will need to complete completely separate online orders in that we cannot mix ORG codes within the same order.



On each product page you will find a full product description and the technical specifications.

The Christmas Project V Fundralsing Project V Our S Register Now For Christmas Images shown are for illustration p your child/artist produced throug printed on this	tory ← Online Shop Help ← Login / Sign Up Q 🕑 a 2023 → urposes only, The design gh their project will be item.
	Ceramic Durham   Style 10oz Mug - In   Or antite   Or Product Is printed with artists name, class & school/organisation   Or Product Is printed with artists name, class & school/organisation   Or Cack Here to unlock your codes   Org cod   Cack Here to unlock your codes   Design code   Cacharacters left   Design code   Cacharacters left   Design code   Cacharacters left   Design code   Cacharacters left   Design code   Cacharacters left
	Product Description ~ Product Specification ~
	Please place separate orders for each school your children attend. Unlock your design and org code <u>here</u> before

Once you are happy with your purchases then check-out is just like any other online store.

You will not get delivery updates from Class Fundraising, you should contact your organiser for updates. Deliveries will be made to your school/organisation in up to 4 consignments and are typically:

- Paper products Cards, tags and wrapping paper
- o Mugs
- Fabrics Tea towels and bags
- $\circ \quad \text{Gifting products} \\$

Depending on the shop closing date and when you place your order it could take **2-4 weeks for your products to arrive at your school/organisation.** 

## Amending your Childs details

Should you wish to amend your Child's details then this can also be done at the unlock screen at approve.myfundraisinghub.com . **PLEASE NOTE – This can only be done up until the point your organsiations store closes as that is when the final print file is created.** 



Once you click on manage artwork you need to input the ORG code and DESIGN code to access your Childs details and then 'Find Drawing'



If you then click on the 'Update Childs Details' icon then a window opens to allow you to update the Childs name and class – Once update click the 'Update Details' button.

	Updating your childs	Updating your child's details		
	Ready to browse our store? The store will close 14-NO	SHOP NOW!		
E CHILD	Organisation Code	Design Code		
AILS	F2F6EF			
	Designer First Name	Designer Surname		
	Louis	Costigan		
	Class			
	Oak	Oak		
		UPDATE DETAILS		
	Need help? E	mail info@classfundraising.co.uk		