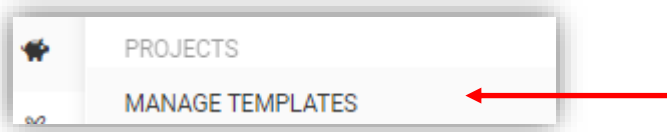


Recovering Lost Codes

Login to myfundrasinghub.com

The screenshot shows the 'Class Fundraising' logo at the top, followed by the text 'Welcome to the Organiser Portal'. Below this is a prompt: 'Enter your email address and password to login'. There are two input fields: 'Email Address' with an envelope icon and 'Password' with a lock icon. To the left of the password field is a link that says 'FORGOT YOUR PASSWORD?'. To the right is a red button labeled 'SIGN IN'. At the bottom, there is a link 'Don't have an account?' and a red button labeled 'SIGN UP'.


If you hover over the piggy bank in the menu bar at the left of the screen 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' page. At the top, there is a header with a home icon, the title 'PROCESSED DESIGN TEMPLATES', and a subtitle 'View the file id of all design templates received and processed.' Below this is a search bar with three sections: 'Show Duplicate Fixes Only' with a dropdown menu showing '- SELECT ORGANISATION -', a 'FIND' button, 'Search By Project' with a dropdown menu showing '- SELECT PROJECT -', a 'FIND' button, and 'Show Duplicate Fixes Only' with a dropdown menu showing 'NO - SHOW ALL RECORDS' and a 'FIND' button. Below the search bar, there is a message: 'ORGANISATION OR PROJECT NOT SELECTED' and 'Locate the artist using the processed file id images below.' At the bottom right, there are two columns: 'DUPLICATE FIXES' with a red '0' and 'RESULTS FOUND' with a blue '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