

## Returning your Design Kit

First ensure you have all design templates back from each class with the pupils name and class name clearly legible at the top. Place each class into a separate envelope with the class name and number of pupils.

Ideally order these from youngest class to oldest when putting back in the box to return.

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**

Click 'Manage' on the Fundraising projects tile.

RETURN DESIGN KIT



Return Your Fundraising Kit

**MANAGE**

Complete step 1 confirming your school name and that you are returning the kits to us all in one consignment

STEP 1 STEP 2 STEP 3 STEP 4 FINISH

### Confirm Organisation and Project

**IMPORTANT NOTICE**

**We can only accept a single return of design templates. If some of your artists have not yet finished, please wait and return all completed templates together.**

Please select the organisation you are returning the design kit for.

Heaton Test ▼

Please select the project you are returning the design kit for.

Christmas 2023 ▼

I confirm all design templates are complete and I will be return all design templates together

To complete step 1 please confirm the following

- Organisation
- Project
- Confirm you are returning all design kits together

**NEXT**

In step 2 you need to add the total number of classes and total number of artists so if you have 5 classes of 20 pupils then you should input **5** and **100** in these fields.

STEP 1 **STEP 2** STEP 3 STEP 4 FINISH

### Class & Artist Information

Please confirm the total number of classes that have taken part and total number of design templates that have been completed.

**IMPORTANT NOTICE**

**All templates contain a set of unique codes.**

**We will not be able to process any templates which have been photocopied.**

Number of classes: 5

Number of artists: 100

All templates should be returned in the envelopes provided.

If you need help, please email [support@classfundraising.co.uk](mailto:support@classfundraising.co.uk)






**BACK** **NEXT**


In step 3 add your class names selecting new class and typing in the class name **(Please note that this is what will print on products and appear in the parents ordering portal so these need to be accurate using capital letters correctly etc....)** Then input the quantity in each class envelope and the total should match the number of artists you entered at stage 2

STEP 1 > STEP 2 > **STEP 3** > STEP 4 > FINISH

### Confirm Class Names & Number Of Designs.

Please confirm the name of each Class taking part, for each Class please confirm how many designs you are returning to us for processing.

CLASS NAME			NO. OF DESIGNS
 Year 1	UNDO		20
 Year 2	UNDO		20
 Year 3	UNDO		20
 Year 4	UNDO		20
 Year 5	UNDO		20

 Please click SAVE before you proceed to step 4.


**SAVE**

In step 4 you need to write the return code on the Royal Mail return label we have provided in the class pack and confirm all is correct before completing your return.

STEP 1 > STEP 2 > STEP 3 > **STEP 4** > FINISH

### Design Kit Return Code

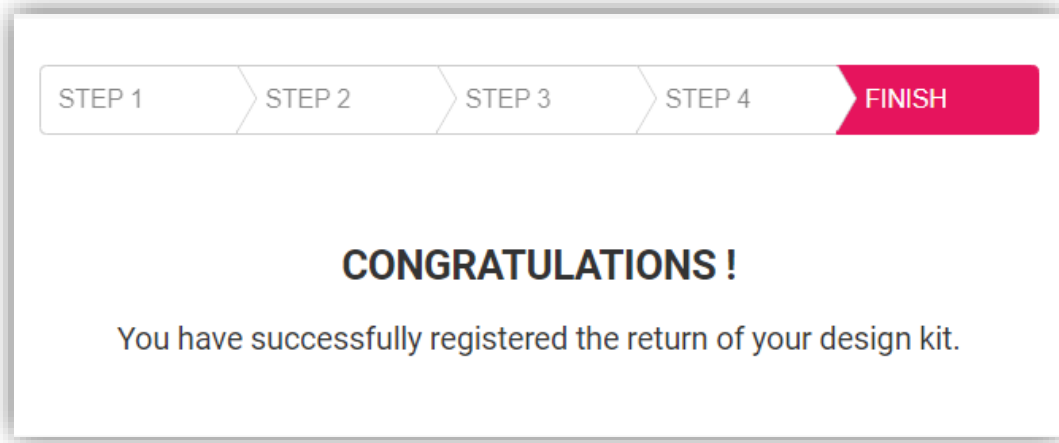
Within the design kit you were sent you will find a return label, please write the return code below into the return code section of the label before returning.

RETURN CODE  3 3 9 1

I confirm all information entered is correct

**BACK** **SUBMIT RETURN**

You will then see a success screen and it's a case of packing up your templates and posting them back to us.



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