

## HOW IT WORKS - EXISTING ORG's / REP's

### 1. ACCESS YOUR ACCOUNT

- Click the "Access Your Account" on the website Gateway.
- Use your current log in credentials

### 2. ALREADY REGISTERED FUNDRAISER (fundraiser that was created in FR Portal)

- Once logged into your Account, access the Manage Fundraisers Tab (In your Account)
- Find your existing registered fundraiser that you created in the FR Portal and complete steps 4 - 5.

### 3. CREATE A NEW FUNDRAISER

- Once logged into your Account, access the Manage Fundraisers Tab – Select "Create a New Fundraiser"
- Complete Registration and Save ○ Be sure to add Sales Rep email address if working with a Representative.
- When choosing brochure sales, don't forget to order your free brochures.

### 4. DIRECT ONLINE SALES

- If you have an existing Fundraiser, use the Copy Link button in your Manage Fundraiser Tab to share your online link with Sellers.
- When creating a "New Fundraiser", the ORG/REP will receive an email notification that includes the Fundraiser ID# and link to share with their Sellers. Or use the Copy Link button in the Manage Fundraisers Tab for individual Fundraisers.
- Invite Sellers using the link via email, and/or text with mobile device.

### 5. BULK ORDER ENTRY

- Select Order Entry from your Manage Fundraiser Tab and input your brochure orders.
  - Sort by Seller Order - be sure to change the current seller from each order form.
  - Enter Order by either selecting Brochure or by Item # Search.
- Once an Order is entered, continue by:
  - Save Order ○ Continue the Order ○ Review Order ○ Checkout

### 6. TRACKING SALES

- You can review all your sales by Fundraiser by clicking the Sales button.
- Invoices can be reviewed and printed by accessing your Account Information Tab.
  - Tracking Information per order can be found here.

*La-Tee-Da!*<sup>®</sup>  
FUNDRAISING