

HOW IT WORKS

ORGANIZATION (New to La-Tee-Da!)

1. REGISTER

- Click the “Get Started Today!” on the website Gateway or from the Why Choose La-Tee-Da! web page.
- Create an Account – fill out form and indicate Account Type (select ORG ADMIN)

2. CREATE A 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.

3. IF CHOOSING ONLINE SALES

- The ORG will receive an email notification when creating a new fundraiser that includes the Fundraiser ID# and link to share with their Sellers.
- Or the Copy Link button is available in the Manage Fundraisers Tab for individual Fundraisers.
- Invite Sellers using the link via email, and/or text with mobile device.

4. BULK ORDER ENTRY - BROCHURE

- 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

5. 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.