

## Ready, Set, Go!

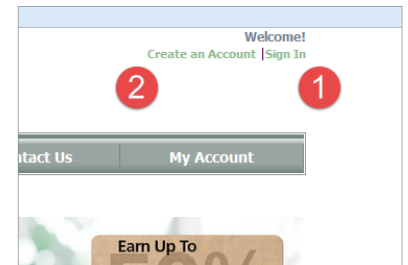
To access the La-Tee-Da! Fundraising website, type **www.ltdfundraising.com** in the address bar of your favorite browser. Press enter to bring up the La-Tee-Da! Fundraising website.



Now, you need to access your account. If you have an account already, you can access it by clicking **Sign In** ❶ at the top right-hand side of the page. You will enter your email address and password on the following page.



If you were a Celebrating Home Designers as of July 31, 2015, you already have an account with La-Tee-Da Fundraising. Please enter the email address that you used with your Celebrating Home Designer account. Please use your former password plus the last two digits of your Social Security Number as your password.



If you don't have an account, click **Create an Account** ❷ to set up a free account with La-Tee-Da! Fundraising. You will be asked to provide your name, email address and password on the following page.

Once you have signed into the website, it's time to have your fundraiser.

## Setting up your Fundraiser is as easy as 1-2-3!

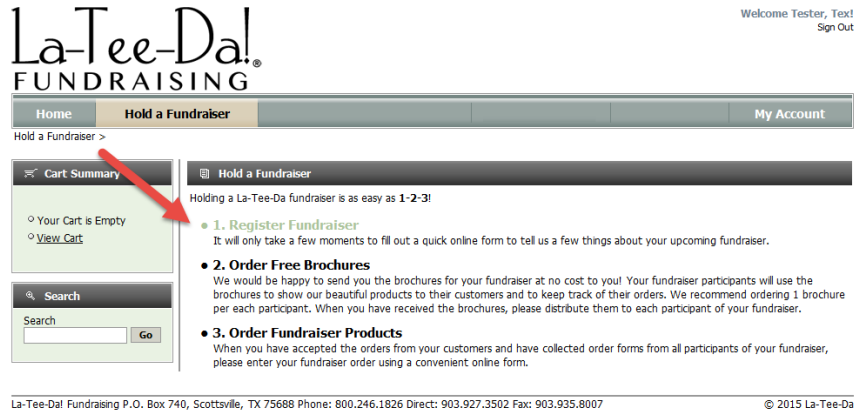
1. Register your Fundraiser
2. Order your FREE Brochures
3. Order your Fundraiser Products

## Let's Get Started...

## 1. Register your Fundraiser

Click **Hold a Fundraiser** on the Menu Bar, then click **Register Fundraiser**. Click **Register Your Fundraiser** on the next page to continue.

! Please register your La-Tee-Da fundraiser as soon as possible. You will not be able to order free fundraiser brochures until your fundraiser is registered. You will also be unable to place an order for any of the products you sold during the fundraiser until the fundraiser is registered.

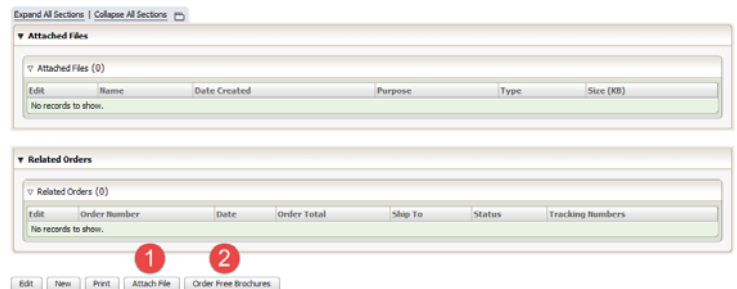


Enter the necessary details about your fundraiser and your organization on the *New Fundraiser Registration* page. Click **Save** to save your registration.

! If you are requesting a tax exemption, you may upload a copy of an organization's tax exemption certificate, or any other pertinent documentation, after saving your fundraiser registration.

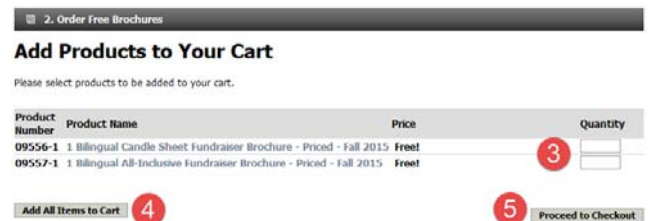


To attach a tax exemption certificate or another file, click **Attach File** 1. Click **Browse** on the window that opens to locate the file you wish to upload from your computer. Select a file to upload by **double-clicking** the file name. Finally, click the blue **Upload** button to store your file.

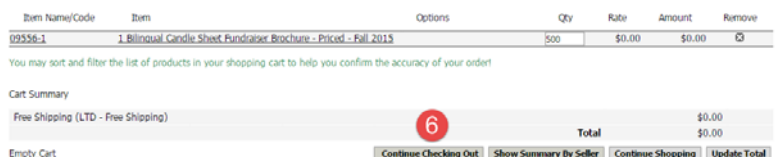


## 2. Order Free Brochures

You'll need brochures for your fundraiser and we suggest you order them right after setting up your new fundraiser. Click **Order Free Brochures** 2 after entering details about your fundraiser. (Alternatively, navigate to **Hold a Fundraiser** and select **Order Free Brochures**.) Enter the quantity 3 of brochures you will need, then click **Add All Items to Cart** 4.



Click **Proceed to Checkout** 5 to review your cart after you have added brochures to your cart. Make any necessary changes to your shopping cart and click **Continue Checking Out** 6 to proceed.



! You will need to enter your shipping and billing addresses if this is your first order. You will change your shipping and billing addresses as required for each order you place on the *Review and Submit Your Order* page on subsequent orders. Enter your shipping and billing addresses, then click **Continue** to select a shipping method. Click **Continue** again to review your order.

! On the *Review and Submit Your Order* page, you must select a Fundraiser in the **Fundraiser Registration** dropdown.

Finally, click **Submit Order** button to submit your order.

Register » Address » Shipping » Review & Submit

Review and Submit Your Order

**Your Shipping Address**

Tex Tester  
1732 Creekbend Dr  
Lewisville TX 75672  
[Change](#)

**Your Billing Address**

Tex Tester  
1732 Creekbend Dr  
Lewisville TX 75672  
[Change](#)

**Shipping Method**

LTD - Free Shipping - Free!

Purchase Order # (if available):

Fundraiser Registration: Bentley's Barkers Fall 2015 FR - 11/1/2015 - Bentley's Barkers

Item Name/Code	Item	Options	Qty	Rate	Amount
09556-1	1 Bilingual Candle Sheet Fundraiser Brochure - Priced - Fall 2015		10	\$0.00	\$0.00
Item Total					\$0.00
Shipping					\$0.00
Tax					\$0.00
<b>Total</b>					<b>\$0.00</b>

[Submit Order](#) [Change Order](#)

### 3. Order Fundraiser Products

When you are ready to order your fundraiser products, sign into the website as describe above. Select **Hold a Fundraiser** on the menu bar, then click on **Order Fundraiser Products**. Select the appropriate brochure that you have used during this fundraiser **1**.

You may begin adding products to your cart in bulk or by seller (Sort by Seller). To add products to your cart in bulk, simply enter the number of products desired in the **Quantity** column **2**. When you have entered all of your products, click **Add All Items to Cart** **3**.

To input a Sort by Seller order, you will enter the **Seller's Name** **4**, then enter the number of products you wish to order in the **Quantity** column **2**. After you have entered all of your products for that seller, click **Add All Items to Cart** **3**. Repeat the process for each of your sellers. Select **Proceed to Checkout** **5** after adding all of your products for each seller to your cart.

#### 3. Order Fundraiser Products

Please select an order form corresponding to the brochure that you have used during your fundraiser. To make your order entry easier, each order form is designed to match the list of products included on your brochure.

You may also use the form below that includes all fundraising products from all brochures.

- **Candle Brochure Order Form**
- **All Inclusive Brochure Order Form** **1**
- **Sweet Treats Brochure Order Form**

#### Sweet Treats Brochure Order Form

Please use the form below to order your products from the Sweet Treats brochure.

#### Add Products to Your Cart

Please select products to be added to your cart.

**Don't forget about our FREE sort by seller service!**

We offer a convenient sort by seller service absolutely free. Each seller's individual order can be pre-sorted and packaged in individual boxes. These boxes are labeled with the seller's name. When you receive your fundraiser order, you can simply distribute these pre-packaged boxes to each participant of your fundraiser.

To use this service, please add products sold by each seller separately:

1. Enter the seller's name at the top of the form.
2. Enter quantities for each product sold by this seller.
3. Press the "Add All Items to Cart" button to add all items to your order.
4. Repeat steps 1-3 for each seller. Then, continue on to view your cart and check out.

Seller's Name: Johnny Smith **4**

Product Number	Product Name	Price	Quantity
06716	Cinnamon Rolls - Pack of 4	\$16.00	<input type="text" value="3"/>
06717	Braided Bread	\$16.00	<input type="text" value=""/>
06718	Classic Chocolate Chip - 48 Pre-Formed Cookies	\$16.00	<input type="text" value="8"/>
06719	White Chocolate Macadamia Nut - 48 Pre-Formed Cookies	\$16.00	<input type="text" value=""/>
06720	Cinnamon Oatmeal Raisin - 48 Pre-Formed Cookies	\$16.00	<input type="text" value=""/>
06722	Snickerdoodle - 48 Pre-Formed Cookies	\$16.00	<input type="text" value=""/>
06723	Triple Chocolate Chip - 48 Pre-Formed Cookies	\$16.00	<input type="text" value=""/>
06724	Chocolate Chunk Pecan - 48 Pre-Formed Cookies	\$16.00	<input type="text" value=""/>
06727	M&M Chocolate Chunk - 48 Pre-Formed Cookies	\$16.00	<input type="text" value="4"/>
06728	Caramel Corn Popcorn	\$16.00	<input type="text" value=""/>
06729	Double Chocolate Drizzle Popcorn	\$16.00	<input type="text" value=""/>
06730	Cheddar Cheese Popcorn	\$16.00	<input type="text" value=""/>
06731	Kettle Corn Popcorn	\$16.00	<input type="text" value="6"/>

**2**

**3** [Add All Items to Cart](#) **5** [Proceed to Checkout](#)

You may sort and filter the list of products in your shopping cart to help you confirm the accuracy of your order by simply clicking one of the column headers on the *Shopping Cart Summary* page. Click the desired column header **1** once to sort in ascending order (A-Z) and again to sort in descending order (Z-A).

Shopping Cart >

Item Name/Code	Item	Options	Qty	Rate	Amount	Remove
06716	Cinnamon Rolls - Pack of 4	Seller: Johnny Smith	3	\$16.00	\$48.00	✕
06718	Classic Chocolate Chip - 48 Pre-Formed Cookies	Seller: Johnny Smith	8	\$16.00	\$128.00	✕
06727	M&M Chocolate Chunk - 48 Pre-Formed Cookies	Seller: Johnny Smith	4	\$16.00	\$64.00	✕
06731	Kettle Corn Popcorn	Seller: Johnny Smith	6	\$16.00	\$96.00	✕

You may sort and filter the list of products in your shopping cart to help you confirm the accuracy of your order!

Cart Summary

Estimated Shipping (FedEx HD LTD FR - T)	\$20.16
<b>Total</b>	<b>\$356.16</b>

Empty Cart [Continue Checking Out](#) [Show Summary By Seller](#) [Continue Shopping](#) [Update Total](#)

La-Tee-Da! Fundraising P.O. Box 740, Scottsville, TX 75688 Phone: 800.246.1826 Direct: 903.927.3502 Fax: 903.935.8007 © 2015 La-Tee-Da!

**!** If you are entering a Sort-by-Seller order, you may click on the **Show Summary By Seller** button to display a convenient summary of products ordered by each seller.

When you are satisfied that your order is accurate, click **Continue Checking Out** **2**.

Enter your payment information **3** on the *Payment Information* page, then click **Continue** **4** to proceed to review and submit your order.

Register > Address > Shipping > Payment > Review & Submit

Payment Information

Discover  MasterCard  VISA  American Express

Payment Method **3**

Credit Card Number: \*\*\*\*\*4242

Expiration Date: 02 / 2017

Cardholder Name: Tex Tester

Card Security Code: **456**

Save My Credit Card Information

[Continue](#) **4**

For security purposes, we require the Card Security Code on your credit card. For most credit cards, enter the three-digit number that follows your account number on the back of your card. If you have an American Express card, enter the four-digit number printed above your account number on the front of your card.

**!** Your credit card will not be charged until you are ready to submit your order.

On the *Review and Submit Your Order* page, you must click the radio button next to **Shipping Method** **5** if it is not already selected.

Register > Address > Shipping > Payment > Review & Submit

Review and Submit Your Order

**Your Shipping Address**

Tex Tester  
1111 Leikbend Dr  
Levellville TX 75672

[Change](#) **7**

**Shipping Method**

FedEx HD LTD FR - T - \$20.16 **5**

**Your Billing Address**

Tex Tester  
1111 Leikbend Dr  
Levellville TX 75672

[Change](#) **7**

**Payment Method**

VISA \*\*\*\*\*4242 (\*\*\*\*)  
Exp: 02 / 2017

[Change](#)

Purchase Order # (if available):

Fundraiser Registration: **6**

Item Name/Code	Item	Options	Qty	Rate	Amount
06731	Kettle Corn Popcorn	Seller: Johnny Smith	6	\$16.00	\$96.00
06727	M&M Chocolate Chunk - 48 Pre-Formed Cookies	Seller: Johnny Smith	4	\$16.00	\$64.00
06718	Classic Chocolate Chip - 48 Pre-Formed Cookies	Seller: Johnny Smith	8	\$16.00	\$128.00
06716	Cinnamon Rolls - Pack of 4	Seller: Johnny Smith	3	\$16.00	\$48.00
Item Total					\$336.00
Shipping					\$20.16
Tax					\$8.40
<b>Total</b>					<b>\$364.56</b>

[Submit Order](#) [Change Order](#) **8**

Then, select your fundraiser from the Fundraiser Registration drop-down list **6**.

**!** If you have not yet registered a fundraiser, you will need to register it before continuing.

**!** Remember to make any necessary changes to the shipping or billing addresses **7** before submitting your order.

Finally, click **Submit Order** **8** to submit your order.