



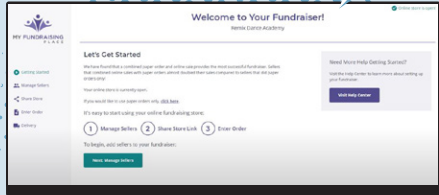
# GROUP LEADERS: HOW TO SET UP YOUR ONLINE STORE



## STEP 1: RECEIVE LINK TO YOUR ONLINE STORE

Receive link from fundraising representative.

**CLICK TO START!**



## STEP 2: MANAGE SELLERS

3 WAYS to Add Sellers to Online Store:

#1 MANUALLY

OR

#2 IMPORT SELLERS

#3

SELLERS SELF-REGISTER

Enter names and email addresses of sellers. Use a parent/guardian email address if necessary.

Copy seller information to downloadable template then import.

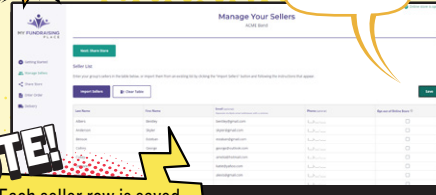
Send sellers a link to register.

Sellers verify information then receive store link to start selling.

Click save.

Include email addresses, so sellers receive store link.

**RECOMMENDED**



**NOTE!**

Each seller row is saved when you move to the next!

**TIP!**

**THIS HAS THE LOWEST PARTICIPATION RATE.**

Visit with your fundraising representative to see if it's recommended for your group.

## STEP 3: SHARE YOUR STORE

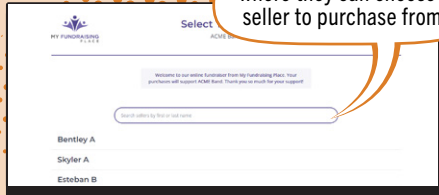
GENERAL STORE LINK

AND

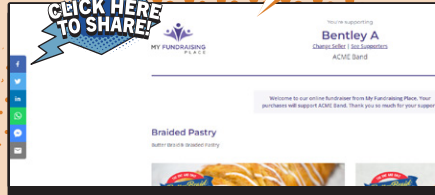
INDIVIDUAL SELLER LINK

People that click on the link will be brought to the "Select Your Seller" page

where they can choose a seller to purchase from.



Sellers can track their progress.



On "Share Store Link" page, go to "Individual Seller Posts" tab.

Click "Email link to Sellers" to send individual store link to each seller.

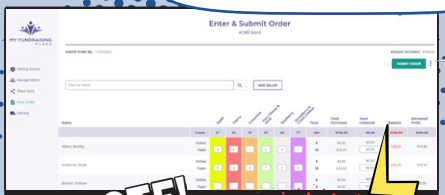


## STEP 4: TRACK YOUR PROGRESS

Go to "Enter Order" page.

Online orders auto populate, so progress is shown in real time. Paper order forms must be entered on this page at the end of the fundraiser.

Once all paper orders have been entered, and the fundraiser is complete, click "Submit Order".



**NOTE!**

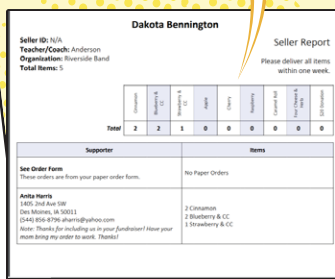
**DO NOT CLICK "SUBMIT ORDER" UNTIL ALL ORDERS ARE ENTERED.**

This closes the online store. No additional orders can be added. Questions about late orders? Reach out to your fundraising representative.

## STEP 5: EMAIL SELLER REPORT

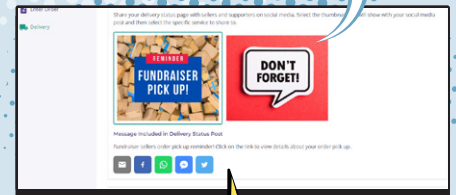
Once orders are complete, click "Email Seller Report to Sellers" on "Enter Order" page.

This sends sellers the contact and order information for customers, so they can arrange delivery.



## STEP 6: DELIVERY

Remind sellers of delivery date and time, so they can pick up their orders.



**TIP!**

**SHARE A REMINDER**

by choosing one of the images provided on the "Delivery" page. Click on desired social media icon to share.

**SUCCESS!**