# **SELLERS**

# HOW TO SET UP & USE YOUR ONLINE STORE

## **STEP 1** Receive Unique Store Link

# There are **TWO WAYS** to get your store link

# **1.** Group Leader Store link is emailed to you by the group leader.

#### 2. Self-Registration

A registration link will be emailed to you. Fill out the required information, and your store link will be emailed to you.

	MY FUNDAISING PLACE
Fu	ndraiser Seller Registration
	Seller First Name Seller Last Name
	Email Address
	Phone (optional)
	REGISTER

### STEP 2 Share Store Link

**Click on the icons** on the store page to share the online store on social media platforms.

#### TIP!

#### **POST ON MULTIPLE CHANNELS**

More posts = more exposure for the fundraiser. Remember to include the reason behind the fundraiser in the post.



## **STEP 3** Track Progress

**Click on "See Supporters"** to view seller stats and total number of items sold.

#### TIP!

#### SEND A THANK YOU NOTE

Remember to send a thank you note to your supporters to show your appreciation.

MY FUNDRAISING	Seller Stats John D					
	Way to go, joind . Continue sharing your <u>stace link</u> with family and friends to sell even mere products.					
C CONTINUE SHOPPING						
3 Ordine Orders	9 Units Sold Online	\$144.00				
0.000	0113 300 011110	Concess of the				
Supporter Name	Units Purchased	Price				
J Doe	3	\$48.00				
S Anderson	2	\$32.00				

# **STEP 4** Deliver Orders

Receive your "Seller Report" after the fundraiser. This lists your supporters' contact and order information, so you can deliver their orders.

## **CELEBRATE SUCCESS!**

	Da	kota E	Ben	ningtor	1				
Seller ID: N/A Teacher/Coach: Anderson Organization: Riverside Band Total Items: 5	Seller Report Please deliver all items within one week.								
	Cinnamon	Blueberry & CC	Stranberry &	Apple	Cherry	Raspberry	Caramel Roll	Four Cheese & Herb	\$20 Donation
Total	2	2	1	0	0	0	0	0	0
Supporter						Item	s		
See Order Form These orders are from your paper order form.				No Paper Orders					
Anita Harris 1405 2nd Ave SW				2 Cinnamon					

#### YI:

As sellers you will receive **four automated emails** 

from the online store during the course of the fundraiser.

#### 1. Start

Sent 1 day before the fundraiser begins. This includes your individual store link.

#### 2. Halfway Through

Sent as a reminder when the fundraiser is halfway done.

#### 3. Three Days Left

Sent as a reminder when there are only 3 days left in the fundraiser.

#### 4. Delivery

Sent the morning of the delivery with a link to your individual seller report.



