

# NAVIGATE YOUR ORGANIZATION ONLINE DASHBOARD

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### Copy Store Link

Organization Name: Brenda's TEST Fundraiser  
Contact Person Name: Brenda Beier  
Contact Number: 250-317-2593  
Contact E-mail: brendalbeier@gmail.com  
Fundraising Event: Spring 2021 Fundraiser  
Payment Method Options: E-Transfer  
brendalbeier@gmail.com  
Security word "Cookies"  
Credit Card  
4.5% Processing Fee  
Special notes: PURCHASER - must pick up order on Saturday Jan 23 between noon - 5pm  
Campaign End Date: Friday Jan 15, 2021  
Order Pickup Date: Saturday Jan 23, 2021  
Pickup Orders at:  
Address: Peachland Food Bank  
Street: 6424 Stuart Cres  
City: Peachland  
Province: BC  
Postal Code:

Copy Store Link

## THIS IS HOW YOU AND YOUR SELLERS COLLECT ORDERS.

The Store Link directs your customers to your Store Page. This is where they can place orders to support the campaign. Sellers can send their link to their family and friends to collect orders and watch their sales grow.

futurefundraising.com Fundraising just got easier



**Brenda's TEST Fundraiser**  
New! Order to Brenda's Test  
Peachland Food Bank (250-317-2593)  
Order to email: brendalbeier@gmail.com  
Campaign End Date: Friday Jan 15, 2021  
Appropriate Delivery Date: Saturday Jan 23, 2021  
Payment Method Options:  
• E-Transfer  
• Credit Card (4.5% Processing Fee)  
• Security word "Cookies"  
• Credit Card  
• 4.5% Processing Fee  
Special notes: PURCHASER - must pick up order on Saturday Jan 23 between noon - 5pm  
Delivery: 6424 Stuart Cres, Peachland, BC



Thank-you  
for supporting our fundraiser.

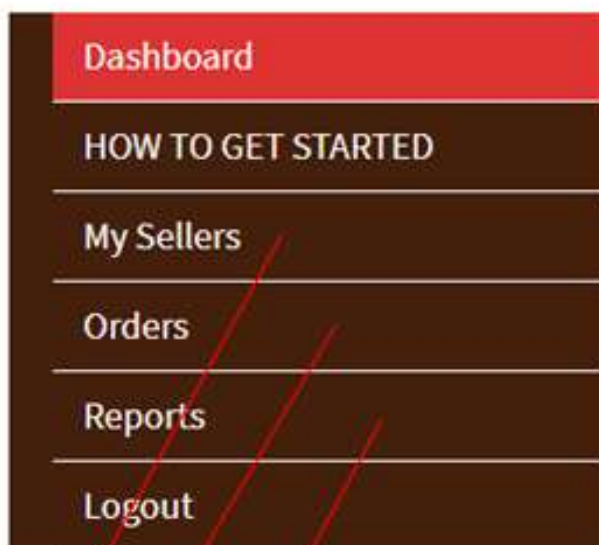
**Purchasing Instructions**  
Step 1 - Click on the Store Link to go to your Store Page.  
Step 2 - Click on the Buy button to add items to your cart.  
Step 3 - You will receive an email confirming your order.  
Step 4 - Your order will be shipped to your pickup point. Please arrive prior to the campaign end date and follow your order to receive appropriate delivery time (see order details).



**Sellers get their own Dashboard and Store Page Link when they register under your Organization(Seller Registration Instructions below)The SellersStore Page displays the sellers contact informationso people who receive theirlinkthey can see who is requesting their support.**

**NOTE: The Store Link on the Organization Dashboard is set up with the Organization Contact Person as the seller.**

**ALL ORDERS are recorded in the Organization. The SellerStore Linkssimply tag the orders to each seller for easy tracking and distribution at the end of the campaign.**



**My Sellers - Listsall registered sellers, email addresses and Store Page details. The Organization Contact Person will be listed as a seller andcan see what the Store Page looks like. This information can be downloaded togetan email listof all your sellers, helpful for sending reminders or fundraiser details.**

**Orders - Lists all orders placed online. You can see the seller, purchaser info, order details, payment method and status of each order. You have the option to record and track payments for orders that require collection. This is not required for credit card purchases as these payments are collected by Future Fundraising and reimbursed to the Organization at the end of the campaign.**

**Reports - Combines all orders (organized by seller) and calculates your total order. It also shows how orders were paid for and the payment status for easy reference to collect outstanding payments. You have the option to print and/or download this information.**