

NAVIGATE YOUR DASHBOARD

1. **ENTER YOUR PHONE NUMBER** and click **SAVE**. Your phone number will show on your **Store Page** where your family and friends will place their orders to support your fundraiser.
2. **Click the COPY STORE LINK** and paste it into emails or attach to social media. Your **Store Link** directs your customers to your **Store Page** where they will place orders to support the fundraiser. You will receive an email when an order is placed through your store.

The screenshot shows the dashboard for a user named Sally White. The top navigation bar includes the logo for futurefundraising.com and links for 'Welcome SWhite', 'Dashboard', and 'Logout'. A sidebar on the left contains menu items: 'Dashboard', 'HOW TO GET STARTED', 'My Store', 'My Organization', 'Orders', 'Reports', and 'Logout'. The main content area displays the following information:

Seller Name:	Sally White
Contact E-mail:	sallywhiteff@gmail.com
Contact Number:	<input type="text"/>
	<input type="button" value="Save"/>
<input type="button" value="Copy Store Link"/>	
Fundraiser Organization:	Brendas TEST Fundraiser
Fundraiser Event:	Spring 2021 Fundraiser
Payment Method Options:	E-Transfer brendalbeier@gmail.com Security word "Cookies"
	Credit Card 4.5% Processing Fee
Campaign End Date:	Friday Jan 15, 2021
Order Pickup Date:	Saturday Jan 23, 2021
Special notes:	PURCHASER - must pick up order on Saturday Jan 23 between noon - 5pm

3. **Campaign End Date** – online ordering access is **DEACTIVATED**. No more sales can be made through your **Store Link**, however, you can still access your **Dashboard** to see your orders and print reports for distribution. Ensure all orders requiring payment are collected and submitted to your group prior to this date.
4. **Order Pickup Date** – this is the date you pick up your order and distribute to your customers.

Dashboard
HOW TO GET STARTED
My Store
My Organization
Orders
Reports
Logout

My Store – Look at your **Store Page**, this is where the **Store Link** directs people to place orders. You can also place a personal order here.

My Organization – The fundraisers **Contact information**.

Orders– List of all your orders. See the **purchasers information**, order details and payment method. If payments are made by cash or cheque you are responsible to collect the funds. This not required for credit card purchases or e-transfers made directly to the group.

Reports– Combines all your orders and calculates the total order. See how orders were paid and collect payments if required. You have the option to print and/or download this information.