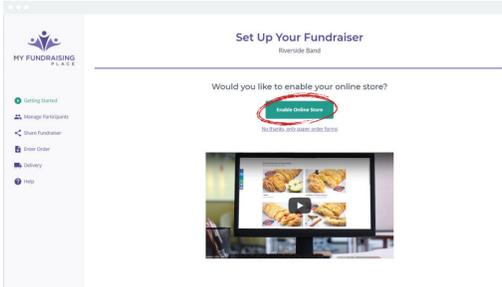


# Group Leader: How to Set-Up Your Online Store

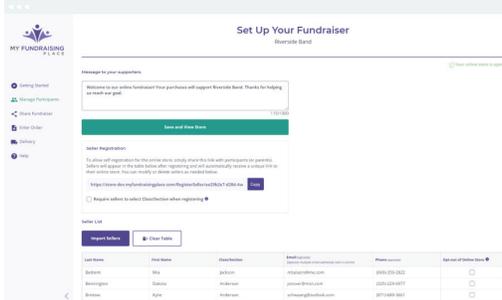
## Step 1: Activate your online store



Click the secure link that was emailed to you by your fundraising representative.

Once the page loads, click **Enable Online Orders**.

## Step 2: Add your sellers



There are three ways to add your participants:

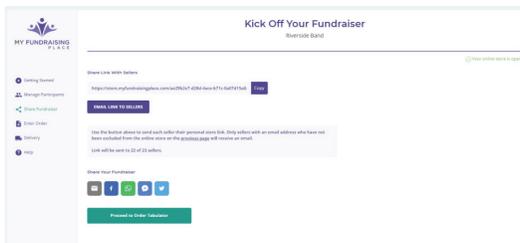
1. **Manually** - Enter the names and email addresses of your sellers. Feel free to use parent/guardian email addresses. Once all sellers have been entered, click **Save & View Store**.

2. **Import** - Copy seller information from a class roster onto the downloadable template and then import. Add email addresses so sellers are notified when an order is placed with them.

3. **Seller self-registration** - Send your sellers the link to register for the fundraiser. Sellers will be asked to verify their email address and will automatically receive a link to start selling. This method has the lowest participation rate.

*Tip: Verify each seller has an email address entered so they can receive the store link.*

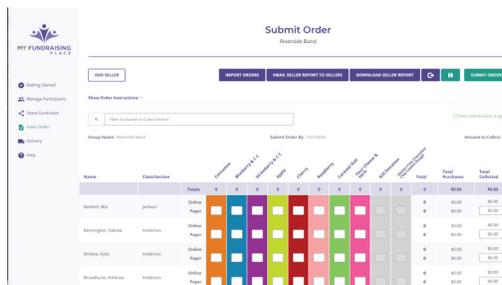
## Step 3: Send sellers store links



Click your store link to preview your online store. Keep in mind this is the **General Store Link** which gives supporters the option to select a seller to support.

Click **Email Link to Sellers** to send each seller their personal store link. Sellers can use this link to share their fundraiser with family and friends. They can also track their progress.

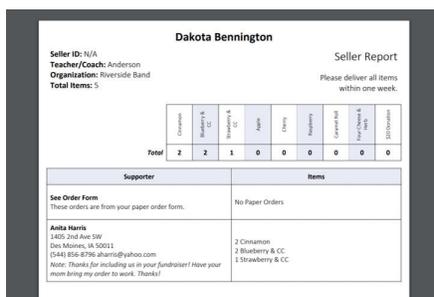
## Step 4: Track your progress



Track your progress on the **Enter Order** page. Online orders can be tracked in real time. If you're also using paper order forms, enter those orders on this page at the end of your fundraiser.

*NOTE: DO NOT click Submit Order until all orders are entered. This action will close your online store and no additional orders will be accepted. The ordering page automatically saves each time you click on the next seller. This will give you the ability to enter orders, leave, and come back without losing information.*

## Step 5: Email sellers their seller report



Once your fundraiser is complete and your order has been submitted, click **Email Seller Report to Sellers** from the **Enter Order** page. This will send sellers a document that lists the contact information of their supporters so they can arrange delivery.

