



## Online Store Instructions for Group Leader

The online store allows customers to order through a computer or a mobile device. Please follow one of the 2 methods below to set up your personalized online store.

### Method 1: Seller Registration Method (easiest for group leader)

- Use the seller registration link or the attached flyer in the fundraiser confirmation email to send out a mass email to group members.
- Sellers will receive an email with a link to enter their name and email address.
- After verifying their email address, the seller will receive an email with the link to the online store which they can share to others to purchase items online.

### Method 2: Entering Seller Information Method

- Use the first link in the confirmation email to access the group leader portal.
- Click on the manage participants tab on the left side to enter seller information.
- Type in seller's names and email addresses in the correct columns.
- Another option is by pressing import sellers and download the excel template. Copy and paste your seller names and email addresses into the excel template. Save and upload that file into the group leader portal.
- Once the seller information is entered, press save and view store.
- On the next page, press email link to sellers and an email with the online store link will be emailed to the sellers.

### More Details on the Online Store

- Sellers can share the link to family and friends by using the icons on the page.
- Customers can click on the link and choose a seller to support.
- The customers can use credit cards or Apple Pay to purchase products online.
- There is a \$1.50 flat convenience fee that is added to each customer's total.
- The group leader can see the seller's sales by viewing the enter order tab.
- When an item is purchased online, the seller will get an email.
- The group leader portal link is the first link in the confirmation email and is where the order will be entered and submitted.
- The online store will close when the group leader presses the submit order button.

### Delivery Information

- Orders from paper order forms can be entered through the group leader portal.
- All paper orders and online orders will be delivered and packaged together.
- It is the seller's responsibility to deliver the products to the customers.
- Seller reports will be with the orders that show customer and order information.
- Purchases made online will be deducted from your invoice.
- If more sales are online, we will give you a check towards the group's profit.