# Online Store Instructions for Group Leader

**The online store allows customer ordering through a computer or a mobile device.**

Please follow the steps below to set up your personalized online store.

➢ Enable Online Ordering after clicking on the link in the confirmation email
➢ Customize your message to the supporters
➢ Insert a seller list and email addresses by typing or by pressing import to use the Excel Template and copy/paste or upload from a current list
➢ When ready press Save and View Store
➢ Email the Link by pressing Email Link to Sellers
➢ Sellers can then share the same link to family and friends
➢ Customers can click on the link and choose a seller to support
➢ The customers will be able to purchase products and check out with a credit card
➢ There is a $0.99 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
➢ The group leader can use the "Share" tab on the left to share the link to others
➢ Use the "Manage Participants" tab to add sellers during the fundraiser
➢ The online store will close when the group leader presses "Submit Order"


**Delivery Information**
➢ Orders from paper order forms can be entered through the original link in the fundraiser confirmation email
➢ 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
➢ A printout of online orders will be with the orders at the delivery and the group leader can email these seller reports out as well
➢ Purchases made online will be deducted from your invoice
➢ If more sales are made online, we will give you a check for the group's profit!


Please let us know if you have any questions on this process.