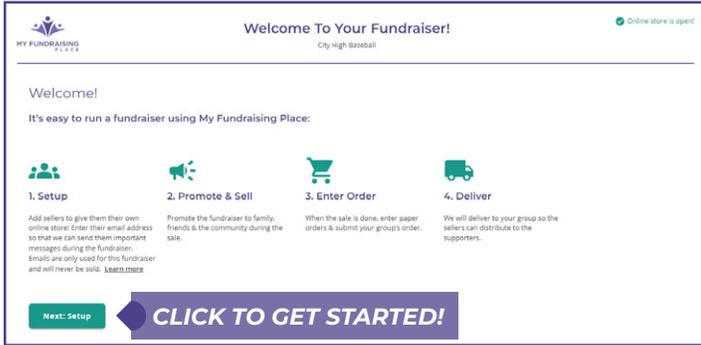


## STEP 1 Set Up Your Fundraiser & Store

Receive link from your fundraising representative.



Welcome To Your Fundraiser!  
City High Baseball

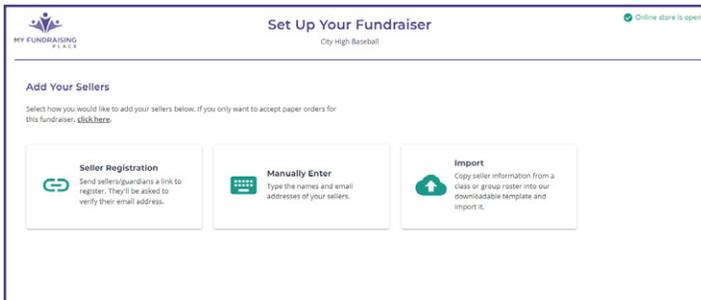
Welcome!

It's easy to run a fundraiser using My Fundraising Place:

- 1. Setup**  
Add sellers to give them their own online store. Enter their email address so that we can send them important messages during the fundraiser. Emails are only used for this fundraiser and will never be sold. [Learn more](#)
- 2. Promote & Sell**  
Promote the fundraiser to family, friends & the community during the sale.
- 3. Enter Order**  
When the sale is done, enter paper orders & submit your group's order.
- 4. Delivery**  
We will deliver to your group so the sellers can distribute to the supporters.

[Next: Setup](#) **CLICK TO GET STARTED!**

Add sellers by selecting one of the entry options. Enter their email address, so they receive important messages during the fundraiser.

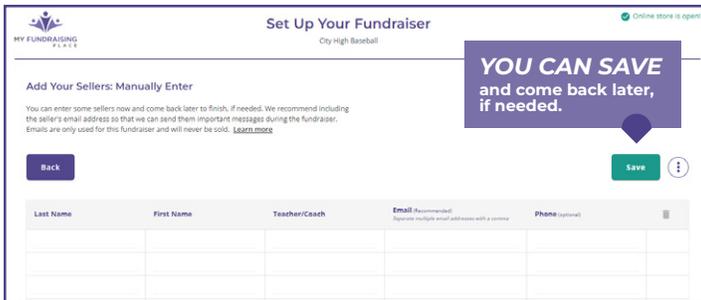


Set Up Your Fundraiser  
City High Baseball

Add Your Sellers

Select how you would like to add your sellers below. If you only want to accept paper orders for this fundraiser, [click here](#).

- Seller Registration**  
Send sellers/guardians a link to register. They'll be asked to verify their email address.
- Manually Enter**  
Type the names and email addresses of your sellers.
- Import**  
Copy seller information from a class or group roster into our downloadable template and import it.



Set Up Your Fundraiser  
City High Baseball

Add Your Sellers: Manually Enter

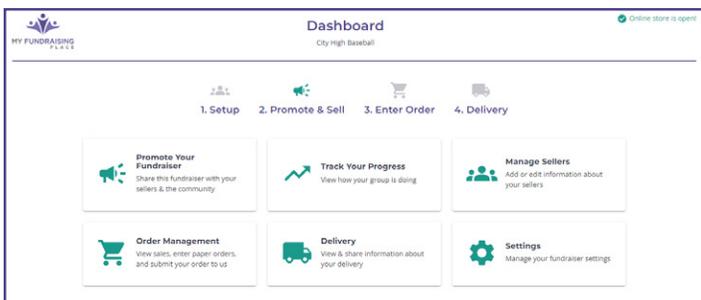
You can enter some sellers now and come back later to finish, if needed. We recommend including the seller's email address so that we can send them important messages during the fundraiser. Emails are only used for this fundraiser and will never be sold. [Learn more](#)

**YOU CAN SAVE and come back later, if needed.**

[Back](#) [Save](#)

Last Name	First Name	Teacher/Coach	Email (Recommended) <small>Paper orders include email addresses with a comma</small>	Phone (Optional)

Once you're done entering sellers or sharing the registration link, click "Finish". You will be directed to your dashboard where you can manage the most common tasks for the remainder of the fundraiser.

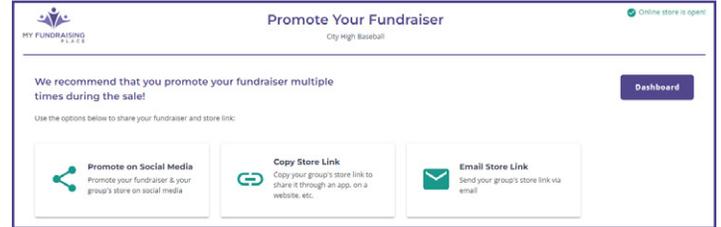


Dashboard  
City High Baseball

1. Setup
2. Promote & Sell
3. Enter Order
4. Delivery

- Promote Your Fundraiser**  
Share this fundraiser with your sellers & the community
- Track Your Progress**  
View how your group is doing
- Manage Sellers**  
Add or edit information about your sellers
- Order Management**  
View sales, enter paper orders, and submit your order to us
- Delivery**  
View & share information about your delivery
- Settings**  
Manage your fundraiser settings

## STEP 2 Promote & Sell



Promote Your Fundraiser  
City High Baseball

We recommend that you promote your fundraiser multiple times during the sale!

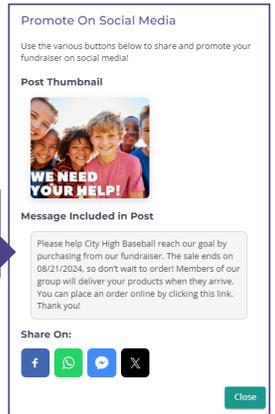
Use the options below to share your fundraiser and store link:

- Promote on Social Media**  
Promote your fundraiser & your group's store on social media
- Copy Store Link**  
Copy your group's store link to share it through an app, on a website, etc.
- Email Store Link**  
Send your group's store link via email

[Dashboard](#)

Promote your general store link through social media, text, and other methods. We recommend promoting multiple times during the sale! Encourage your sellers to promote from their individual stores, too.

**YOUR POST IS READY TO GO!**  
All the important information is included, so you can post confidently!



Promote On Social Media

Use the various buttons below to share and promote your fundraiser on social media!

**Post Thumbnail**



**Message Included in Post**

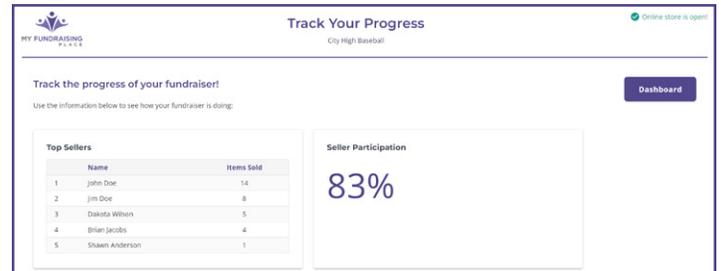
Please help City High Baseball reach our goal by purchasing from our fundraiser. The sale ends on 08/21/2024. So don't wait to order! Members of our group will deliver your products when they arrive. You can place an order online by clicking this link. Thank you!

**Share On:**

[f](#) [g](#) [t](#) [x](#)

[Close](#)

Track your group's progress during the sale! You can create a friendly competition between sellers to help motivate them.



Track Your Progress  
City High Baseball

Track the progress of your fundraiser!

Use the information below to see how your fundraiser is doing:

**Top Sellers**

	Name	Items Sold
1	John Doe	14
2	Jim Doe	8
3	Dakota Wilson	5
4	Brian Jacobs	4
5	Shawn Anderson	1

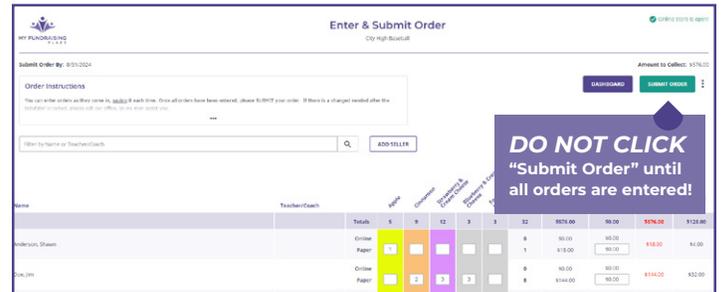
**Seller Participation**

83%

[Dashboard](#)

## STEP 3 Enter Your Order

At the end of the fundraiser, go to "Order Management" where you can enter paper orders. Once all paper orders have been entered, and the fundraiser is complete, click "Submit Order".



Enter & Submit Order  
City High Baseball

Submit Order By: 08/21/2024

Amount to Collect: \$276.00

Order Instructions

You can enter orders as they come in, up to 8 each day. Once all orders have been entered, please click "Submit Order". If there is a change needed after the fundraiser closes, please call us at 800-888-8888.

Filter by Name or Teacher/Coach:  [ADD FILTER](#)

Name	Teacher/Coach	Order Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	Subtotal	Shipping	Tax	Total
Anderson, Shawn		Order Paper	1																								
Do, Jim		Order Paper	2	1	1																						

**DO NOT CLICK "Submit Order" until all orders are entered!**

[SUBMIT ORDER](#) [CANCEL ORDER](#)

## STEP 4 Get Ready for Delivery

On delivery day, sellers will receive an email message with details about the delivery. If they had online sales, it will also include their "Seller Report". This lists their supporters' contact and order information, so they can deliver their orders.