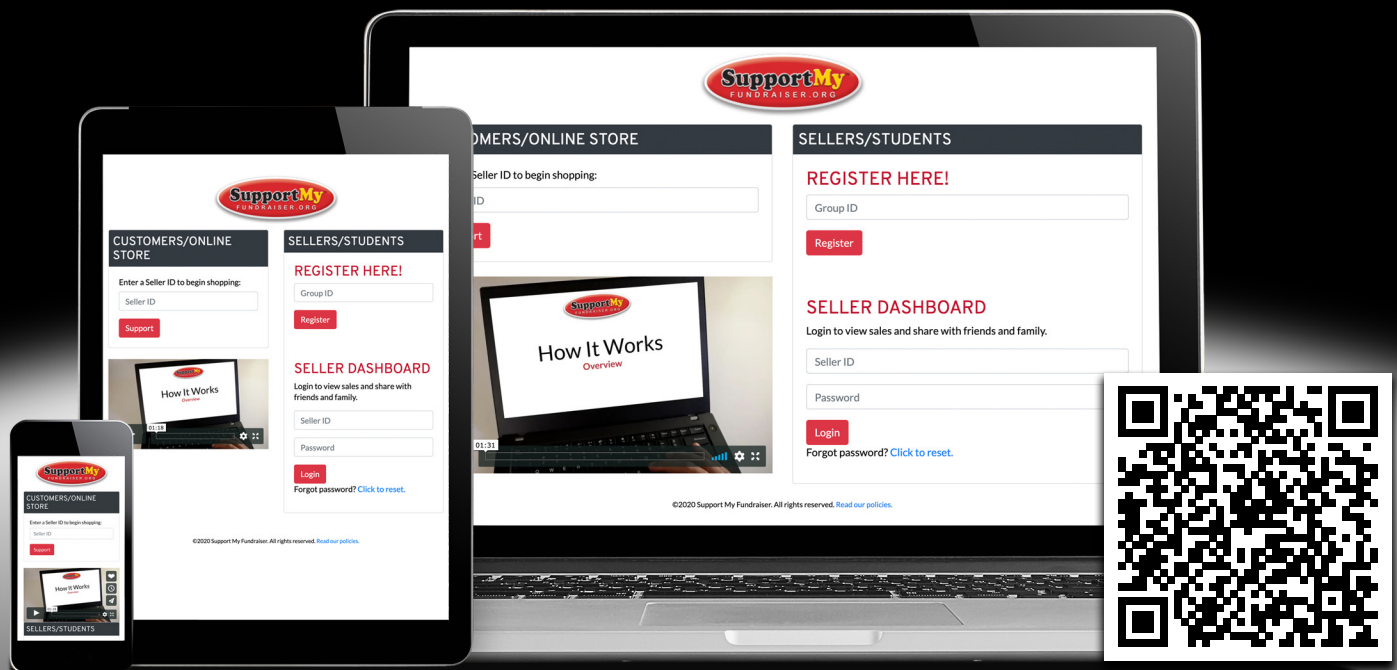




# Sponsor Guide



Scan to login to your  
Sponsor Dashboard

## 100% Online / Sell Anytime, Anywhere!

Write **Group ID** Below:

Sponsor **Password** Below:

**Group ID & Password** will be provided  
by your sales representative

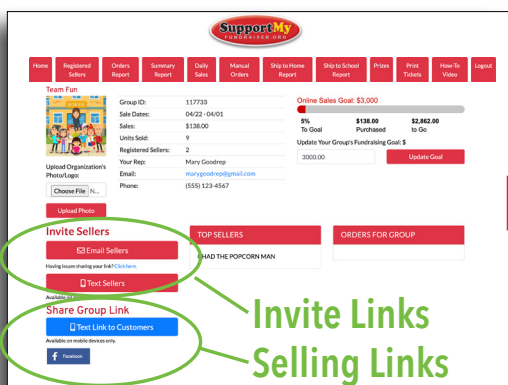
Login at:

[www.supportmyfundraiser.org/sponsor/](http://www.supportmyfundraiser.org/sponsor/)

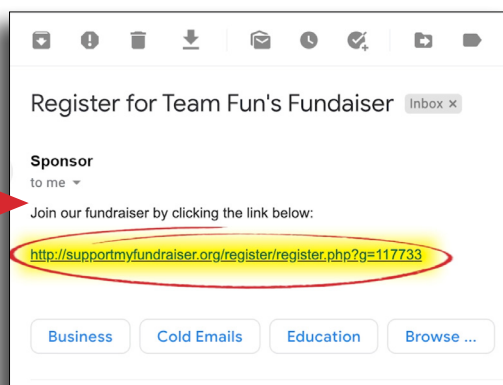
# GETTING STARTED

- 1 Go to: [www.supportmyfundraiser.org/sponsor/](http://www.supportmyfundraiser.org/sponsor/)
- 2 Login to your Sponsor Dashboard with provided **Group ID** and **Password**
- 3 Invite Sellers to join your fundraiser:

**A: Text or email registration link to Sellers**



Sponsor Dashboard



Sign-Up Link from Sponsor

**B: Distribute Fundraising Packets**



Fundraising Envelope



Cover Letter



Brochure



Prizes  
(when applicable)

*If you have any questions contact your sales representative*

## 3 WAYS CUSTOMERS CAN ORDER



Computer



QR Code



Text

# What a **Sponsor** Dashboard looks like

Monitor and communicate with registered Sellers

Print reports

Upload photo

Invite Sellers

Monitor the progress of the sale

Update fundraising goal

View orders for group

See top Sellers

## Dashboard Tabs

- Home
- Registered Sellers
- Orders Report
- Summary Report
- Daily Sales
- Manual Orders
- Ship to Home Report
- Ship to School Report
- Prizes
- Print Tickets
- How-To Video
- Logout

Registered Sellers

View Sellers, Seller ID, Teacher, Units Sold, Profits and Send Reminder to Registered Sellers

Orders Report

Breakdown of Items Sold Per Seller

Summary Report

Breakdown of Items Sold by Organization and Profit Earned

Daily Sales

View a Report of Daily Sales

Manual Orders

Manually Enter Order Forms (when Applicable)

Ship to Home Report

All Items Shipped to Customer's Homes

Ship to School Report

All Items that will be Shipped to Organization

Prizes

List of Prizes Earned (when Applicable)

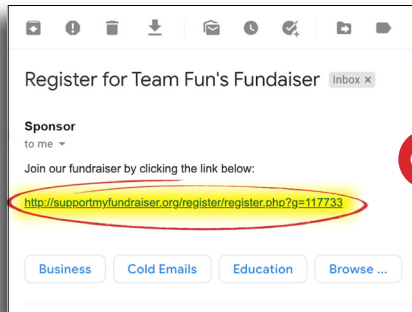
How-To Video

Overview on How Sponsor and Seller Dashboard Works



# SELLER OVERVIEW

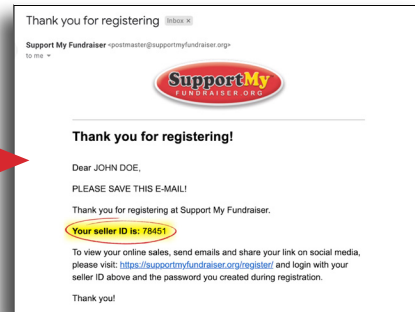
- 1 Sellers visit **www.supportmyfundraiser.org** to create a **Seller ID** using the provided registration link or by following the instructions on the cover letter
- 2 Sellers receive a confirmation email with their **Seller ID** and a link to their Seller Dashboard (*Save this email for future reference*)



Registration Link  
from Sponsor



Cover Letter with  
Sign-Up Instructions



Confirmation  
Email

- 3 **Two ways to sell**
  1. Sellers share their online store link with customers through their Seller Dashboard by Email, Text and Social Media (see below)
  2. Sellers present the "SupportMyFundraiser" brochure if applicable (*Customers follow "How To Order" directions on the inside cover*)



## What a **Seller** Dashboard looks like

Customers  
recognize  
the Seller

How Sellers  
sell online

- Send emails to friends & family
- Share via Social Media
- Send texts to your smartphone contacts

**Seller Dashboard** HOME Kickoff Video How-To Video Enter Manual Order View Manual Orders Online Sales Logout

**My Goal: \$550.00**

|             |                    |                |
|-------------|--------------------|----------------|
| 25% To Goal | \$138.00 Purchased | \$412.00 To Go |
|-------------|--------------------|----------------|

**Group Online Sales Goal: \$3,000.00**

|            |                    |                  |
|------------|--------------------|------------------|
| 5% To Goal | \$138.00 Purchased | \$2,862.00 To Go |
|------------|--------------------|------------------|

**TOP SELLERS!**

CHAD THE POPCORN MAN

**Enter Manual Order**

| Item | Qty | Price | Total |
|------|-----|-------|-------|
| 1    | 1   | 1.00  | 1.00  |
| 2    | 1   | 1.00  | 1.00  |
| 3    | 1   | 1.00  | 1.00  |
| 4    | 1   | 1.00  | 1.00  |
| 5    | 1   | 1.00  | 1.00  |
| 6    | 1   | 1.00  | 1.00  |
| 7    | 1   | 1.00  | 1.00  |
| 8    | 1   | 1.00  | 1.00  |
| 9    | 1   | 1.00  | 1.00  |
| 10   | 1   | 1.00  | 1.00  |

How to  
video  
tutorial

Update  
fundraising  
goal

Monitor the  
progress of  
the sale

See top selling  
Sellers

Place Manual  
Order(s)