



GROUP NAME

Dear Parents and Students:

We are pleased to offer Gertrude Hawk Chocolates as part of our Fundraising program this year. We are holding a **Virtual Online Sale**. It's easy to participate! Simply set up an account and share a link so friends and family can shop our Holiday Catalog virtually. All online orders are shipped directly to the customer, no need to collect money.

We are Raising Funds For:

Our Virtual Online Sale is From:

Our Organization ID # is:

How Do I Get Started?

GO TO:
fundraising.gertrudehawkchocolates.com

1. Create an account if you don't already have one.
2. In your account go to My Sellers
3. Add New Seller
4. Share your link through email

Tips On Sharing Your Fundraiser

In addition to sharing your sale link through email parents can share your link through social media posts.

Visit fundraising.gertrudehawkchocolates.com/fundraising-resources for free marketing resources and social media images to help you run a successful fundraiser!



STEP 1 INSTRUCTIONS FOR **SETTING UP A GERTRUDE HAWK ACCOUNT**

Welcome! We're excited that you're supporting a Gertrude Hawk Fundraising Program. These instructions will help guide you through the account set up process.

GO TO: fundraising.gertrudehawkchocolates.com

Below the header image, there are 4 rectangular blocks, click on: **PARENTS & SELLERS SIGN UP TO GET STARTED "Create Account" button** OR you can click on the upper right hand **"LOG IN" button**.

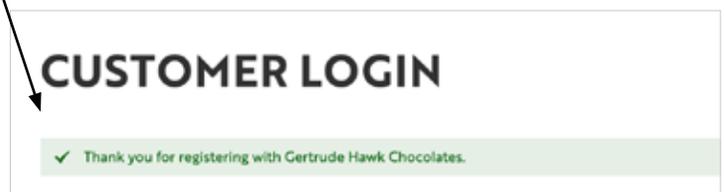
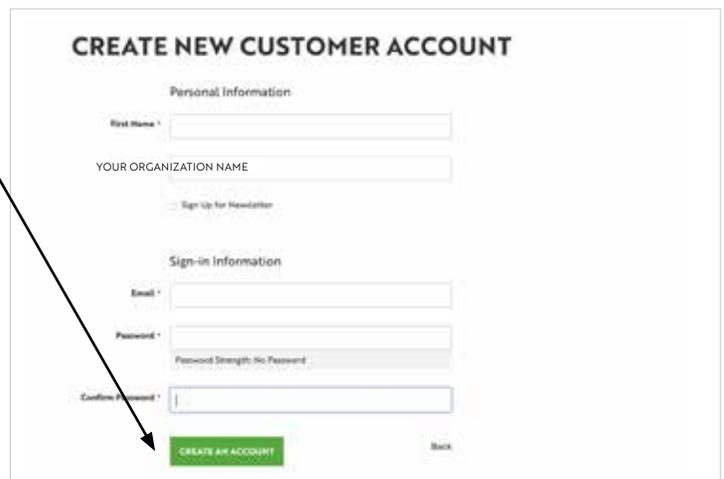
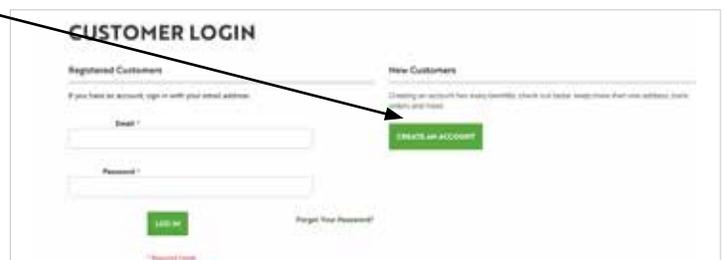
You will be directed to the "Customer Login" screen. Click on the **"Create An Account" button**, on the right side of the screen.

Please note: All customers will need a new "Ultimate GH Account" log in with our new site, regardless, if you had one from the old site (we apologize for this, but it is for everyone's benefit... we promise). However, your log in credentials for Fundraising will also work on the Retail side too.

You will be directed to the "Create New Customer Account" screen. Fill out all of the required fields and click on **"Create An Account" button**. This may take a few seconds, please be patient.

You will then be directed back to the Log In page and you will receive a confirmation email.

You are now registered with an Ultimate Gertrude Hawk Account. You can now use these log in credentials for both Fundraising and Retail sides of the site.





STEP 2 INSTRUCTIONS FOR ADDING FUNDRAISING SELLERS

Welcome! We're excited that you're supporting a Gertrude Hawk Fundraising Program. These instructions will help guide you through adding a seller to your account.

GO TO: fundraising.gertrudehawkchocolates.com

Log in to your "LOG IN" in the upper right hand corner of the site or through the "LOG INTO YOUR ULTIMATE GH ACCOUNT" "Log In" button.

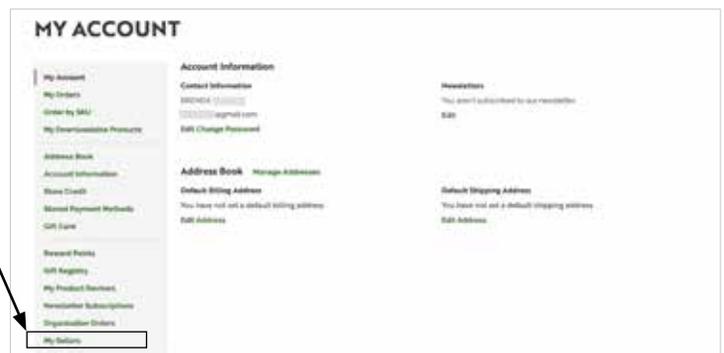
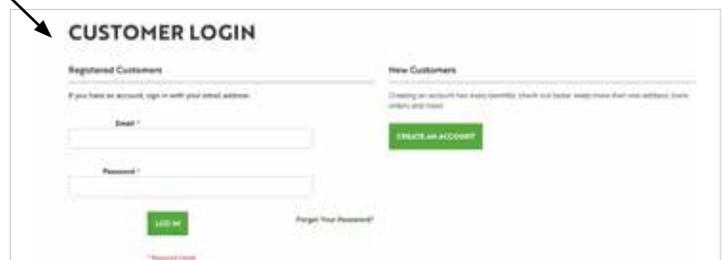
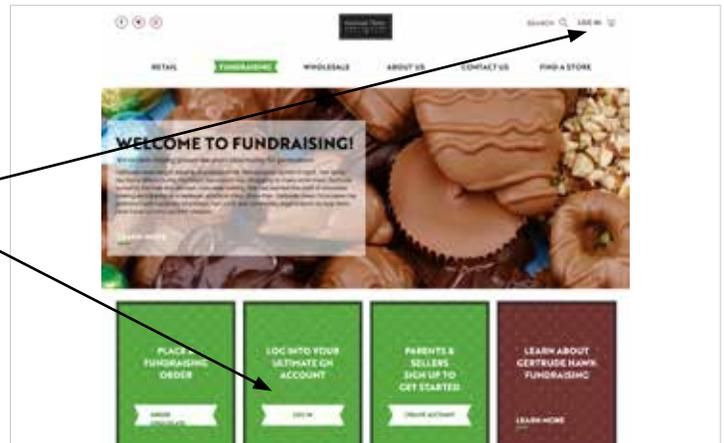
You will be directed to the "Customer Login" screen. Fill out your credentials and sign into your account.

You will be directed to the "My Account" screen. To add a Seller, on the left hand side menu, click on "My Sellers". It is the last item in the side bar menu. You will then be directed to the "My Sellers" screen.

On the "My Sellers" screen, there is an "Add New Seller" button on the right hand side. Click on the "ADD A NEW SELLER" button.

That button will open up the menu to add a New Seller. Fill out the form and then click "SAVE NEW SELLER" button.

The seller should now appear down below. You can add as many Sellers as you need.





INSTRUCTIONS FOR **BUYING FROM AN ORGANIZATION**

Welcome! We're excited that you're supporting a Gertrude Hawk Fundraising Program. These instructions will help guide you through the buying process.

GO TO: fundraising.gertrudehawkchocolates.com

Below the header image, there are 4 rectangular blocks, click on: **PLACE A FUNDRAISING ORDER** "Order Chocolate" button.

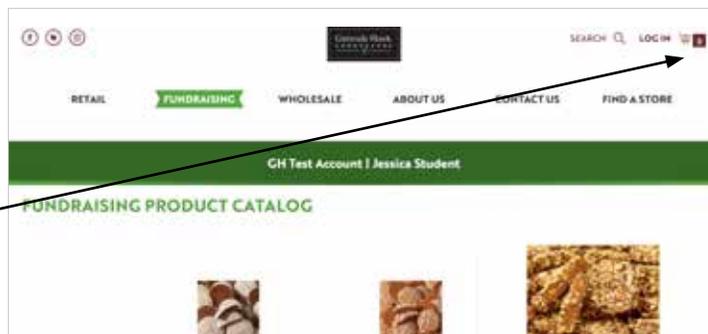
You will then be prompted to "Choose an Organization". This can be done by either typing in the **Organization Name**, **Organization ID code**, **City or State**. An organization code may have been provided to you from whom you received the Fundraising information from. **Once the Organization name is populated, hit "Next"**, to the right of the entry field.

The "Choose a Seller" block will then become active and you can begin typing in the name of the Seller. **Once your Seller Name is populated, click "Get Started"**.

You will then be taken to a product page with all of the available products for the Organization's Fundraising Program.

Select products from the page. Feel free to click on individual products for more information, or just simply add them to your cart.

When you're ready to check out, click on the cart icon in the upper right hand corner of the screen. The cart icon, should have a number next to it, with the number of items that you have added to your cart. *At any time you can click on this cart icon and preview your cart.*



Continue to next page

INSTRUCTIONS FOR BUYING FROM AN ORGANIZATION (CONTINUED)

Clicking on the cart icon will give you a preview of your list of items within the cart.

To continue to Checkout, simply click, "Proceed to Checkout" button.

You can also adjust item quantities or remove them from this menu as well.

If you decide that you want to edit your cart, click on the "View and Edit Cart" link at the bottom of the drop down menu.

Once you begin the checkout process, fill out all required fields and payment information.

If you would like your order delivered to you by the seller, please select "FREE". This option will prompt the seller to deliver your order directly to you. THE FREE OPTION IS ONLY AVAILABLE FOR THE DURATION OF THE PRINTED BROCHURE SALE. Please check with your Seller to confirm this date.

If you decide that you want your order shipped directly to you, select one of the other shipping options available.

