

Create A Group Or Seller Mini Site

Create A Group Mini Site:

1. After logging into your account, hover over Order Management Tool tab
2. Click on Mini Site (if you have not set your prices for the year, it will prompt you to do so)
3. Click the reddish "Here" to begin creating the webpage
4. On the Choose Products page, choose the products your group intends to sell by checking the checkbox next to that product
5. Click Next
6. This is the Customize Webpage page. This is where you input information about the group- including group name, why you're fundraising, website name (note: website name cannot have spaces in it), and contact information. You can also upload a group logo or any other image you'd like to appear on your mini site. The Hide Sign In Link checkbox controls whether or not a seller sign in link will appear on your webpage. The Disable Webpage checkbox allows you to close the mini site when you are ready to stop taking orders and begin reconciling your totals. This checkbox should not be checked when you create your mini site.
7. You must select the type of payment your group will accept. There are 2 options-Paypal or Pay Later. The Pay Later option means the person must be contacted by the group lead to collect payment for the items bought through the mini site. This can be a check, cash, or credit card payment (if the group is set up to take these types of payments). If you select the Paypal option, the group- or group lead- must have a Paypal account into which funds will be deposited. Paypal email refers to the email used when your Paypal account was created and is therefore the one associated with the account.
**Please keep in mind that Paypal charges a fee for their service.
8. If you'd like to upload an image or logo (up to 2.Smb), do so at the bottom of the page. This is not necessary in order to create your mini site.





9. Click Next
10. This page will give the URL of the group's website. You can click on it to see your mini site.
11. Please be sure to click Finish to save your mini site in our system!
12. If you have any trouble or need assistance, please call our office at 1-800-767-7778.

Create A Seller Mini Site:

****To use these instructions, please make sure the Hide Sign In Link checkbox is NOT checked on the group mini site so that the Seller Sign In link appears on the group mini site.**

1. Click on the blue Seller Sign In link in the upper right hand corner of the group minisite.
2. That link takes sellers to a page where they can register as sellers. They simply fill out the form and click Submit. This form will include a registration code that allows our system to track individual sellers as part of the same group (yours).
3. On the next page, click on Seller Mini Site
4. Click "Here" to begin creating webpage.
5. Fill in seller information and upload an image, if wanted (the image is not necessary to create mini site)
6. Click Save.
7. This page has the seller mini site URL. To view the mini site, click on the URL. The seller mini site is basically the group minisite with Seller information (and image, if used) located in the upper right hand corner of the page.

