

Seller Participation Instructions

Step I – Register & Join Program

2 Ways to Join

1. Email

- A. Click on link in the email provided by the sponsor. This will take you to the organizations home page.
- B. Click on Register, complete the form and this will automatically enroll you in the program.

2. Online

- A. Open a web browser and enter in the URL provided to you.
e.g. [www.fundraisingmagazines.com/\(organization name\)](http://www.fundraisingmagazines.com/(organization name)) – provided by sponsor
- B. Click register and fill in the form to automatically join your organization.

Step II - Enter Emails of your supporters

Add to your supporters list

1. Click on create email list: →
2. Enter in salutation:
e.g. Aunt SallyAnn
3. Enter full name of customer
e.g. SallyAnn Johnson
4. Add email address
5. Click Save Contact



- You may add multiple emails at one time by downloading the excel file provided for you on the web site and following the directions.

Step III - Send emails to supporters

1. Click on Run Email Campaign →
2. Click on specific email addresses or the top box the check them all.
3. Click on send notification email.
4. Choose email template.
5. Preview email (at this time you can modify the email, however DO NOT change the URL Code provided in the email). This is the way you get credit.



6. Send Emails

Step IV - Track Results

1. Click on Track Sales →
2. Here you can search for orders by date and keep track of everyone who supported your cause.

