



## *Espirito Santo Parochial School*

143 Everett Street, Fall River, MA 02723    Rev. Maurice O. Gauvin, Pastor  
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[www.espiritosantoschool.org](http://www.espiritosantoschool.org)    [www.facebook.com/EspiritoSantoSchool](https://www.facebook.com/EspiritoSantoSchool)

**September 9<sup>th</sup>, 2020**

Dear Parents,

As in years past, we start the year off with our first fundraiser, which is cookie sales. Under the current conditions, Mrs. Fields Cookies have transitioned to an online platform for selling, which reduces the need for paperwork, and a more streamlined process. In order for you to begin the fundraising process, you need to register your child on the online platform.

### **How to Register**

- 1) Please visit <https://mrsfieldsfundraising.com/onlineordering/>
- 2) Scroll down, and click the blue box that says “Register”.
- 3) Enter the organization ID of **43380**.
- 4) Complete the parent registration form, by entering a username, password, email, and parents name. You should already have Espirito Santo School listed. Once completed, click “register”.
- 5) Complete the Student Information form, by entering the students first and last name. Click the link next to the teacher, and select your students grade/homeroom teacher. If they do not show up on the list, you can add them manually. Lastly, enter a contact number. When you are done, click “Add Child”.
- 6) The last screen allows you to upload a picture of your student. This is up to you. It is important that you have your student participant ID. You will need this to give to those

you are selling to. Also on this screen, is an option to share an email link or to social media the fundraising information to people. This will help in selling your items. When done, click “complete registration.” (You should also receive an email that will confirm your registration.)

### **How to Sell Items**

- 1) Please visit <https://mrsfieldsfundraising.com/onlineordering/>
- 2) Enter the participant ID (which is connected to the student).
- 3) From here, the person who is buying items can search the catalog, and make their purchase.
- 4) The physical catalog can be found on the schools’ website.

<https://www.espiritosantoschool.org/helpful-links/>

It is my hope that this guide will be helpful to get your started. If you have any questions, please contact the school office. Thank you for your partnership, and happy fundraising!

Sincerely,

Mr. Andrew J. Raposo

Principal