



FUNDRAISING MANAGER

ONLINE ORDERING

HOW A PARENT/SELLER REGISTERS

1. Visit <https://mrsfieldsfundraising.com/onlineordering/> and scroll down.

The screenshot shows the Mrs. Fields Fundraising Manager Online Ordering page. At the top is the Mrs. Fields logo and a navigation menu with links: REQUEST INFO, START A FUNDRAISER, PROGRAM INFO, PRODUCTS, RECIPES, IDEAS, ABOUT, CONTACT. Below the menu is a welcome message: "Welcome to Mrs. Fields Fundraising with Fundraising Manager Online Ordering". Underneath, it says "PLEASE CLICK ON THE LINKS BELOW TO REGISTER, SHOP, AND LOGIN." There are three colored boxes: a blue box for "Register", a green box for "Shop Now", and an orange box for "Login". Each box contains instructions on when to use that option.

2. Click on the blue box. You will use the School/Group ID number that was provided to you by your group.

The screenshot shows the registration page for Fundraising Manager. The URL in the browser is <https://orderentry.fundtrackersql.com/fmgr/Account/RegistrationFindSchool>. The page features the Fundraising Manager logo and the text "Brandname Fundraising on our Online Sales System". There are three links: SHOP NOW!, LOGIN, and REGISTER. Below these links is a message: "Have your school ID ready to register your child. Can't find your school ID? It will be on your parent letter you received with your packet before you started your sale." There is a search box labeled "Enter Organization Id:" with a search icon. At the bottom, there is a copyright notice: "© 2020 - GIRTracker".

3. Register your family by creating a username and password. This information should be the name of the parent or guardian. Complete the required information and click on the blue registered button. You will add your students information on the next page.

https://orderentry.fundtrackersql.com/fmgr/Account/RegisterForSchool/5ca8d991-1715-4475-a49d-707abe016876

FUNDRAISING MANAGER Brandname Fundraising on our Online Sales System

SHOP NOW! LOGIN REGISTER

You are registering for school: 'Sample School' with id of 98765.

Change School

Parent Registration

*Create Username

*Password

*Confirm Password

*Email

*Confirm Email

*Parent First Name

*Parent Last Name

School(s)

Register

4. You are now able to register a child. Choose unassigned for a teacher. After you have entered the information click on add child.

https://orderentry.fundtrackersql.com/fmgr/Student/Manage

FUNDRAISING MANAGER Brandname Fundraising on our Online Sales System

DOCUMENTS

SAMPLESCHOOL

Go to Your Account

Student Information

Participant First Name

Participant Last Name

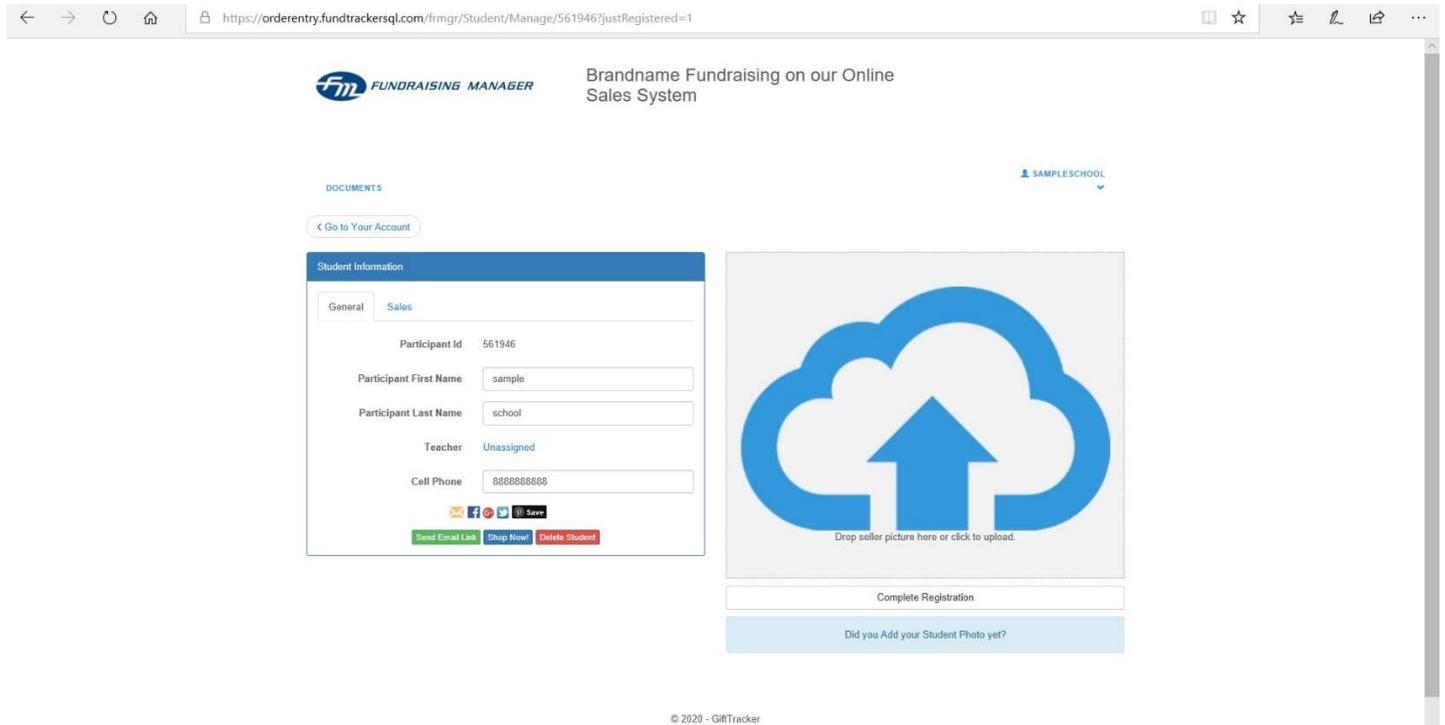
Teacher Unassigned

Cell Phone

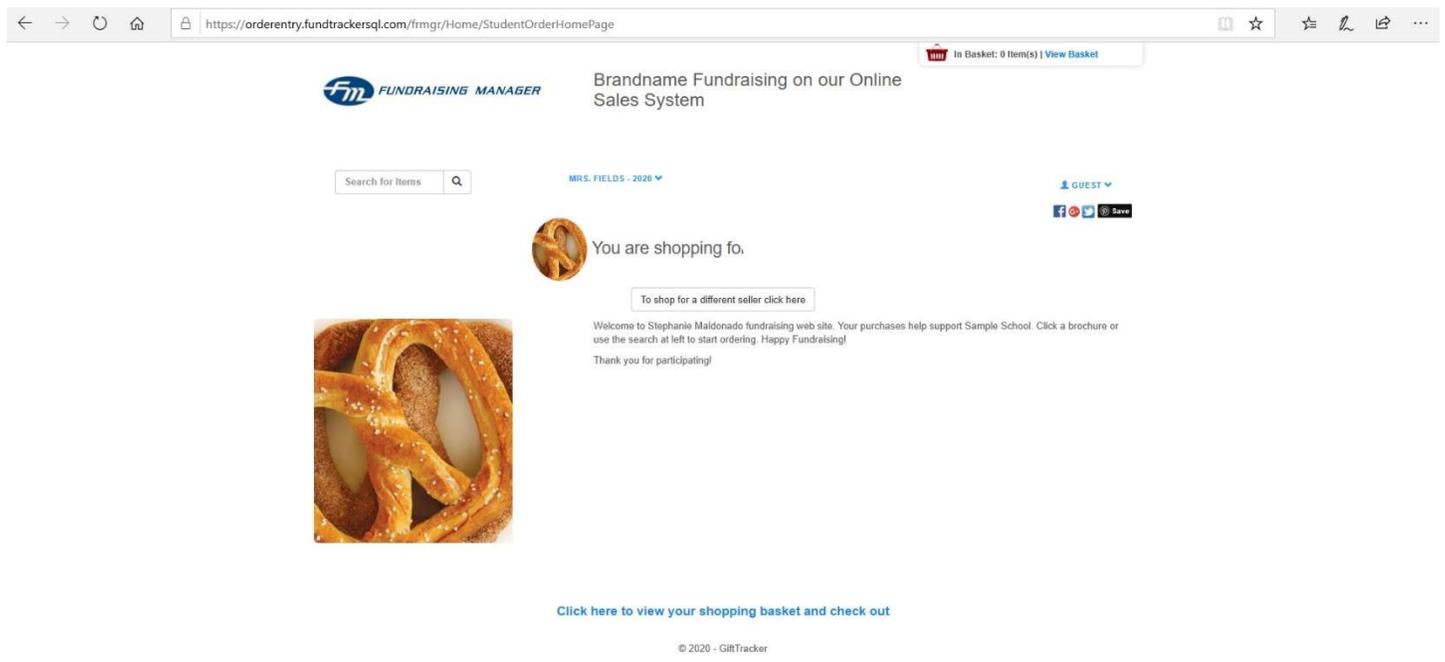
Add Child

You will be able to upload an image after adding the seller.

5. Once you have added your child you can upload a photo. From this screen you can email out or post on your social media a link to encourage friends and family to participate in the fundraiser. Please make sure you know how your items will be delivered. If your fundraiser is Ship to School all items will ship to one local location at the end of the fundraiser. If the fundraiser is Ship to Home anyone can order and the items ship directly to their home within the continental United States.



6. There are two ways to search for products. At the top find the name of the program and click on the blue down arrow. This will bring up all items available. You can also search for items by using the search bar.



7. Click add to basket for the items you would like to add to your basket.

The screenshot shows a web browser window with the URL <https://orderentry.fundtrackersql.com/fmgrp/Home/StudentOrderHomePage>. The page displays a grid of eight food items, each with a photo, name, item number, price, and an "Add To Basket" button. The items are:

- Auntie Anne's Pretzels**: Item #: 1000 | Price: \$20.00
- Churros**: Item #: 1030 | Price: \$20.00
- Cinnaroll Cinnamon Roll**: Item #: 3099 | Price: \$20.00
- Funnel Cakes**: Item #: 1035 | Price: \$20.00
- Jalapeno Pretzel Poppers**: Item #: 1020 | Price: \$20.00
- Mrs. Fields Caramel Apple Crunch Cookie Dough**: Item #: 2022 | Price: \$20.00
- Mrs. Fields Choc Chip Peanut Butter Cookie Dough**: Item #: 2008 | Price: \$20.00
- Mrs. Fields Double Choc White Chunk Cookie Dough**: Item #: 2006 | Price: \$20.00

8. Once you have all items in your basket click view basket to see what you have added. Click checkout when you are ready to complete your purchase.

The screenshot shows a web browser window with the URL <https://orderentry.fundtrackersql.com/fmgrp/OrderEntry/ShoppingCart>. The page displays the shopping basket with the following items:

- Cinnaroll Cinnamon Roll**: Item #: 3099 | Price: \$20.00 | Student: Stephanie Maldonado | Qty: 1 | Remove
- Churros**: Item #: 1030 | Price: \$20.00 | Student: Stephanie Maldonado | Qty: 1 | Remove

The order summary shows a subtotal of \$40.00 for 2 items. A "Checkout" button is visible. A note states: "NOTE: If you paid by credit card, your statement will reflect a charge from our parent company, Fundraise 21, Inc." The page footer includes the text "© 2020 - GiftTracker".

9. Enter your information and click on the Enter Payment Information button.

The screenshot shows a web browser window with the URL <https://orderentry.fundtrackersql.com/fmgr/OrderEntry/CheckoutEnterAddress>. The page header includes a search bar, navigation links for 'ON THE GO' and 'MRS. FIELDS - 2020', and a 'GUEST' user indicator. A notification bar at the top right says 'In Basket: 2 Item(s) | View Basket'. The main heading reads 'Please enter your information so you can be contacted by the student.' Below this are 'Continue Shopping' and 'Return to Cart' buttons. A blue note states: 'NOTE: Your address information is only for your seller to contact you to deliver your order. Your order will be shipped to the school.' The form area is titled 'Please enter your information so you can be contacted by the student.' and contains the following fields: First Name, Last Name, Address, Address 1, Country (set to United States), City, State, Zip, Email, and Phone. A 'Next - Enter Payment Information' button is at the bottom of the form. To the right, an 'Order Summary' box shows 'Subtotal (2 Items): \$40.00'.

10. Add your credit card and billing information. After you have completed the required billing information click on Review and Submit Order Button.

The screenshot shows a web browser window with the URL <https://orderentry.fundtrackersql.com/fmgr/OrderEntry/CheckoutEnterPaymentInformation>. The page header includes the 'Fundraising Manager' logo and 'Brandname Fundraising on our Online Sales System'. The main heading is 'Checkout - Enter Payment Information'. Below this are 'Continue Shopping' and 'Return to Cart' buttons. A note states: 'All fields must be filled out regardless of shipping status. Terms & Conditions'. The form is divided into three sections: 'Payment Information' (Credit Card Number, Expiration Date (ex. 9/12), CVV), 'Credit Card Holder Address' (First Name, Last Name, Address, Address 1, Country (set to United States), City, State, Zip, Email, Phone), and 'Shipping To School' (Stephanie Maldonado - Sample School, Home Address). A 'Change' link is below the shipping address. An 'Order Summary' box on the right shows: Subtotal (4 Items): \$80.00, Handling: \$2.00, Tax: \$0.00, Grand Total: \$82.00. A 'Next - Review and Submit Order' button is at the bottom of the form. The footer contains '© 2020 - GRTracker'.

11. This screen is your last chance to review your order. Once your order is complete click place order. Your credit card will be charged and the charge will read from Fundraise 21 Inc. You will receive a receipt to your email for your records.

The screenshot shows the 'Checkout - Review and Submit Order' page. At the top, the URL is <https://orderentry.fundtrackersql.com/fmgr/OrderEntry/CheckoutReviewOrder>. The page features the 'FUNDRAISING MANAGER' logo and the text 'Brandname Fundraising on our Online Sales System'. A search bar and navigation links are visible. The main content area displays three items for sale:

- Auntie Anna's Pretzels**: Item # 1000 / Price: \$20.00 / Student: Stephanie Maldonado. Qty: 2. Image shows two pretzels.
- Churros**: Item # 1020 / Price: \$20.00 / Student: Stephanie Maldonado. Qty: 1. Image shows a plate of churros.
- Cheesecake Cinnamon Roll**: Item # 3059 / Price: \$30.00 / Student: Stephanie Maldonado. Qty: 1. Image shows a cinnamon roll on a plate.

On the right side, there are sections for 'Shipping To School' (Stephanie Maldonado - Sample School), 'Payment Method' (Credit Card: 0000 0000 0000 1234), and 'Order Summary' (Subtotal: \$80.00, Handling: \$3.20, Tax: \$0.00, Grand Total: \$83.20). A 'Place Order' button is at the bottom right. The footer contains '© 2020 - GiftTracker'.

12. Visit the same website, click on the orange button and use your username and password you created to view orders that were placed by family & friends.

The screenshot shows the 'Account/Login' page. The URL is <https://orderentry.fundtrackersql.com/fmgr/Account/Login>. The page features the 'FUNDRAISING MANAGER' logo and the text 'Brandname Fundraising on our Online Sales System'. Navigation links include 'SHOP NOW', 'LOGIN', and 'REGISTER'. The main content area contains a 'Login' form with the following fields and options:

- User name:
- Password:
- Remember Me
- [Forgot Username or Password?](#)

The footer contains '© 2020 - GiftTracker'.