



**SUPPORT
MY
SCHOOL**.ORG

HOW TO MANUAL
for School Fundraising

FUNDRAISING **ZONE**.com
Est. 1965

50 Years of Expertise & Experience

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ONLINE ORDERING AT SUPPORTMYSCHOOL.ORG

**Online sales are a great way to reach out of town family and friends.
The school gets the profit and the child gets the prize credit.**

**CHAIRPERSON – VIEW SALES:
View your group's online sales!**



1. You have the ability to go online and track your group's online sales.
Visit supportmyschool.org and login with the following information:
The Chairperson's **User Name** is your **School ID** + "**sms**" (Example: 123456sms)
The Chairperson's **Password** is "**sms145**".
2. To Edit/View Students and Sales:
Click on **Homeroom/Student Master**. This will give you the ability to view students that have registered, edit them if needed and view their sales. All Homerooms are normally set to "Unassigned" by default and does not need to change.
3. To Download a PDF/Excel of Sales:
Click on the **Go to Web Reporting**. This will bring you to a different part of the website.
Login again with your **Chairperson ID (User Name)** and **Password**.
The Chairperson ID (User Name) is your **School ID** + "**sms**" (Example: 123456sms)
The Chairperson **Password** is "**sms145**".
4. Use the Dropdown field to select a "Report To View".
Select PDF or Excel and click "Generate Report".
(You must have Adobe Reader installed to view online PDF's.)

PARENTS - REGISTER THE STUDENT(s):

1. Parents will need to register their children at supportmyschool.org. On this page they will need to select **Register**. The **School ID** number from the Parent Letter will be entered in the "Enter School/Group ID" field.






Enter School/Group Id:




2. On the second registration page, the parent/seller will need to fill in all the fields. The **User Name** and **Password** are created by the parent/seller, and will be used later to login to the parent account site. The **Email Address** will be used to send the parent a confirmation email and online sales receipts. The **School(s)** field will be automatically populated with the school you are registering for, from the School ID you entered in the previous screen.
3. Once registered, a validation email link will be sent to the Email Address that was entered on the registration page. This will need to be clicked to verify the validity of the information you provided. The link will take the parent to the Login page at supportmyschool.org and the parent will use the **User Name** and **Password** they created.
4. On the parent account page the Parent will see their information on the left and the **Your Children** area on the right.
5. Click the **+Add** button to add children that will be selling.
6. On the Student registration page, enter the **Student ID** number found on the Order Taker.


If no Order Taker's were sent, just leave this field blank. This would mean your school is ONLY doing online sales. Enter in the **Student First name** and **Student Last name**. In the **Teacher** field – Click **Select Homeroom** and select a Homeroom that has already been created or click the **+Add** button to create a new one. Please keep the naming convention the same way other parents have been entering them to stay consistent. Click the **Add Child** button to complete the entry and follow the next screen to add in the Child's personal photo (This photo will be attached to all out going emails sent from the social links menu).

As soon as the child is registered an email will be sent to the parent with the seller ID and seller link to forward on to friends and family.

7. The registered child's name will then appear on the right side of the Parent Account with 5 Icon links. These links are used to Email the seller link to friends & family as well as social media.     

*The seller link already has the child's **Seller ID** added so the child will get credit for all sales that are entered from the link, as well as when the Seller ID is entered into the Shop Now page manually.*

A Distribution Email can be sent out by clicking on the  "envelope" icon on the social links menu. Clicking on the icon will bring the parent to the **Student Emailer** screen. Here multiple email addresses can be entered, and Subject line can be edited to make the email more personal. Also, a custom message can be entered into the Email: field. (This is a great way to personalize the email for your seller. The Preview field below will show you exactly what that email will look like when it has been sent. This will direct everyone to click on that unique link where they can go and shop for that student.

The  button will allow the parent to see the child's sales in real time.



NO CASH? NO PROBLEM!

To place an order on your mobile device:

1. Go to: **supportmyschool.org/pay**
2. Enter: School ID & Student ID
3. Enter: Item Code from catalog & quantity
4. Once order is complete, check out & pay.