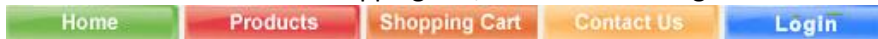


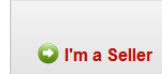
## How to set up a Seller Page:

1. From the eCommerce shopping site, click the blue “Login” button



2. Under “Organization Login”, click “I’m a Seller”

Organization Login:



3. On the right side under “Create Account”, enter first name, last name, and email address. For security purposes, first and last name must match exactly as it appears in the seller list provided by the administrator. Create a password and click “Sign Up”.
4. You will then receive a “Complete Registration” email. Click the “Complete Registration” link in the email.
5. A screen will pop up where you will select your name from a dropdown list. Click the “Terms and Conditions” link and then click “Open”.

6. Read the Terms and Conditions, and then click back on the Registration screen and click “Complete Registration”.
7. This will take you to your Seller Dashboard where you can view your progress and utilize the social media tools to promote your sale:

- Be sure to use all of your social media tools – Facebook, Twitter, Snapchat, Instagram to promote your sale. Mention the deadline, and how the profits will help you reach your goals. Point out any special activities you are raising money for.
- *Use ALL of the tools! It will help boost your sales and you will reach your goal FASTER!*

**Let's get fundraising!**