GROWING smiles

Fundraising Teamsite Setup Guide

Your platform to make running your fundraiser easier, more impactful, and more successful.

WHY YOUR FUNDRAISING TEAMSITE MATTERS

Your teamsite makes fundraising easier and more impactful.

Whether you're new or experienced, it works like your personal assistant: collecting orders, tracking progress, and keeping everything organized in one spot. Here's how:

✓ **Saves you time:**
Your website takes care of **collecting plant orders directly from your customers s**o you don't have to.

✓ **Keeps things simple:**
Set up credit card payments. No cash handling, no paperwork just a clean list of customer orders ready to go.

✓ **Helps tell your story:**
Add your fundraising goal, team message, and photos to help customers connect with your cause.

✓ **Gives you helpful tools:**
From **student referrals** to **messaging customers** and **sales coupons** — it's all built in.

✓ **Makes your fundraiser stronger:**
With a website, it's easy to share your fundraiser with family, friends, and your whole community.

What this Guide Will Cover

How to Login to your Teamsite

You can access your Teamsite at any time using one of the two simple methods below:

Option 1: Use the Link We Emailed You

After you register your fundraiser, our team will send you a welcome email with:

- A direct link to your personal teamsite
- Instructions to set up your login and password
- A link to this tutorial for extra support

💡 **Pro Tip:** *Bookmark the link and save your password for easy access throughout your fundraiser.*

Your Team Website is Ready!

Congratulations, your team's very own fundraising website from Growing Smiles Fundraising has been created! This online portal is a great resource for collecting orders and managing your fundraiser.

Team Name: School of Excellence
Website URL: devryschoolofexcellence.growingsmilesfundraising.com

Logging in for the First Time

Log into for the first time by clicking the link below. This special link, which can only be used once, will allow you to set a password.

Option 2: Log in from the Main Website

You can also access your teamsite from our main website:

1. Go to www.growingsmilesfundraising.com
2. Click the Login button in the top right corner
3. Select "I am a Coordinator"
4. Enter your email and password
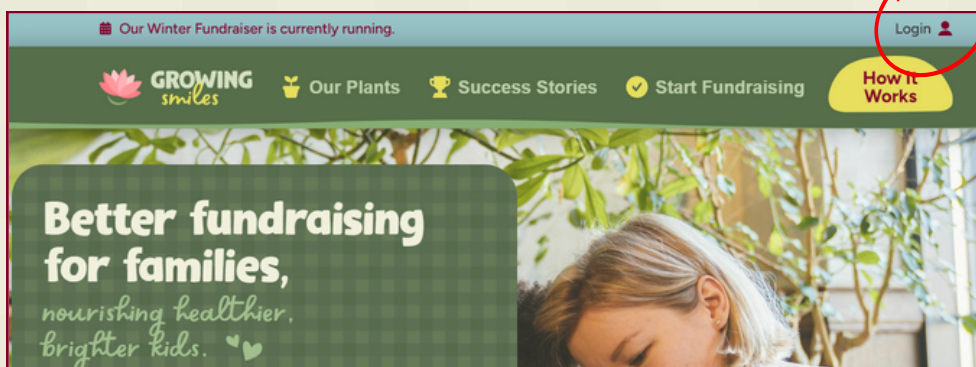
Click Login Here!

Navigating your Teamsite

Your teamsite is designed to be simple, helpful, and easy to use, even if you're not tech-savvy.

Once you're logged in, just tap the **menu icon (three lines in the top-left corner of your screen)**. This "sandwich menu" is always visible, so you can quickly access any part of your fundraising site at any time.

Click the menu to explore all the tools, setup steps, and insights available to help your fundraiser succeed.
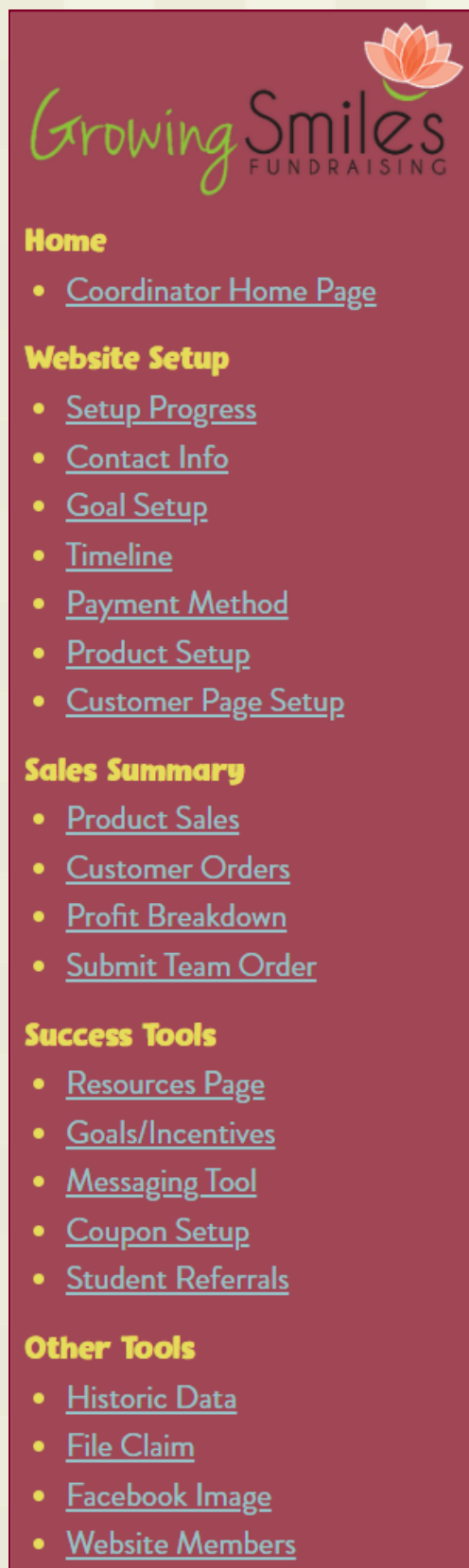
Menu option from your coordinator homepage

Menu option from other pages
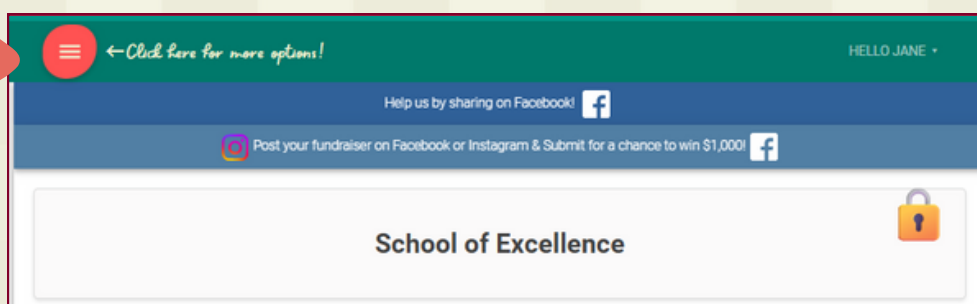
Navigating your Teamsite

Use the menu to move around your teamsite. Here's what you'll find:

Growing Smiles
FUNDRAISING

Home
- Coordinator Home Page

Website Setup
- Setup Progress
- Contact Info
- Goal Setup
- Timeline
- Payment Method
- Product Setup
- Customer Page Setup

Sales Summary
- Product Sales
- Customer Orders
- Profit Breakdown
- Submit Team Order

Success Tools
- Resources Page
- Goals/Incentives
- Messaging Tool
- Coupon Setup
- Student Referrals

Other Tools
- Historic Data
- File Claim
- Facebook Image
- Website Members

Coordinator Homepage
Your dashboard for quick updates.

Website Setup
Complete these steps:
- Contact Info
- Goal Setup
- Timeline
- Payment Methods
- Product Setup
- Customer Page Setup

Sales Summary
Track sales and manage your fundraiser:
- Product Sales – See what's selling.
- Customer Orders – View order details.
- Profit Breakdown – Check profits.
- Submit Team Order – Finalize your delivery.

Success Tools
Promote and grow your fundraiser:
- Resources – Key docs and how-tos.
- Goals & Incentives – Win up to $1000!
- Messaging Tool – Send updates to supporters.
- Coupons – Offer discounts.
- Student Referrals – Track referral sales.

Other Tools
- Historic Data – Past fundraiser info.
- File a Claim – For issues with order.
- Facebook Image – Update your promo image.
- Website Members – Manage access.

Your Coordinator Homepage

Once you log in, this is the first page you'll see; your very own fundraising dashboard.

It gives you a quick snapshot of how your fundraiser is doing, plus easy access to tools, documents, and next steps to help your group succeed. Think of it as your home base!

Coordinator Home Page

HELLO Jane Smith!

Here's how your fundraiser is going for School of Excellence

Families Supported Through your Fundraiser

0 Online Orders Received
0 this week

Did You Review All Important Documents?

Pricing Sheet | Delivery Prep
Teamsite Setup Guide | Returns Policy

Top Selling Plant

No sales yet!

- ⓘ View Product Summary
- ⓘ See How Your Profit is Calculated
- ⓘ View All Customer Orders

Your Fundraising Goal

SELL 100 PLANTS

Keep trying!

Your Delivery Date
2025-11-20

Team Order Deadline
2025-11-06

Maximize Your Sales!

Complimentary Coaching

Share on Facebook

View All Helpful Resources

Use These Fundraising Success Tools!

Goals/Incentives | Messaging Tool
Sales Coupons | Order Forms
Student Referrals

💡 **Pro Tip:** *Check your homepage often! It's a helpful way to stay on track, and everything you need is just a click away.*

Your Coordinator Homepage

Here's what you'll find:

1. Families Supported Through Your Fundraiser

Families Supported Through your Fundraiser

0 Online Orders Received

0 this week

See how many online orders your group has collected so far. Each number represents a family you've reached with beautiful plants and the support you've received for your cause!

2. Important Documents

Did You Review All Important Documents?

Pricing Sheet   Delivery Prep

Teamsite Setup Guide   Returns Policy

Need to double-check delivery details or pricing?

These buttons take you straight to what you need — from your Pricing Sheet to the Returns Policy. You'll also find this Website Tutorial here anytime you need a refresher.

Your Coordinator Homepage

3. Top Selling Plant

Top Selling Plant

ⓘ View Product Summary

ⓘ See How Your Profit is Calculated

ⓘ View All Customer Orders

No sales yet!

Get a quick peek at what's selling best in your fundraiser! Plus, you can:
- View a product summary
- See how your profit is calculated
- Check customer orders

💡 **Pro Tip:** *Helpful for deciding what to feature when promoting your sale!*

4. Your Fundraising Goal

Your Fundraising Goal

SELL 1000 PLANTS

Keep trying!

Your Delivery Date   **Team Order Deadline**

Not Set   Not Set

Once you set a plant sales goal, this section shows your progress — so you can keep your team and supporters motivated. It also shows:
- **Your Delivery Date**
- **Your Team Order Deadline**
- (Both are clickable and will take you straight to your Timeline page.)

Your Coordinator Homepage

5. Maximize Your Sales

Access a quick video with coaching tips to help you boost sales and click to share your fundraiser on Facebook in just one step!

6. Your Fundraising Goal

Here you'll find shortcuts to the tools that help you run a successful, smooth fundraiser:

- Complete the sales goal to win $1000
- Message customers
- Access order forms
- Turn on student referrals
- Use discount coupons to promote sales

Set Up Your Teamsite in 5 Simple Steps

Before your fundraiser can start collecting orders, you'll need to set up your teamsite and **it only takes a few minutes**! Each step helps personalize your fundraiser, make things easier, and create a great experience for your customers.

To get started, click the menu button on the top left, go to **Website Setup**, and select **Setup Progress**.

From This:

Setup
0/5 Steps completed
📞 **1. Update Contact Info** — Add your name, email, and phone so we can reach you — ✕
🏆 **2. Set Your Fundraising Goal** — Set a plant sales goal to track your success and inspire your supporters. — ✕
📅 **3. Set Your Delivery and Closing Date** — Set your timeline so customers know when to order and expect delivery. — ✕
🏷️ **4. Select Payment Method** — Select the payment method that works best for your fundraiser. — ✕
⚙️ **5. Select Products** — Choose the plants your group will sell in your fundraiser — ✕

To This:

Setup
5/5 Steps completed
📞 **1. Update Contact Info** — Add your name, email, and phone so we can reach you — ✓
🏆 **2. Set Your Fundraising Goal** — Set a plant sales goal to track your success and inspire your supporters. — ✓
📅 **3. Set Your Delivery and Closing Date** — Set your timeline so customers know when to order and expect delivery. — ✓
🏷️ **4. Select Payment Method** — Select the payment method that works best for your fundraiser. — ✓
⚙️ **5. Select Products** — Choose the plants your group will sell in your fundraiser — ✓

Set Up Your Teamsite in 5 Simple Steps

Step 1: Update Contact Info

This is how customers know who to reach out. You have to fill:

- Team Name – This appears at the top of your website.
- Contact Phone & Email – These appear on the order checkout page so your supporters can easily get in touch.

Step 2: Set Your Fundraising Goal

Choose how many plants you want to sell and how much money you want to raise. This helps you:

- Stay motivated and track your progress
- Share your goals with customers to boost engagement and sales

💡 **Pro Tip:** You can use the Profit Table to figure out how many plants you'll need to sell to hit your goal, it's a great planning tool!

We want to raise...	Approx Sales Goal
$250	36 plants
$500	70 plants
$1,000	142 plants
$2,000	280 plants
$3,000	425 plants

Set Up Your Teamsite in 5 Simple Steps

Step 3: Set Your Delivery & Closing Dates

Your delivery date is essential, we need this to process your order!
- You'll pick it from a calendar of available options.
- Once selected, our team will review and confirm your request within a few days.
  - If a date is fully booked, we will reach out to you with alternatives.
- Your Team Order Deadline is automatically set 14 days before delivery.

You'll also choose your **Customer Order Closing Date**, the last day customers can place orders. We recommend setting it one day before your team order deadline.

You can also enter your pickup location and time, which will be shown on your customer homepage.

Set Up Your Teamsite in 5 Simple Steps

Step 4: Select Your Payment Methods

You can choose how customers pay: *Credit Card, Cash, Cheque, or E-transfer.*

- **We recommend Credit Cards** for a hassle-free experience. We collect these payments on your behalf, apply them to your invoice, and return your profits automatically.
- For other methods, your team collects the funds directly.

Step 5: Select Your Products & Prices

Pick which plants you want to offer in your fundraiser and what prices you'd like to sell them at.

- You can review the products, and suggested pricing.
- The products and prices you select will appear on your fundraising website.

💡 **Pro Tip:** Try to stick close to our suggested prices. Setting them too low can shrink your profit margins.

Customizing your Customer Page

Once you've completed your 5 setup steps, you'll see a helpful pop-up inviting you to personalize your Customer Homepage.

This is a great opportunity to share your story, fundraising goal, and photos — helping your supporters connect with your cause and feel inspired to place an order.
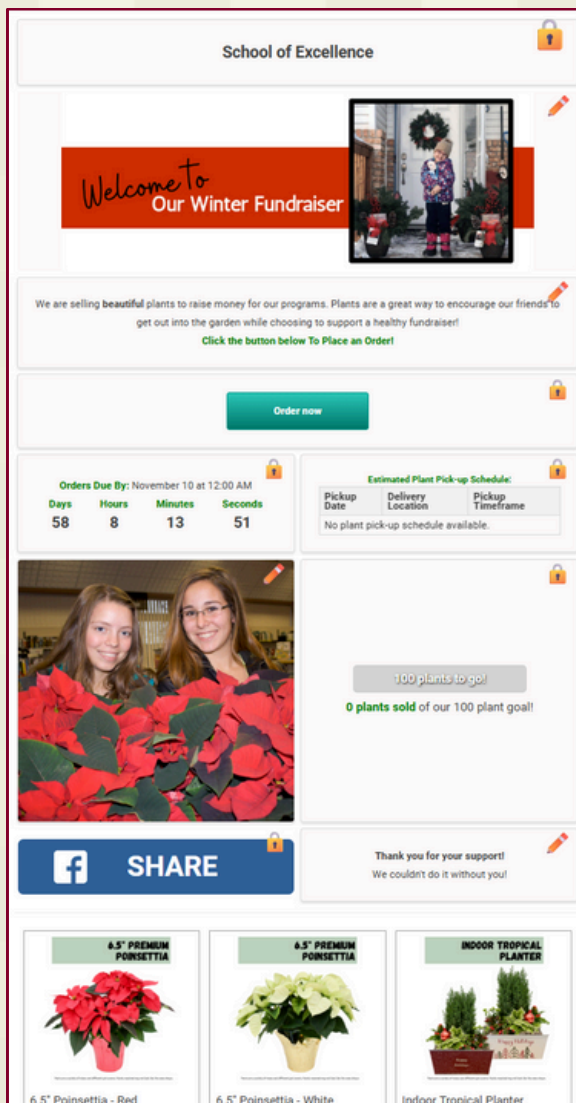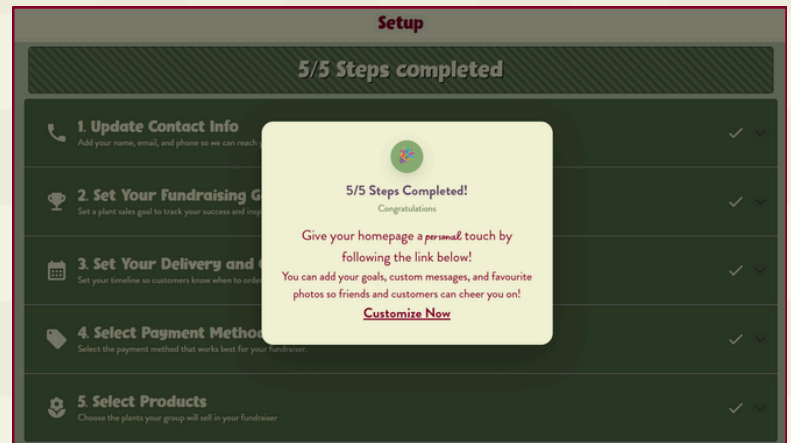
- **Click the pencil icons** to add your messages and photos.

- Share your "why" so your supporters feel connected to your cause

- You can also access this any time from the left-hand menu: **Website Setup → Customer Page Setup**