

FESTIVE FUNDRAISING

Org. Admin Processes

Register your organization

- 1 Go to festivefundraising.com/users/register/
- 2 Fill in your and your org's information and click "Register"
- 3 You'll receive a confirmation email that we've received your application:
- 4 The Abbot-Ipco team will now review your application and, once approved, you'll get an email notification for you to start fundraising on the platform. You'll find the login link on the email, or you can also login here: <https://festivefundraising.com/users/login/>

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[Already registered?](#)

All fields are required unless marked otherwise.

First Name	Last Name	
Email		
Password		
Password must be at least 12 characters long, include one uppercase letter, one lowercase letter, one number, and one special character.		
Phone	Job Title	
Organization Name		
Organization Street Address		
Organization City	Organization State	Organization Zip
	▼	
REGISTER		

NOTE: We currently have the platform functionality limited to the following US states: Texas, Arkansas, Louisiana and Oklahoma. If you want to fundraise outside of that area, [contact us](#) directly and we'll come up with a solution!

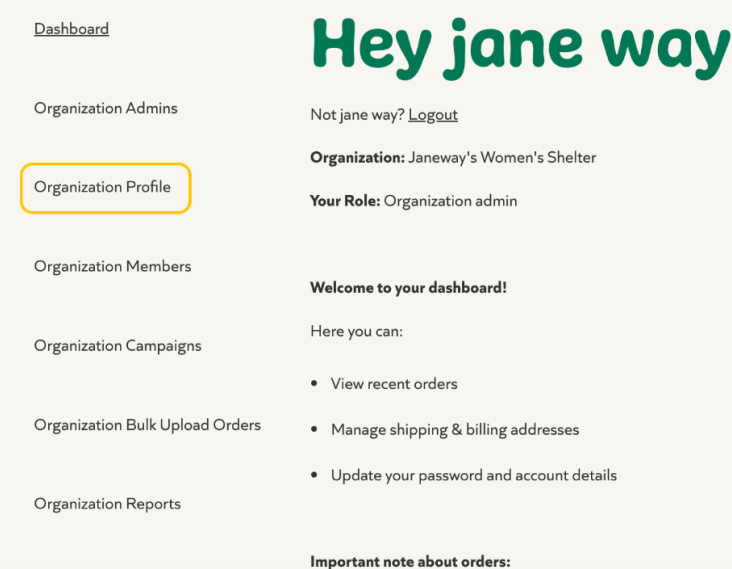
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You're In!

Thanks for choosing us! Your application is now under review. We'll let you know once you've been approved to start raising funds.

Complete Organization Details

- 1 Go to the tab “Organization Profile” inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>



- 2 Personalize your organization’s description (It is public and can be seen by your supporters on your campaign page!)
- 3 Upload your company logo (This one will also showcase on your campaign page)

- 4 Update your Tax Status

- a If your organization has tax exemption, select “Yes” on the dropdown under Tax Status. Then, upload your tax exemption certificate. The Abbot-Ipco team will review and approve your tax exemption status.
- b If your organization does not have tax exemption, select “No” on the dropdown under Tax Status.

- 5 Click on “Submit” to save your changes.

Add Other Organization Admins

- 1 Go to the tab "Organization Admins" inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>
- 2 Click on "Create Admin Account"
- 3 Fill in their details (Name, Last Name, Job Title, Email, Phone) and click "Submit"
- 4 They will get an email with a link to set their password and login to the admin dashboard

Add Organization Members / Fundraising Participants

There are different ways in which you can invite fundraising participants to join your efforts:

OPTION A: INVITE VIA EMAIL

- 1 Go to the tab "Organization Members" inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>
- 2 Click on "Invite New Members"
- 3 Fill in their details (Name, Last Name, Email, Phone) and click "Submit". They will get an email with a link to set their password and login to the member dashboard

OPTION B: INVITE VIA QR CODE

- 1 Go to the tab "Organization Members" inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>
- 1 Download the QR Code and share it on your online/offline communications!
- 1 Once scanned, your members will be sent to a link where they'll set their password and login on their dashboards.

Add Organization Members / Fundraising Participants

There are different ways in which you can invite fundraising participants to join your efforts:

OPTION C: INVITE VIA LINK

- 1 Go to the tab "Organization Members" inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>
- 2 Copy the invite link below the QR code and share it on your online communications!
- 3 Once clicked, your members will be sent to a page where they'll set their password and login on their dashboards.

NOTE: Organization members will be able to invite supporters/customers and access campaign links to spread the word and achieve your fundraising goals. However, they won't have the access to edit organization information, campaign or order settings.

Create a Fundraising Campaign

1 Go to the tab “Organization Campaigns” inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>

2 Click on “Create a Campaign”

3 Fill in campaign details:

- Title
- Start Date
- End Date
- Dollar Goal
- Description: It is public and can be seen by your supporters on your campaign page.

4 Select the products you want to fundraise with.

NOTE: Product availability varies depending on the season and time of the year. The plants that will show up on your campaign creation screen are those plants that will be available during the campaign period you selected.

5 Set the retail price per product.

NOTE: We established a minimum retail price of \$12 per plant (approximately \$4 higher than the cost of the plant), to make sure you’re getting a profit from each sale you make. You can increase the retail price by entering the amount in dollars you’d like to add to those initial \$12 dollars on pricing, if any.

4 When you’re done, click “Submit”. Your campaign is now officially created, and you’ll be able to see its status and progress on this same dashboard screen:

- Start date & end date
- Raised: Amount of money you have raised thus far per campaign
- Status: Future, Active, or Past

NOTE: You can edit a campaign whenever you want on this dashboard by clicking on the “Edit” button. If you want to see how the campaign page looks, you can click on the “View” button. Once you’ve created a campaign, your organization members will be able to spread the word with supporters. They’ll find the campaign links on their member dashboards.

Review & Submit Final Campaign Orders

Once your campaign ends, we'll ask you to review all orders before submitting them to Abbot-Ipco for payment, shipping and fulfillment. Please note that supporters will register their orders on your campaign page, so we'll keep a record on their final contribution and products they'll be taking home. However, payment has to be arranged directly between your organization and each supporter. This screen will therefore be useful for you to keep track of which orders have been paid already, for instance, and which ones are still pending.

Review & Submit Final Campaign Orders

- 1 Go to the tab “Verify & Submit Campaign Orders” inside your admin dashboard after logging in on <https://festivefundraising.com/users/login/>
- 2 Select the organization you want to review orders for
- 3 Select the campaign you want to review orders for
- 4 You’ll now be seeing all orders placed through the platform for that campaign. On the “Status” column, review all orders and select an option for each of them from the ones below:
 - a **Reject:** Use this label after identifying an order as trash or spam
 - b **On Hold:** Use this label when you need more time/information to review a certain order, or if you’re waiting for payment.
 - b **Verify:** Use this label for when an order has been verified to be a real order to be fulfilled and shipped.

NOTE: It’s not necessary for all verified orders to have been paid by your supporters before submitting it to Abbot-Ipco for fulfillment. If you started out the verification process but need more time to continue, or need to come back later to finalize the process, click on “Save for Later” to save your progress so you can pick up where you left off.
- 4 When you’re ready, click on “Verify & Submit Final Campaign Order”. The Abbot-Ipco team will review your final order and get in touch with you to coordinate payment and delivery.

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