

Harmison's Hometown Fundraising Online Ordering Set-up Instructions



Harmison's Hometown Fundraising
Your Hometown Choice
6378 Osage Beach Parkway
Osage Beach, MO 65065
Toll Free 800-810-0699

1.

Parent Registration Step 1: Find School

Thank you for registering your student! Please enter your school id. to begin. (if you do not have a school id, please contact your fundraising coordinator for the school id.) You will be prompted to enter your students id number. *Your student id. is the pre-printed 5 to 10 digit number (usually red in color) on the order form.

Enter School/Group ID:

STEP 1:

1. Go to www.HarmisonsFundraising.com
2. Select Online Ordering- Register
3. Enter School/ Group ID

Parent Registration Step 2: Enter User Information

2.

STEP 2:

1. Create a username and password.
2. All HIGH SCHOOL level students can use their own personal email.
3. Fill in all info and hit Register.
4. Account confirmation email will be sent to your inbox before you can proceed.
5. If you do not receive an email, make sure to check your Spam Folder.

3.

STEP 3:

1. You are now registered!
2. Select the green "+Add" button in top right to now add student sellers.

4.

STEP 4:

1. **Student ID:** Enter the **5** digit **RED** number on your order form along with First/Last Name.
2. Sellers MUST enter the correct Student ID in order to receive credit for the sale.
3. A Cell Phone number must be entered in order to send your page via text message. Note: Only one text message will be sent to YOUR phone and once received, you can forward personal link to others.

5.

STEP 5:

1. Once registered and added as a seller, you can now upload an image of yourself or an image to represent your organization.
2. Select any of the icons at the bottom to share via Email and Social Media. .
3. When personalizing your message for Email and/or Social Media Make sure to include a written description of what the profits are used for and even stress the importance of your fundraiser.
4. Definitely point out to all customers that even more items are available to purchase online.
5. Customers can purchase items from the link you share, pay securely with debit/credit and can also have the option to "SHIP FREE TO THE SCHOOL" for you to deliver.
6. Ship to home is also available with applied shipping cost. Frozen will not be available for ship to home.
7. You can view online sales at anytime during your sale to track progress.

★ Seller ID: ★

Once registered, your **Seller ID is generated**. Please write this number on your envelope and order form. You can also send friends and family directly to www.HarmisonsFundraising.com and have them select "Online Ordering" then proceed to "Shop Now" in the top menu bar. They simply enter **your Seller ID** so you receive credit for the online purchase.