



INSTRUCTIONS FOR **BUYING FROM AN ORGANIZATION**

Welcome! We're excited that you're supporting a Gertrude Hawk Fundraising Program. These instructions will help guide you through the buying process.

GO TO: fundraising.gertrudehawkchocolates.com

Below the header image, there are 4 rectangular blocks, click on: **PLACE A FUNDRAISING ORDER** "Order Chocolate" button.

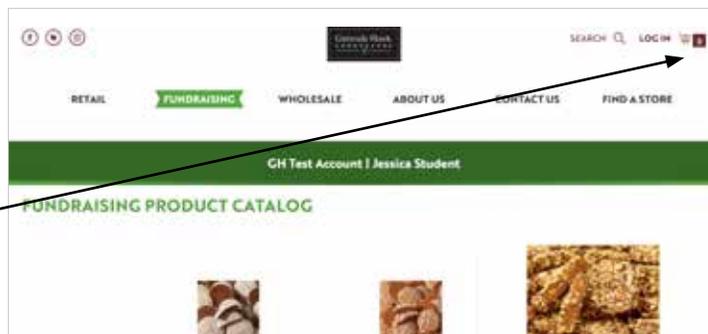
You will then be prompted to "Choose an Organization". This can be done by either typing in the **Organization Name**, **Organization ID code**, **City or State**. An organization code may have been provided to you from whom you received the Fundraising information from. **Once the Organization name is populated, hit "Next"**, to the right of the entry field.

The "Choose a Seller" block will then become active and you can begin typing in the name of the Seller. **Once your Seller Name is populated, click "Get Started"**.

You will then be taken to a product page with all of the available products for the Organization's Fundraising Program.

Select products from the page. Feel free to click on individual products for more information, or just simply add them to your cart.

When you're ready to check out, click on the cart icon in the upper right hand corner of the screen. The cart icon, should have a number next to it, with the number of items that you have added to your cart. *At any time you can click on this cart icon and preview your cart.*



Continue to next page

INSTRUCTIONS FOR BUYING FROM AN ORGANIZATION (CONTINUED)

Clicking on the cart icon will give you a preview of your list of items within the cart.

To continue to Checkout, simply click, "Proceed to Checkout" button.

You can also adjust item quantities or remove them from this menu as well.

If you decide that you want to edit your cart, click on the "View and Edit Cart" link at the bottom of the drop down menu.

Once you begin the checkout process, fill out all required fields and payment information.

If you would like your order delivered to you by the seller, please select "FREE". This option will prompt the seller to deliver your order directly to you. THE FREE OPTION IS ONLY AVAILABLE FOR THE DURATION OF THE PRINTED BROCHURE SALE. Please check with your Seller to confirm this date.

If you decide that you want your order shipped directly to you, select one of the other shipping options available.

