



# STEP 1 INSTRUCTIONS FOR **SETTING UP A GERTRUDE HAWK ACCOUNT**

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

**GO TO:** fundraising.gertrudehawkchocolates.com

Below the header image, there are 4 rectangular blocks, click on: **PARENTS & SELLERS SIGN UP TO GET STARTED "Create Account" button** OR you can click on the upper right hand **"LOG IN" button**.

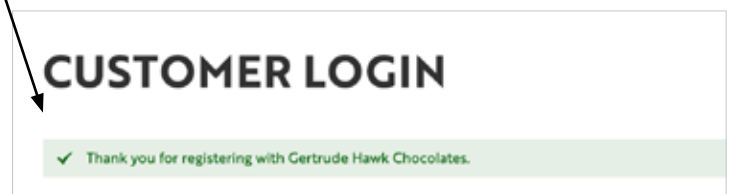
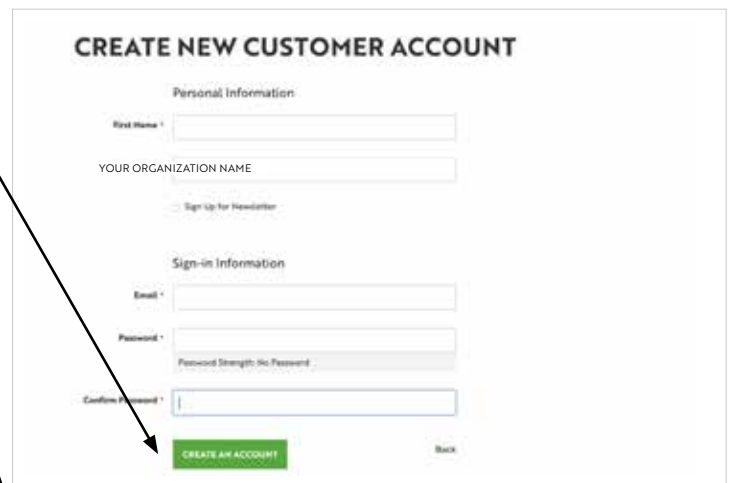
You will be directed to the "Customer Login" screen. Click on the **"Create An Account" button**, on the right side of the screen.

**Please note:** All customers will need a new "Ultimate GH Account" log in with our new site, regardless, if you had one from the old site (we apologize for this, but it is for everyone's benefit... we promise). However, your log in credentials for Fundraising will also work on the Retail side too.

You will be directed to the "Create New Customer Account" screen. Fill out all of the required fields and click on **"Create An Account" button**. This may take a few seconds, please be patient.

You will then be directed back to the Log In page and you will receive a confirmation email.

You are now registered with an Ultimate Gertrude Hawk Account. You can now use these log in credentials for both Fundraising and Retail sides of the site.





## STEP 2

# INSTRUCTIONS FOR ADDING FUNDRAISING SELLERS

Welcome! We're excited that you're supporting a Gertrude Hawk Fundraising Program. These instructions will help guide you through adding a seller to your account.

GO TO: [fundraising.gertrudehawkchocolates.com](http://fundraising.gertrudehawkchocolates.com)

Log in to your "LOG IN" in the upper right hand corner of the site or through the "LOG INTO YOUR ULTIMATE GH ACCOUNT" "Log In" button.

You will be directed to the "Customer Login" screen. Fill out your credentials and sign into your account.

You will be directed to the "My Account" screen. To add a Seller, on the left hand side menu, click on "My Sellers". It is the last item in the side bar menu. You will then be directed to the "My Sellers" screen.

On the "My Sellers" screen, there is an "Add New Seller" button on the right hand side. Click on the "ADD A NEW SELLER" button.

That button will open up the menu to add a New Seller. Fill out the form and then click "SAVE NEW SELLER" button.

The seller should now appear down below. You can add as many Sellers as you need.

