

# GIFT CARD FUNDRAISER INSTRUCTIONS

February 11, 2021

Go to [www.shopfunds.ca](http://www.shopfunds.ca)

## FIRST TIME REGISTRATION

- Create an account by clicking on the left tools bar **Register as a Shopper**  
Note: Username and password are both case sensitive  
Leave "Group Membership ID" blank and click **Register**
- Click **Find a Group** from the left toolbar.  
Search for: NWSS Dry Grad 2021  
**Add** and **Save**  
Enter **100%** when prompted and **Save** again

## ORDERING GIFT CARDS

- Once you have completed your registration, select **Order Cards** from the left toolbar
- You will be redirected to the ordering site; select **New Order**
- In the "Ordered For" dropdown menu, select **NWSS Dry Grad 2021**
- In the **Notes** field, if you wish you can enter a message to the Dry-Grad Coordinator; this is only visible by the coordinator, not ShopFunds staff.
  
- You are now ready to order your shopping cards
- When you have completed your order, select **Save** at the top or bottom of the screen
- If you wish to come back to your order later, select **Back to Order Centre** where your order will be saved and you can come back to edit or submit it at a later time.
- If you are ready to submit your final order, select **Confirm Order** and it will be sent to the coordinator and generate a Shopping Cart Summary Page
- The Shopping Cart Summer Page will provide you with the total amount due for your order. Review and click **Check Out**
- Review your Billing Information and click **Check Out** again
  
- **Please make payment as soon as possible after submitting your final order.**
- If payment is not received, your order will not be approved.
  - The **preferred method of payment is by e-transfer to [newwestdrygrad@gmail.com](mailto:newwestdrygrad@gmail.com)**
    - Make sure the **security question answer** is: drygrad2021
    - In the "**messages**" field please enter the name corresponding to the order
  - Alternately, **cheques** can be dropped off at school, near the main office, on Thursday Feb 18th and 25th between 11:15am and 12:15 only.
  - Make cheque payable to: "NWSS PAC – Dry Grad" and in the Memo line write "gift-cards" and the name associated to the order.

## SUBSEQUENT ORDERS

- Simply go to [www.shopfunds.ca](http://www.shopfunds.ca)
- Log-in to your account
- Proceed to **Order Cards** from the left toolbar
- Repeat steps above (Ordering Cards) & submit your payment