

STEPS TO CREATE A GERTRUDE HAWK SELLER ACCOUNT FOR YOUR CHILD/CHILDREN

1. Go to

<https://fundraising.gertrudehawkchocolates.com/>

2. Scroll down to "I AM A PARENT"

3. Under ADD A SELLER, select "START ADDING SELLER"

4. - If you have an account from previous years and need to add a child, you can log in using your previous credentials

- if you need to create an account, scroll down to NEW CUSTOMERS and select "CREATE AN ACCOUNT"

5. Create the account in your name (the parent), not the child's name

6. Once your account is created, select "My Account" under the Gertrude Hawk Chocolates Logo. A drop down menu will appear.

7. Select "My Sellers"

8. Under MY SELLERS, select, "+ADD NEW SELLER"

9. If you are doing this from your phone, it is now best to rotate the screen to landscape so you can better see the input sections

10. Enter child's first name where indicated, last name where indicated (this will be hard to see if you don't rotate phone), and select the child's organization by entering "Landisville" and you will see "Landisville School, Landisville, PA" pop up. Select it.

11. Select "SAVE NEW SELLER"

12. Repeat steps 8-11 to add more children

13. You will see your children listed

14. You can now copy the specific URL website for each child to send to family if you would like

NOTE: the URL's are child specific. So the person you send it to is ordering from that specific child and that child will get credit. If you want the purchaser to decide which child to buy from, you can send them the generic link above (<https://fundraising.gertrudehawkchocolates.com/>) and the purchaser/BUYER can select the organization (LANDISVILLE SCHOOLS, LANDISVILLE, PA) and the SELLER (child's name) by entering that info.

I hope this helps! Sorry for the numerous steps but I did not create the site.

HAPPY SELLING!