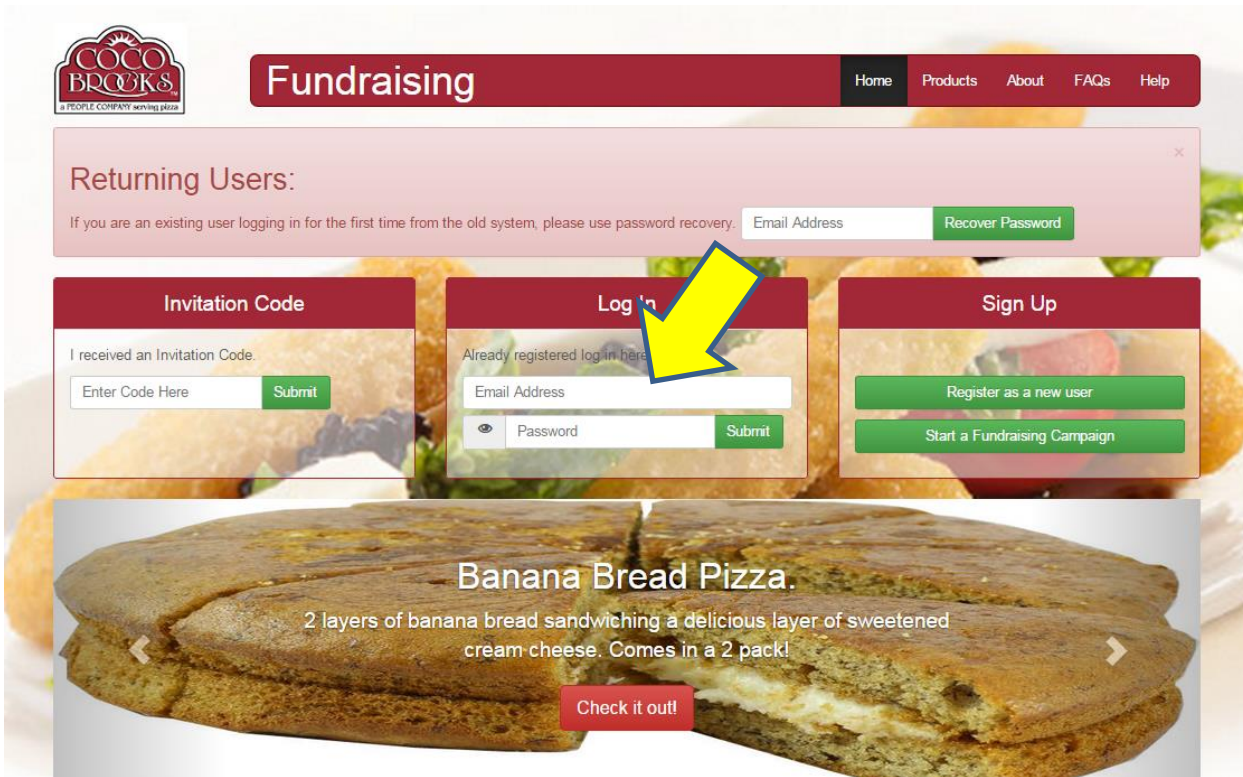


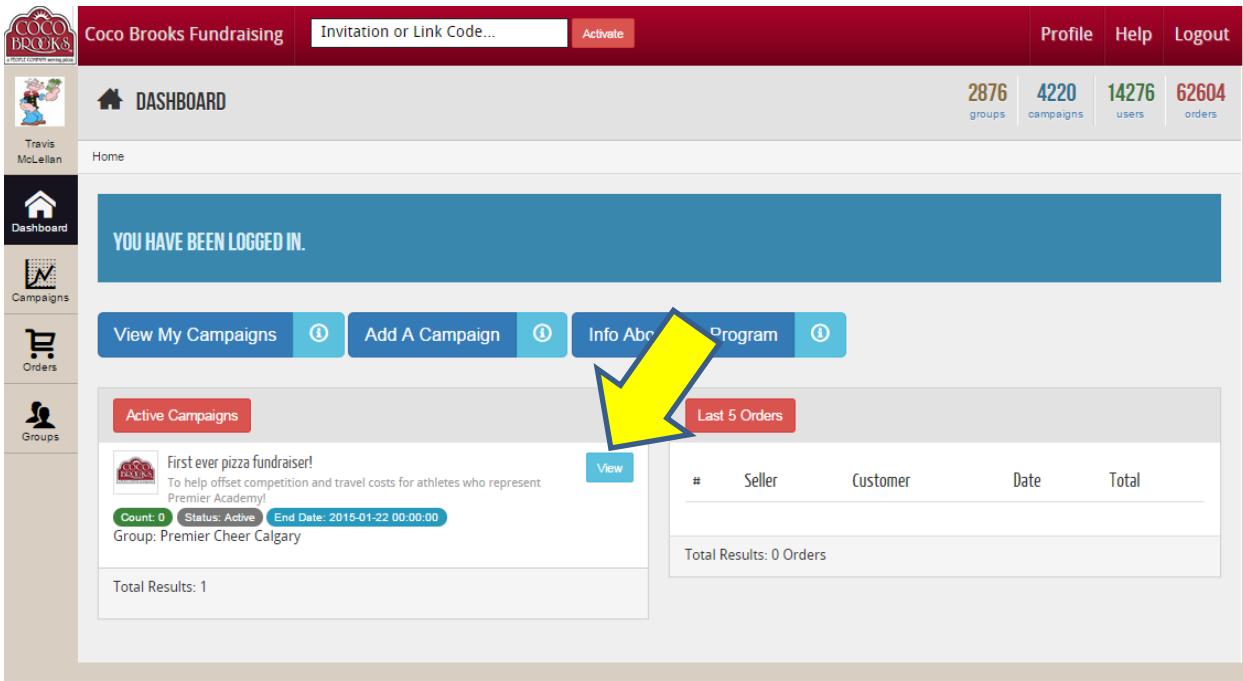
# Seller - Adding Orders

Website: [fundraising.cocobrooks.com](http://fundraising.cocobrooks.com)

## Step #1 – Sign in



## Step #2 – Click “View”



### Step #3 – Click on “Add Order”

The screenshot shows the 'SAMPLE CAMPAIGN' page. At the top, there is a navigation bar with 'Coco Brooks Fundraising', a search box for 'Invitation or Link Code...', and buttons for 'Activate', 'Profile', 'Help', and 'Logout'. Below this, a summary bar shows statistics: 2876 groups, 4221 campaigns, 14276 users, and 62604 orders. The main content area is titled 'SAMPLE CAMPAIGN' and includes a 'Campaign Status: Active' indicator. A navigation bar below the title contains buttons for 'Add Order', 'Invite Customers', 'Printable Forms', and 'Info About Our Program'. A yellow arrow points to the 'Add Order' button. Below the navigation bar, there are tabs for 'Campaign', 'Orders', 'Products', 'Summary', and 'Sellers'. The 'Orders' tab is selected. The main content area is divided into three sections: 'CAMPAIGN RESULTS', 'GROUP - COCO BROOKS FUNDRAISING EXAMPLE GROUP', and 'COORDINATORS'. The 'CAMPAIGN RESULTS' section shows 'Funds Raised: \$0.00' and 'Campaign Goal \$2,500.00'. The 'GROUP' section shows contact information: phone (403) 250-9346, email travis.mclellan@cocobrooks.com, and address 5251 - 48th Ave SE, Calgary, AB, T2B 3S2. The 'COORDINATORS' section lists Travis McLellan with email travis.mclellan@cocobrooks.com.

### Step #4 – Fill out Customers Information and click “Save Changes”

The screenshot shows the 'ADD ORDER' form. The form is titled 'ADD ORDER' and has a close button (X). It contains several sections: 'Seller' (Travis McLellan), 'CUSTOMER' (Name: Travis McLellan, Email: travis.mclellan@hfdc.ca), and a section for contact information (Telephone, Mobile, Address, PO Box, City: Calgary, Province: Alberta, Country: Canada, Postal Code). A yellow arrow points to the 'Name' field. At the bottom of the form, there are three buttons: 'Cancel', 'Reset Form', and 'Save Changes'. A yellow arrow points to the 'Save Changes' button.

## Step #5 – Adding the order

- 1) Select Product
- 2) Enter Quantity
- 3) Click ADD TO ORDER
- 4) Finished? Click “Pay Now”

1 of Snickerdoodle Added

Group: Coco Brooks Fundraising Example Group  
Campaign: Sample Campaign

ORDER # 64165  
STATUS: OPEN

CUSTOMER: TRAVIS MCLELLAN  
Email: travis.mclellan@hsrc.ca  
Address: Calgary, AB,  
Phone: (403) 250-9346

SELLER: TRAVIS MCLELLAN  
AGENT: TRAVIS MCLELLAN  
Email: travis.mclellan@hsrc.ca  
Cell:  
Phone:

Add Products to Order: 105508-Mozzarella Sticks-15.00 \* 1

SKU	Product	Qty	Price	Sub Total
105508	Mozzarella Sticks	1	\$15.00	\$15.00
105491	Banana Bread Pizza	1	\$16.00	\$16.00
106705	Snickerdoodle	1	\$14.50	\$14.50
<input type="button" value="Update Order"/> Item Count: 3				Total: \$45.50
Amount Due: \$45.50				<input type="button" value="Click Here to Pay Now"/>

## Step #6 – Select Payment Type

ORDERS

2876 groups 4221 campaigns 14276 users 62605 orders

Home / Campaigns / Sample Campaign Order ID: 64165

← Back to campaign: Sample Campaign

1 of Snickerdoodle Added

Group: Coco Brooks Fundraising Example Group  
Campaign: Sample Campaign

ORDER # 64165  
STATUS: OPEN

CUSTOMER: TRAVIS MCLELLAN  
Email: travis.mclellan@hsrc.ca  
Address: Calgary, AB,  
Phone: (403) 250-9346

SELLER: TRAVIS MCLELLAN  
AGENT: TRAVIS MCLELLAN  
Email: travis.mclellan@hsrc.ca  
Cell:  
Phone:

PAY FOR ORDER

Please select Payment Method

Credit Card  Cash  Cheque

Pay electronically right now with your

## Step #7 – Add another order!!!!

Coco Brooks Fundraising Invitation or Link Code...  Profile Help Logout

2876 groups 4221 campaigns 14276 users 62604 orders

Travis Mclellan

Home / Campaigns / Sample Campaign

**SAMPLE CAMPAIGN** Campaign Status: Active

Sample Campaign

Seller Updated

Campaign

**CAMPAIGN RESULTS**

Funds Raised: \$0.00  
Campaign Goal \$2,500.00

Start Date: Jan 27, 2015  
End Date: Feb 10, 2015  
Pickup Date: Feb 24, 2015

**GROUP - COCO BROOKS FUNDRAISING EXAMPLE GROUP**

phone: (403) 250-9346  
email: travis.mclellan@cocabrooks.com  
Address: 5251 - 48th Ave SE, Calgary, AB, T2B 3S2

**COORDINATORS**

Travis Mclellan travis.mclellan@cocabrooks.com