



How To Submit Fundraising Orders

with our Online Master Sheet

IMPORTANT INFORMATION FOR YOUR SALE

Group Name

(Confirm your Group's Name at the top of your Online Master Sheet)

Group ID #

(XX - XXXX)

Sale Starts

Sale Ends

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Sarris Candies will deliver your organization's candy order on the date and location requested by your Chairperson. Please contact your Chairperson for additional information.

*All orders must be submitted before the Sale End Date

Chairperson Name

Chairperson Phone Number

Chairperson Email Address

- 1 Go online to SarrisCandiesFundraising.com
- 2 Scroll to the bottom of the web page and under *Online Master Sheet Holiday Program* select: **Submit Online Master Sheet**
- 3 Input your Group ID # and select: **View Master Sheet**
- 4 Confirm that your Group Name and Group ID# are correct at the top of your Online Master Sheet.
If this information is incorrect, select **Change Group** at the top of the Online Master Sheet and enter your correct Group ID# information.
- 5 Fill in your information at the top of the Online Master Sheet. All of the fields are required in order to submit your form.
- 6 Transfer the quantities from your color brochure onto the Online Master Sheet. The totals will automatically calculate for you, *no math needed!*
- 7 Double check the quantities with your color brochure to make sure they are correct.
- 8 At the bottom of the Online Master Sheet please fill in your payment information.

- 9 Once you submit your Online Master Sheet, you will receive a confirmation email of your submitted order. Your chairperson will also receive a copy of your order for their records.

During your Sale ADD-ON ORDERS

- 10 If you receive any additional orders before your sale ends you can simply submit a second Online Master Sheet.

DO NOT DUPLICATE YOUR ORDER. Only add new items. Do not include any items that are on your previous form submission.

After your Sale ADD-ON ORDERS

- 11 After your sale ends, any additional orders must be emailed or turned in to your chairperson. Printable master sheets can be found under the *Chairperson Tools* resources on the SarrisCandiesFundraising.com website.

DO NOT DUPLICATE YOUR ORDER. Only add new items. Do not include any items that are on your previous form submission.

Please confirm with your chairperson if they are permitting Add-On Orders, and how they would like to receive them.

- 12 If there are any corrections that need made to your Online Master Sheet once it has been submitted, please call **1-800-255-7771** or email sarrisfundraising@sarriscandies.com.

Thank you for fundraising with *Sarris Candies*

Call 1-800-255-7771, email sarrisfundraising@sarriscandies.com
or go to SarrisCandiesFundraising.com to chat with a fundraising specialist.