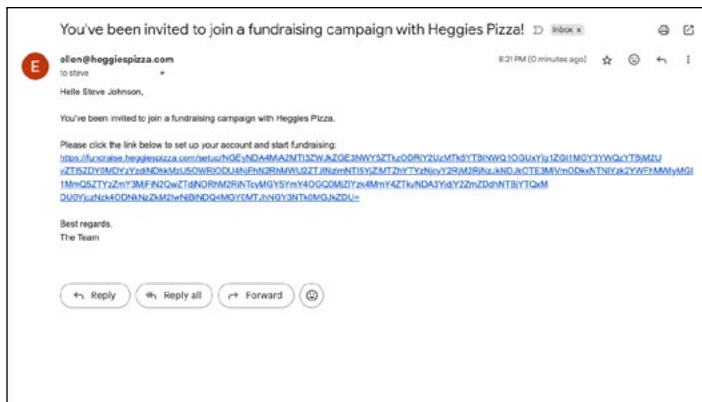




User Guide: Fundraiser – Setup



Step 1

Check your email

You will receive an email to setup your fundraising account. This email will come from: **ellen@heggiespizza.com**.

If you don't receive it, search for it by name as it may have ended up in a spam or other folder.

Click the link to setup your account.

HEGGIES PIZZA
SINCE 1989
MADE IN MILACA, MN

FUNDRAISE FOR YOUR ORGANIZATION

Step 1:
Welcome Steve Johnson

You've been invited to the Duluth Varsity Basketball Fundraiser. Fill out your information below to populate your fundraiser page.

Name *

Steve Johnson

Email (Email Only)

stevejohnson@duke.edu

Password *

Confirm Password *

Goal

2500

NEXT: GET YOUR SHARE LINK

HEGGIES PIZZA
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Step 2

Setup your account

Clicking the link from you received in your email, will bring you to a browser window to set up your account. Note that your email address will not change from what the account was set up with. If there are issues, reach out to your fundraising coordinator.

Set a password.

You can set a personal goal. This is optional but helpful to give you something to aim for as well as give visibility to anyone ordering from you to see what you're working towards.

Next: Click Get Your Share Link


Steve Johnson
Logout

YOUR FUNDRAISER IS LIVE!

Your Fundraising Share Preview
 Your Share Link: <https://fundraise.heggiespizza.com/milaca-varsity-basketball> COPY LINK
 Share this link with your friends and family.



Welcome to our Fundraiser!
Help Steve Johnson with their fundraiser for Milaca Varsity Basketball
 Hey everybody, we have a great team this year and we are so excited for what's ahead. This year we are fundraising for new uniforms as well as covering costs to play a tournament in Minneapolis and we're hoping to cover the travel and lodging costs for that weekend.

Welcome back, Steve Johnson
Your Sales

Customer Name	Pizzas Sold	Total
Barnwell, Hannah hannah@barnwell.com 6125551234 10101 Sample Ave NE Minneapolis, MN 55422	7 details	\$68.00
Buyer Name buyername@gmail.com 6125551212 2020 Sample Street Minneapolis, MN 55422	8 details	\$73.00
TOTAL	15	\$141.00

Your Fundraising Goal \$2,500.00

 Fundraising Deadline: 10/05/2025


 Visit [HeggiesPizza.com](https://heggiespizza.com)

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Step 4

Your Personal Fundraising Dashboard

After setting up your account details, you will be redirected to your personal dashboard. This will be your hub to see all progress for your fundraising campaign - get your share link, monitor your goal, review orders and see how many pizzas you're selling.

You can always access your dashboard from this URL:

<https://fundraise.heggiespizza.com/>

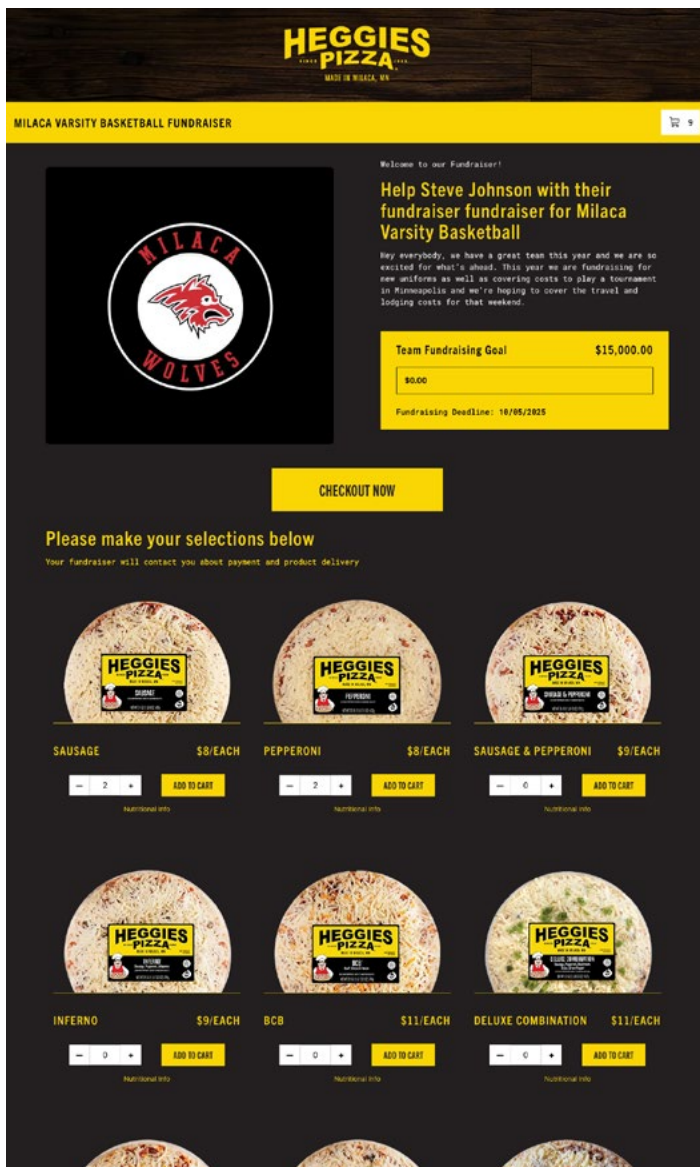
Click "Copy Link" at the top to get your unique link to send to friends and family and anyone that you want to order from your fundraiser. This link is unique to you. It can be sent via email or text message or however you choose to share.

The ordering experience (see next page) is similar to most online ordering experiences with your available pizzas, ability to add to a cart, a shopping cart and checkout process. Within the checkout process you will collect all of the relevant information for each order - name, email, phone number and address.

No money will be collected through the website when an order is placed. Collecting money for each order will be your responsibility. Collect your money throughout your campaign according to the guidance of your fundraising coordinator. Once the campaign is completed, you will submit your funds to your coordinator.

In your personal dashboard, clicking on "details" next to each order will allow you to see how many pizzas were sold within each order.

When the campaign is complete, your fundraising team coordinator will handle all of your order submissions and review anything with you and give you instructions on submitting funds for pizzas sold.



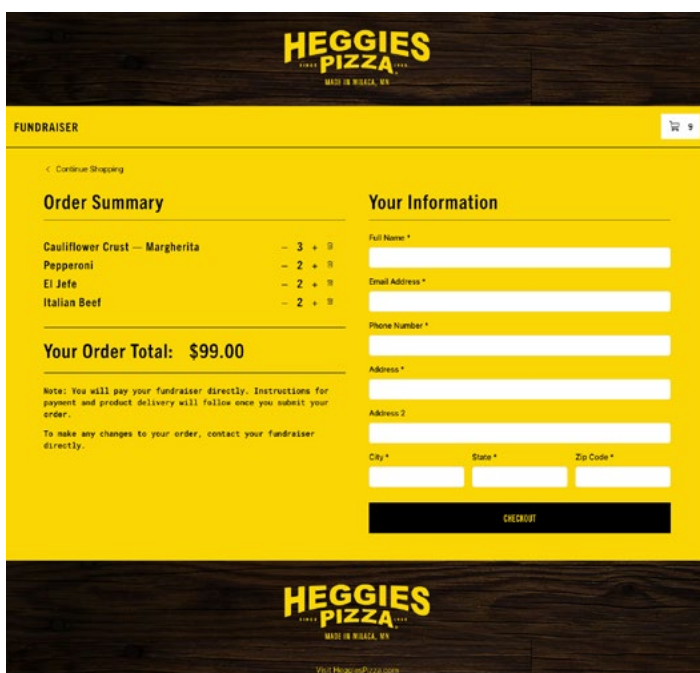
Your Shared Link – The Ordering Experience

Copying the link from your dashboard and sharing it with your friends and family will bring them to a screen that looks like the one pictured on the left. The link can be shared via email or text message or however you choose to share.

Note that this site will work across both desktop computers, tablets and smart phones via the web browser.

This link will work much like any online ordering experience - note that the cart in the top right bar will update with each pizza added to the cart. Orders can be updated from that cart or within the checkout experience. To place their order, shoppers will need to click the cart or Checkout Now buttons.

Note that nutrition information links will bring a user to Heggiespizza.com to review any product details. They will have to return to this site to complete any orders.



Your Shared Link – Checkout

The checkout process will look very similar to a normal checkout experience but without the payment information. Anyone placing an order will require a name, email address, phone number, address, city, state and ZIP. This will give you the necessary information to reach out and arrange payment for each order based on the requirements that your fundraising coordinator has established with your team.

Please ask your fundraising coordinator any questions about order times, order fulfillment and any other process questions. They will have answers and also have access to the Heggies fundraising team for anything that they can't answer immediately.