

# RYHA Coffee Fundraiser – Selling Instructions

## Step 1 – Open the Electronic Order Form

Click the JotForm link to open the online order form. You'll see a catalog of available coffees, creamers, and hot chocolate.

**Note:** Roast 22 is the only option that offers environmentally friendly K-cups.

## Step 2 – Select Products

Choose the types and quantities of coffee (or other items) your buyer wants. The form will automatically show the purchase total.

## Step 3 – Collect Payment

Buyers pay **you directly** at the time of the sale. Accepted payment methods: **cash, check, or Venmo**.

## Step 4 – Enter Order Details

Fill in: the hockey player's name, the player's family email address, and the customer's name, phone number, and email address.

**Important:** Use your own family email so you receive an email invoice for each order.

## Step 5 – Track Your Orders

Keep all email invoices — they show exactly how much you'll owe RYHA at the end of the fundraiser.

## Step 6 – Submit Payment to RYHA

When the fundraiser ends (about two weeks later), you'll be notified of the pickup date. Bring one lump-sum check for your total sales, made out to **Rogers Youth Hockey Association (RYHA)**.

## Step 7 – Deliver Your Coffee!

Distribute the coffee to your customers once you've picked it up.

**CLICK HERE TO OPEN ELECTRONIC ORDER FORM**