



Administrator Instructions

Thank you for choosing Streamline Fundraising for your next fundraiser!

Please follow the administrator directions below to get your fundraiser started:

- 1) Go to our website at www.streamlinefundraising.com.
- 2) Click **"Login"** in the top right corner.
- 3) Enter your username and password.
- 4) To open the Fundraising Administrator Dashboard, select the fundraiser you want to view. (You may have more than one fundraiser going at a time.)
- 5) From the Dashboard, click **"Course Selection"**.
- 6) Drag the fairways into the order you want the game to be played. The fourth fairway determines the players' ranking in the game.
- 7) Select the wind speed and direction for each round. We recommend using a variety of wind conditions.
- 8) Next select **"Tickets"**.
- 9) Enter your sellers' contact information using one of two options:
 - i. Option 1 - Download our Excel sheet, add the sellers' names and contact information, and upload the spreadsheet to your sellers' list.
 - ii. Option 2 - Add each seller directly on the website.
- 10) Assign tickets to your sellers by ticket number located on the bottom left of the ticket. For example, assign ticket numbers 1-10 to seller 1, etc. This helps you track funds collected, tickets played, and update if tickets are lost or stolen, among other options.
- 11) Place assigned tickets in the small envelopes provided in your package and write the name of the seller and assigned ticket numbers on the envelope.
- 12) Once you have selected the fairway order, wind speed and direction, and assigned tickets, you will have the option to start your fundraiser.
- 13) After distributing all the tickets to your sellers, collect the money they receive to complete the fundraiser. Alternatively, we recommend collecting money from the sellers when they pick up the tickets. Then, they recover their money by selling their tickets.

Maximize donations. Minimum effort!

The Fundraising Administrator Dashboard also provides you with the following options:

- Track the money collected from each seller.
- Report lost or stolen tickets.
- Reassign tickets from one seller to another.
- View details of your fundraiser.
- See your billing information.

If all tickets are played before the competition closing date, you have the option to close your fundraiser early. If any tickets are not played, the competition closes at 11:59 PM ET on the closing date. We take care of everything else for you by ensuring that all prizes are sent out to the winners.

Questions? Email customerservice@streamlinefundraising.com