

# How to Manage Your Digital Fundraiser




## Student Guide

The Orange Guy powered by LAUNCH




### How to Log into Launch

- Click on  app on phone/tablet or by log into launch.fund with your username and password






### Orders

#### How to Take an Order via Credit or Debit Card


- ! Debit or credit card transactions can only be placed by sharing your fundraising link with your customer and customer placing their order on their device.

- From Student's or Coaches. Launch app scroll to 'Orders' Section and click 
- Select share type

#### Link Share Options

-  Send link from your email
-   Post link to your social media accounts
-  Text link from your cell phone
-  Open camera app on another phone, over over qr code and click on link that appears



- Customer clicks on fundraising link from their device
- Customer Selects Items, Enters Customer Details, Types in Credit/Debit Card Details
- Customer Clicks 


#### DON'T FORGET TO TELL YOUR CUSTOMERS


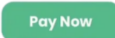
- A 5% debit/credit card processing fee added to total charge on all debit/credit card transactions.
- Customer's receipt will be emailed to them.



#### How to Take an Order via Cash or Check

NOT ALL FUNDRAISERS ACCEPT CASH/CHECK PAYMENTS. CHECK WITH YOUR COACH.


- ! Cash or Check orders can only be made logged into Student  app on their smartphone.

- From Student's Launch app scroll to 'Orders' Section and click 
- Select items and click Check Out
- Enter Customer Name, Address, phone # & email.
- Select 'Cash' or 'Check' Payment Type
- Check 'Paid' or 'Not Paid'
- Click 



DON'T FORGET TO COLLECT CASH/CHECK PAYMENTS FROM YOUR CUSTOMERS

#### View, Edit and Update an Existing Order

- Click on 
- Click on individual order to edit order (customer information, order quantity paid status, delivered status, etc.)

Order ID	Student	Customer Name	Order Date	How Many	Delivered	Paid	Payment Method	Total Price
2520713	Kristin Rizzo	Adam Rogers	7/8/2024	2 items	NOT DELIVERED	PAID	Cash	\$80.00
2520721	Kristin Rizzo	Ein Steadman	7/8/2024	2 items	NOT DELIVERED	PAID	Check	\$80.00
2521015	Tristen McQuay	TJ Rizzo	7/9/2024	2 items	NOT DELIVERED	PAID	Cash	\$80.00

# How to Manage Your Digital Fundraiser (continued)



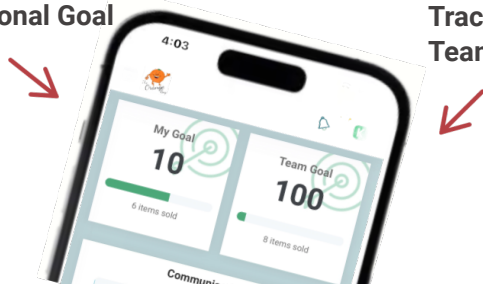
## Student Guide

The Orange Guy powered by LAUNCH

### My Goal / Team Goal

Make Sure You are on Track to Reach Your Personal Goal

Track Your Team's Goal



### Leaderboard

#### Just a Friendly Competition

- Your Leaderboard shows you who your fundraisers top sellers are. Don't get left behind! Track your progress compared to your teammates, earn ★'s and make sure you are at the top of the board!

- Each box of citrus sold equals 1 unit
- Star System:

- ★★★★★ - 2x's individual goal
- ★★★★☆ - 1.5 x's individual goal
- ★★★★ - Hit individual goal
- ★★★ - 25% of individual goal
- ★ - Student sold a unit



### Important Dates

Stay on Track to Reach Your Fundraising Goal by Meeting the Important Date Milestones Your Coach has Set for You and Your Team

Important Dates

Make Your First Sale!

Day 1

No time like the present.  
Make 1 sale today.

Reach Goal!

Just a few more days left to sell, sell, sell. If you haven't already reached your goal get selling!

**Sell 10 Items**

7 Items sold

Important Dates

Make Your First Sale!

Day 1

No time like the present.  
Make 1 sale today.

Reach Goal!

Just a few more days left to sell, sell, sell. If you haven't already reached your goal get selling!

**Sell 10 Items**

7 Items sold

FOR MORE INFORMATION ON THE ORANGE GUY DIGITAL FUNDRAISER CHECK OUT OUR WEBSITE

[WWW.THEORANGEGUY.COM](http://WWW.THEORANGEGUY.COM)

