

REGISTER, RALLY, RESULTS: YOUR COORDINATOR CHECKLIST

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REGISTER

- ☐ Create your [Indeygo Account](#)
 - ☐ Email verification required
 - ☐ You will receive an onboarding package within 24 hours
- ☐ Decide which [Products](#) you want to sell
 - ☐ Consider Regional and Seasonal availability of Products (available in our Profit Margin Guide PDF)
 - ☐ Consider Product Profit Margins (available in our Profit Margin Guide PDF and Product Catalog PDF)
 - ☐ Consider Product Minimum Order Quantities (available in our Product Catalog PDF) and your Group Size
 - ☐ Ask us about free shipping minimums
- ☐ Create a new Fundraiser from your Dashboard
- ☐ Set your Fundraising Goal (\$)
- ☐ Select 1-3 Products to sell
- ☐ Create your Fundraising Timeline
 - ☐ 2-4 weeks to run your Fundraising Campaign
 - ☐ 1-2 days to submit your Wholesale Order and finalize Delivery Day details
 - ☐ 10-20 business days for shipping
- ☐ Add Sellers to your Fundraiser from your Dashboard to track sales by Participant

RALLY

- ☐ Establish a communications platform for your Team
 - ☐ e.g. in-person meetings, emails, newsletters, group chats
- ☐ Determine how many Items each Participant needs to sell to meet your Fundraising Goal
 - ☐ Keep Product Minimum Order Quantities and Free Shipping Minimums in mind
- ☐ Share your Online Store Link
 - ☐ QR code or URL
 - ☐ Personal Store Links are available for each Seller
- ☐ Leverage Social Media Tools
 - ☐ Let your community know which Products you are selling and what you are fundraising for
 - ☐ Social media assets available on request
- ☐ Distribute information packages to your Participants, including:
 - ☐ Fundraiser Letter (page 6 of this guide)
 - ☐ Paper Order Forms (downloaded from your Dashboard)
 - ☐ Email and social media templates (available on request)
 - ☐ Fundraising Coordinator contact information (that's you!)
- ☐ Keep motivation high by sharing Seller Leaderboards, Fundraiser Progress, and Order Deadlines from your Dashboard with your Team
- ☐ Monitor your sales with your Dashboard Reports

RESULTS

- ☐ Add Paper Orders (Cash Sales) in your Dashboard after your Store closes.
- ☐ Create and Submit your Wholesale Order on your Dashboard
- ☐ Confirm your Order Details and Delivery Day Details
 - ☐ If you have a residential address, please Contact Us
- ☐ Receive your Invoice & Statement and Packing Slip from Indeygo
 - ☐ Deposit any cash/cheques made payable to your organization
- ☐ Receive your Profits!
 - ☐ Indeygo will e-transfer
- ☐ Notify Participants of your Delivery Date
- ☐ Recruit Volunteers to sort, count, and distribute Products on Delivery Day
 - ☐ Case labels are colour-coded for easy identification
- ☐ Export your Customer Report from your Dashboard
- ☐ On Delivery Day, Indeygo will email you your Delivery's ETA window
- ☐ Distribute Products to your Customers
 - ☐ Request proof of payment (email receipt) from your Customers
- ☐ Celebrate a successful Fundraiser! Have fun, play music, take photos, and share your success with @indeygofundraising
- ☐ Thank everyone for participating and share your Total Funds Raised (\$\$\$)