

Purchasing Cart Items After Registration

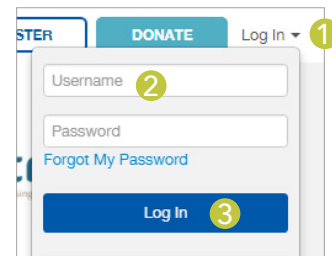
After completing your registration, you may decide you want to purchase one or more cart items. You can do this by logging in using the user name and password generated during registration and paying for the cart items with a credit card.

Logging In

To purchase cart items after registration, you'll need to sign in using the login info email sent at the end of registration. Your username and password will be at the bottom of the email with the subject "[Your Name], Thank you for registering!"

If you've lost the email, you can contact your event administrator and recover your username and password using the contact info at the bottom of your event website.

To log in, click "Log In," the rightmost item on the menu bar **1**. Enter your username and password **2** and click Log In **3** or hit Enter.



Step 1: Go to Your Dashboard

Log in from the website homepage which will take you to your dashboard **1**.

Click Buy Items in the top right corner **2**.

Fundraising Page Menu

1 Dashboard Edit Contact Login Roster Email Donations **2** Buy Items

Team Page
Brandon's Buddies
Team Years: 4
Donations: \$70.00
Goal: \$0

Team Donors

Recognition Name	Amount	Comments	Date
Mark Phillips	\$60.00		02-07-2019
Sandy Phelps	\$10.00		

Personal Page
Sandy Phelps
Donations: \$70.00
Goal: \$0

Participant Donors

Recognition Name	Amount	Comments	Date
Sandy Phelps	\$10.00		
Mark Phillips	\$60.00		02-07-2019

Step 2: Adding Items to Cart

Next, click Add to Cart next to any item you would like to purchase **3**.

Items will show up in the cart with the total amount due shown below. Once items have been added to the cart, you can adjust quantities as needed **4**.

Dashboard Edit Contact Login Roster Email Donations **4** Buy Items

Additional Items

Description	Price	Add to Cart
Water Bottle: Water Bottle	\$5.00	3 Add to Cart
Raffle Ticket : Single Raffle Ticket	\$1.00	Add to Cart
Raffle Tickets (6): Raffle Tickets (6 for \$5.00)	\$5.00	Add to Cart
Sack lunch : Sandwich, fruit & cookie	\$2.00	Add to Cart

Cart **4**

Item	Qty	Price
Water Bottle	1	\$5.00
Raffle Tickets (6)	1	\$5.00

Total: \$10.00

Step 3: Payment

Once the order is correct, fill in the Billing Information as applicable **5**.

When you're done, click Finalize Purchase **6**.

Billing Information **5**





* Email

* Phone

* Name on Card

* Billing Address

* Card Type

* Card Number

* Card Expiration Date

* Card CW

* Cover Processing Fee % Yes No

Finalize Purchase **6**