



FUNDRAISING

ACCESS FUNDRAISING

INTRO

SquadLocker Store Owners all have the option to enable Fundraising. This feature allows you to earn funds for your program with just a few steps. By enabling fundraising, items are marked up to your desired percentage (5%, 10%, or 15%). Once enabled each time a purchase is made in your store funds are collected. Once you have earned more than \$10.00 you can start collecting your earnings.

- Please note, only the Store Owner has access to alter fundraising details. Store Managers do not have this ability.

1 FUNDRAISING DASHBOARD

1. From the **ADMIN DASHBOARD**, click on the **FUNDRAISING** button from the main menu
2. Locate the store in which you wish to enable Fundraising
3. Set the **FUNDRAISING** switch to **ON**. Once you have turned **FUNDRAISING** on, you will then select your desired percentage.
4. You will see the **PENDING** and **AVAILABLE** fields automatically populate and display \$0.00

5. When you are ready to collect your earnings select the **REQUEST PAYOUT** button*. You will then need to fill out a form and the funds will be sent to you.

PRO TIP:

Total funds available are a sum of funds raised by individual items, not a percentage of total revenue.

*\$10.00 minimum required for a Payout Request.

If you ever wish to modify your fundraising (change the percentage or turn it off), just return to the **ADMIN DASHBOARD** at any time. Earning funds for your program has never been easier.

Store Name	Fundraising	%	Pending	Available
My Gear	ON	15%	\$0.00	\$0.00
Grey Team 1 (Test Store)	ON	15%	\$0.00	\$0.00

2 EDIT MODE

1. From the My Stores page of your **ADMIN DASHBOARD**, click on the desired store's **EDIT** button
2. Once there, click on the **EDIT PRODUCTS** button. In the edit mode, click on the **FUNDRAISING** button at the top of the page
3. You will get a pop up to be able to select the percentage you wish to mark up your store by
4. Choose the percentage you would like and then hit **CONTINUE**

You will now see new prices on the items in your storefront which reflect the percentage added

5. Click on the green **SAVE AND SHOP** button to save the changes to your store

Test Store 1

Store Launched!

Share your store or enter your team's email addresses and SquadLocker will announce and send reminders for your store.

Your store is now open 24/7/365

Orders ship individually 6 to 12 business days after they are placed, tracking information is emailed upon shipment.

5%

CONTINUE CANCEL

Visit the Fundraising FAQ for more info.

SAVE AND SHOP



If you have any questions along the way, you can use the green chat bubble at the bottom of the screen to chat with our Customer Onboarding Team during business hours!

They can help with store questions, artwork, and sharing tools.

During off hours, please click the Contact Us button to get in touch over email.

CONTACT US

PLEASE NOTE:

1. The base price of the item is marked up and this does not include shipping and personalization costs. If a coupon is used, the mark up is applied to the final base price of the item.
2. All items in the store will be marked up by the percentage chosen.

* Please note that existing customized items set up by SquadLocker in your store are not marked up when fundraising is enabled for the store. Please reach out to a SquadLocker store expert to add the markup internally.