

POS GUIDE FOR FUNDRAISERS

- Take order as usual from guest.
- Once order is entered completely, select **PAY/CLOSE ORDER**.
- Hit the top **FUNDRAISER** button. This will tie the order to the fundraiser. If you skip this step the order WILL NOT be counted toward the sales total for the fundraiser.



- The bottom **Local Fundraisers/ Donations** button should not be used unless your store has been given explicit direction by Lana to use on a specific date.