



hosting a fundraiser with **group**raise



Contact: GroupRaise Customer Support Team | support@groupraise.zendesk.com

steps to using **groupraise**

1. AN EMAIL NOTIFICATION WILL LET YOU KNOW WHEN A FUNDRAISER IS REQUESTED FOR YOUR LOCATION.
2. ACCESS THE GROUPRAISE DASHBOARD BY LOGGING INTO YOUR GROUPRAISE ACCOUNT.
3. ACCEPT/DENY/RESCHEDULE FUNDRAISER REQUEST
4. HOST THE FUNDRAISER ON THE DATE ESTABLISHED
5. REPORT THE TOTAL SALES AFTER EVENT OCCURS
6. RINSE AND REPEAT!

4 tips to make your fundraiser successful

1. **RESPOND TO REQUESTS WITHIN 24-48 HOURS** Our data shows you will have 20% more sales when quickly responding to requests.
2. **MARK FUTURE EVENTS ON YOUR CALENDAR** Always mark your store calendar with upcoming fundraisers, you will also receive an automated phone call the day of event.
3. **KNOW WHEN TO STAFF ACCORDINGLY** Using the GroupRaise fundraiser messenger ask the fundraiser contact what time in the day they expect their followers to arrive. Schedule your labor based on this information.
4. **REPORT EVENT SALES WITHIN 72 HOURS** Closing the feedback loop is key to a great experience for the groups, the first thing they want to know when walking out of the restaurant is the donation amount.

Can't find the answer?

GROUPRAISE CUSTOMER SUPPORT TEAM
SUPPORT@GROUPRAISE.ZENDESK.COM

ALSO VISIT OUR HELP CENTER FOR MORE INFORMATION:
WWW.GROUPRAISE.COM/HELP

access your **groupraise** account



Organize
a meal

Find
a meal

Causes

For Restaurants

Help

Sign Up

Sign In



Fundraise at Local Restaurants

organize delicious restaurant fundraisers for non-profit groups online!

Los Angeles, CA ▼

or

Zipcode

Go

Book a Date



Request a date for your group at a local restaurant who cares.

Spread the Word



Get the word out on social media and confirm your meal with RSVPs.

Eat & Raise



Have a deliciously awesome group meal where the restaurant donates back a % of sales to your cause!

1. AN EMAIL NOTIFICATION WILL HIT YOUR INBOX WHEN A GROUP REQUESTS A FUNDRAISER.
2. VISIT WWW.GROUPRAISE.COM
3. ENTER USERNAME (EMAIL) AND PASSWORD TO ACCESS YOUR GROUPRAISE DASHBOARD

GroupRaise will always notify you of important updates via email.

PRO TIP Ensure your email is up to date and add notifications@groupraise.com to your contacts to keep our emails in your inbox and out of your junk/spam folder.

the groupraise dashboard

GroupRaise Schedule

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Pending Fundraiser Requests

- Dynamic Dance team**
Location in Los Angeles
March 30
- Elementary PTA**
Location in Los Angeles
April 11

Upcoming Fundraisers

- Elementary PTA**
Location in Los Angeles
March 9
- Honor Society**
Location in Houston
March 9
- Middle School PTA**
Location in Houston
March 9
- Public Library**
Location in Los Angeles
March 10
- Phi Alpha Delta**
Location in College Station
March 13

[See All 35 Upcoming Fundraisers...](#)

Outstanding Reports

- Alpha Omega Epsilon**
Location in College Station
March 6
- Softball**
Location in Los Angeles
February 24

My Support

- Events Hosted**: 99
- Estimated Customers**: 9912
- Total Event Sales**: \$79,296.27
- Total Funds Raised**: \$19,824.13

Campaigns

Your restaurants are part of these campaigns:
At 3 location on 5 days of the week. [\(View Details\)](#)

Locations

You currently host fundraisers at these locations:

- Restaurant** 123 N Street in Houston, TX
- Restaurant** 777 Road in Los Angeles, CA
- Restaurant** 456 SW Hwy in College Station, TX

Account Info

User Information

- Name: John Smith
- Email: john.smith@restaurant.com
- Phone Number: 555-123-4567

Company Information

- Company Name: Restaurant

Account Plan

Plan Information

- Name: Flat Price
- Description: Flat Price Per Event \$39

Payment Methods

The GroupRaise Dashboard is your hub for all things GroupRaise, here you can view

- 1. PENDING FUNDRAISER REQUESTS** Click on events in this section to review details, accept/deny fundraiser requests, or reach out to the organizer for clarification.
- 2. UPCOMING FUNDRAISERS** Accepted events are displayed in this section. Click through to the Meal Management Page to reach out to the group, check on their progress, or reference event details.
- 3. OUTSTANDING REPORTS** Once completed, report sales by clicking on the event link in this section.
- 4. MY SUPPORT** Summary of key usage stats and accomplishments.
- 5. CAMPAIGNS** View days and times available for groups to request on your current fundraising schedule

accepting a fundraiser

1 FROM THE GROUPTRAISE DASHBOARD SELECT A PENDING FUNDRAISER REQUEST

GroupRaise Request

Requested Date
Tuesday April 11, 2017

Requested Time
5:00pm - 8:00pm

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Group Details

 **Estimated Attendance**
75

Location Details

 **Restaurant**
777 Road, Los Angeles, CA

Location Policies

- A group coordinator must be present 15-20 minutes before the event.

Event Status: Pending

Group Name Elementary PTA
Organizer Leslie Groupraiser
Description Parent-Teacher Association supports our teachers and students, raises money for our school, and funds and organizes events throughout the year.
Nonprofit Donation Address Elementary PTA
789 Woodhaven Lane
Los Angeles, CA
Tax ID Form [Click to View](#)

Average Price
\$8
Donating Back
25%

Step 1 of 2

Accept

[Decline Request?](#)

Review the following details for each fundraiser

- Group name, organizer, and group description
- Estimated attendance
- Date requested

If All Looks Great

1. Click the big green button “Accept” Step 1 of 2 (fundraiser is not yet confirmed)
2. After clicking “Accept” you will be taken to the confirmation page

If you need to reschedule a fundraiser

1. Use the event messenger, email, or a quick phone call to contact the group about rescheduling
2. Decide on New Fundraiser Date before the request expires in 7 days
3. Accept the fundraiser and then use the “Reschedule” button to reschedule the fundraiser to the agreed upon day (check page 7 for further details)

accepting a fundraiser (continued)

2 CONFIRMATION OF FUNDRAISER ACCEPTANCE

Review Your GroupRaise

1 Event Info

DESCRIPTION	QUANTITY	PRICE	TOTAL
GroupRaiser on: Tuesday April 11 Hosted by: Elementary PTA	1	1 Credit	1 Credit

2 Restaurant Info

Restaurant

Address: 777 Road
Los Angeles, CA

Phone: 555-1234567

Email: john.smith@restaurant.com

3 Payment Info

1 Event Credit

Accept Event

After hitting “Accept Event” the fundraising group will receive an email notification with confirmation of request, they will now begin marketing the fundraiser.

Group’s Meal Page

Groups will use this page to gather RSVPs for the fundraiser and also use the different tools available to share, email, tweet, the upcoming fundraiser.

Come Support:

Elementary PTA

Come eat with us and support the cause!

Restaurant

Tuesday April 11
5:00pm-8:00pm
777 Road
Los Angeles, CA

Donating Back: 25%
Organizer: Leslie Groupraiser

Commit to Eat

Share on

NOTE Fundraisers must receive 20 RSVPs at least 3 days before the scheduled Event Date to become Confirmed (unless Waived by you.)
*Based on testing, K-12 and Church Groups are exempt from meeting this RSVP minimum.

rescheduling a fundraiser

If, for any reason, an accepted GroupRaise Fundraiser needs to have its date or time adjusted, you can do so on the Meal Management Page. Navigate to the Meal Management Page by finding and selecting the correct upcoming fundraiser on your dashboard. Once there, click on the “Reschedule” button under the Fundraiser’s current time.



- 1. MEAL DATE** Change the day of the GroupRaise Fundraiser.
- 2. MEAL TIME** **Optional:** Change the start and end time of the GroupRaise Fundraiser.

After you submit the new date and time, the organizer will be notified of the change via email. For best results, coordinate this change with the organizer of the fundraiser beforehand. This minimizes or negates any loss of attendance as a result of a date or time change.

submitting a sales report

4 Quick Steps

1. Enter in Total Sales
2. Rate the Group from 1 – 5
3. Add optional additional comments
4. Click Submit Sales Report

GroupRaise Report

Event Date
Tuesday April 11

Event Time
5:00pm - 8:00pm

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Restaurant
777 Road,
Los Angeles, CA
Email john.smith@restaurant.com
Phone 555-123-4567
Donating Back 25%
Average Price \$8.00

Group Details

Group Name Elementary PTA
Organizer Leslie Groupraiser
Description Parent-Teacher Association supports our teachers and students, raises money for our school, and funds and organizes events throughout the year.

Nonprofit Elementary PTA
Donation Address 789 Woodhaven Lane
Los Angeles, CA
Tax ID Form Click to View

Event Status: Occurred

Event Sales Report
We hope your event was a success!
Please submit the event's sales information.

Total sales

Group rating
1 2 3 4 5

Event did not occur

Group Review (not shown to group)

Submit Sales Report

Reporting of the final sales is the last step needed to complete the fundraising process, we use this information to provide accurate reporting data.

1. Make the check payable to the organization's name and send it to the address provided.
2. Enter total sales for the event.
3. Give the group a rating from 1 (poor) to 5 (great) – this information is not shared with the group.
4. Write a brief note about the group and your experience hosting the event.
5. Submit Sales Report

! EVENT DID NOT OCCUR? If the event does not occur, please check the box and complete the process

congratulations!

GroupRaise Donation Report

Donation Amount: **\$163.06**

Event Date
Tuesday April 11
Event Time
5:00pm - 8:00pm

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Restaurant
777 Road,
Los Angeles, CA
Email john.smith@restaurant.com
Phone 555-123-4567
Donating Back 25%
Average Price \$8.00

Donation Check Should Be Made To:
Elementary PTA
789 Woodhaven Lane
Los Angeles, CA
Donation Amount **\$163.06**
The donation check must arrive no later than: **May 11**

Group Details

 **Group Name** Elementary PTA
Organizer Leslie Groupraiser
Phone Number 555-555-5555
Email lgroupraiser@pta.edu
Website http://www.pta.edu
Description Parent-Teacher Association supports our teachers and students, raises money for our school, and funds and organizes events throughout the year.
Nonprofit Elementary PTA
Donation Address 789 Woodhaven Lane
Los Angeles, CA
Tax ID Form [Click to View](#)

Total Sales **\$652.24** **Donation Amount (25%)** **\$163.06**

Group Review (not visible to group)
Amazing group! Would host again!

1. After submitting the Sales Report, we will provide you with the donation breakdown and the donation amount due to the group/organization.

congratulations!

YOU'VE COMPLETED YOUR FIRST GROUpraISE EVENT!

Now you simply have to rinse and repeat!