

QUILCHENA PAC
GIFT CARDS FUNDRAISER November 2022

Dear Quilchena Community,

By popular demand, we are once again selling **Gift Cards** as a fundraiser! These are just like the gift cards you can buy at your favourite stores and local grocery/drug store. They are the EXACT SAME PRICE. The PAC earns a rebate on all gift card purchases.

If you buy these regularly, why not buy them directly through the PAC and help raise funds for Quilchena? These also make great gifts. You can buy them and in turn go to the store and buy a gift for someone else! Or you can use them for yourself and your family - buy groceries, go to the movies, go out for dinner, the possibilities are endless!

All the money raised from this fundraiser will be used to support our students (things like: Bollywood dancing, ice skating, field trip subsidies, just to name a few).

Orders will need to be placed online at www.shopfunds.ca AND immediate payment must be made via E-transfer to quilchenafundraising@gmail.com

To order online, you will need to register one time only, as an individual shopper, at www.shopfunds.ca. Please see attached instructions on how to "Register as a Shopper".

Online orders must be submitted by Sat Nov 26, 2022. We hope to have the orders back to the school and ready for delivery by Dec 8.

Thank you in advance for supporting our fundraising efforts!
Quilchena Elementary PAC

Questions? Please contact: Lana at quilchenafundraising@gmail.com

Quilchena

禮品卡籌款活動

親愛的 Quilchena 社區，

根據大眾需求，我們再次出售禮品卡作為籌款活動！這些就像您可以在自己喜歡的商店和當地雜貨店/藥店購買的禮品卡。它們是完全相同的價格。

如果您經常購買這些物品，為什麼不直接通過 PAC 購買並為 Quilchena 籌集資金？這些也是很好的禮物。你可以買它們，然後去商店買別人的禮物！或者您可自己和家人也可以使用它們來購買雜貨，看電影，外出吃飯等等...籌款活動籌集的所有資金將用於支持我們的學生（例如：寶萊塢舞蹈，滑冰，實地考察補貼，遊樂設備等等...）

由於 Covid19 的預防措施，我們將不會發出紙張訂單，所有訂購將會轉為網上，我們將不接受支票付款，請使用電郵付款 E-Transfer 到 Quilchenafundraising@gmail.com

進行網上訂購，請前往 www.shopfunds.ca，建立一個帳戶（只需執行一次，請看附件如何建立帳戶）。

訂單不遲於 11 月 26 日。我們希望在 12 月 8 日之前將訂單送回學校並準備交付。提前感謝您支持我們的籌款工作。Quilchena 小學 PAC

如果您有任何疑問，請聯繫：Lana at quilchenafundraising@gmail.com

How to “Register As a Shopper” To order Gift Cards Online

****You will need to register online as a shopper in order to place your gift card order(s).**

1. Go to www.shopfunds.ca. Under Tool box, select **Register as a Shopper** to create an account (only need to do one time). Please use your email address as your username. Note: Username and password are both case sensitive.
2. After inputting your information and clicking on **Register**, please select **Find a Group** from the left tool bar to ensure you link your account to your organization. Select “**Quilchena Elementary PAC**”. Enter “**100%**” in the Split % box. Select **Save**.
3. Once you have completed your registration, select **Order Cards** from the left tool bar. This will redirect you to the ordering site. Select **New Order**. In the **Ordered For** drop down menu, please select **Quilchena Elementary PAC** and if needed indicate any notes in the Notes field (i.e. Miss Jones-Div. 2). Note: These notes are only seen by your Group Coordinator and **NOT** ShopFunds Staff.
4. You are now ready to order your shopping cards. When you have completed your order, select **Save** at the top or bottom of the screen. If you are ready to submit your order to your group coordinator please select **Confirm Order** which will generate a Shopping Cart summary page. Then click **Check Out**. Next complete the billing information, and click **Check Out** again which takes you to Order Receipt page. Click **Send Confirmation Email** which will send an e-mail to your Co-ordinator (Quilchenafundraising@gmail.com) so they know your order has been submitted. If you wish to come back to your order later, select **Back to Order Centre**, where your order will be saved and you can come back to edit or submit at a later time.
5. The Shopping Cart Summary will provide you with the total amount due to your group coordinator. **Please E-transfer your payment to quilchenafundraising@gmail.com promptly.** Your co-ordinator will need to approve your order **after** receiving payment and then submit the order to ShopFunds. Your coordinator will let you know when your order will be available for pick-up.
6. When you are finished simply log-out. For subsequent orders, simply to go to: www.shopfunds.ca and log-in and then proceed to step #3.

如何“註冊為購物者Shopper”在線訂購禮品卡

**您需要在線註冊為購物者才能下訂單。

1.前往www.shopfunds.ca。在“工具”框下，選擇“註冊為Register as a Shopper”以創建一個帳戶（只需執行一次）。請使用您的電郵地址作為用戶名。注意：用戶名和密碼需包括大小寫。

2.輸入信息並單擊“註冊”後，請從左側工具欄中選擇“找組”，以確保您將帳戶鏈接到組織。選擇“Quilchena Elementary PAC”。在“Split % box”框中輸入“100%”。選擇Save。

3.完成註冊後，從左側工具欄中選擇 Order Cards。這會將您重定向到訂購站點。選擇New Order。在“Ordered For”選擇單中，選擇Quilchena Elementary PAC，如果需要，請在“備註”字段中註明任何備註（即Miss Jones--Div. 2）。注意：這些註釋只有您的小組協調員看到而非ShopFunds員工。

4.現在，您可以訂購購物卡了。完成訂單後，選擇屏幕頂部或底部的Save。如果您準備好將訂單提交給小組協調員，請選擇“Confirm Order”，“Check Out”，“Send Confirmation Email”，並向您的協調員(quilchenafundraising@gmail.com)發送電子郵件，以便他們知道您的訂單已提交。如果您希望以後再返回到您的訂單，請選擇“Back to Order Centre”，訂單將保存在此中心，您可以稍後再編輯或提交。

5.“購物車摘要”將向您顯示總額。請將您的電郵付款至quilchenafundraising@gmail.com。您的協調員在收到付款後需要批准您的訂單，然後將訂單提交給ShopFunds。您的協調員會在您可以取貨時通知您。

6.完成後，只需登出即可。對於後續訂單，只需轉到：www.shopfunds.ca並登錄，然後繼續執行步驟3。