

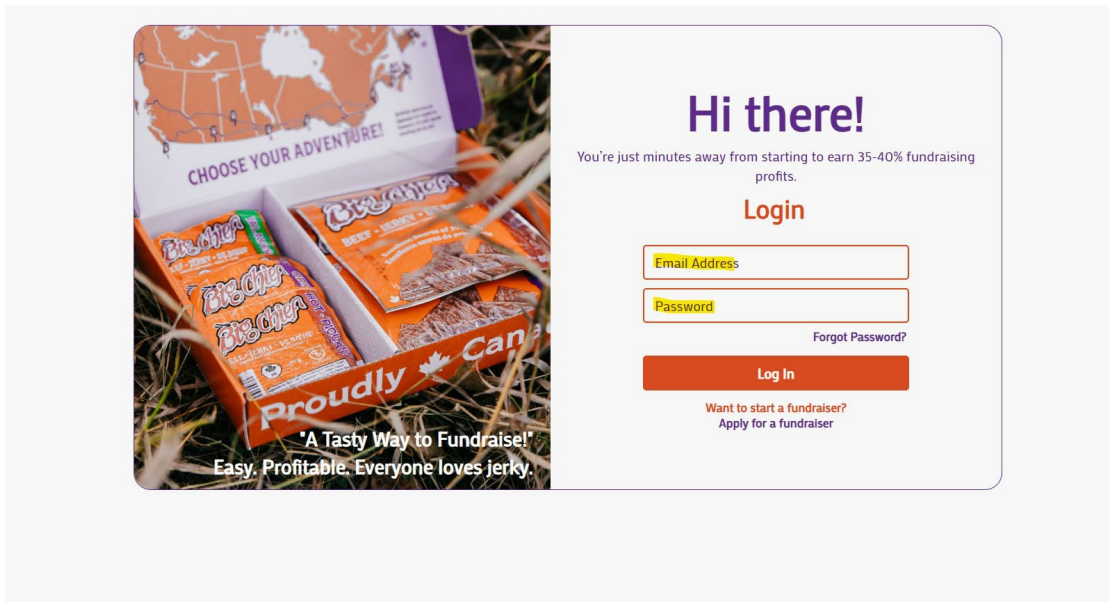
Fundraiser Coordinator Guide

Simple steps to set up, manage and submit your Big Chief fundraiser

TIP: Keep this guide handy while your fundraiser is running. The screenshots below match the coordinator portal and are included as reference.

1 Sign in to your fundraiser

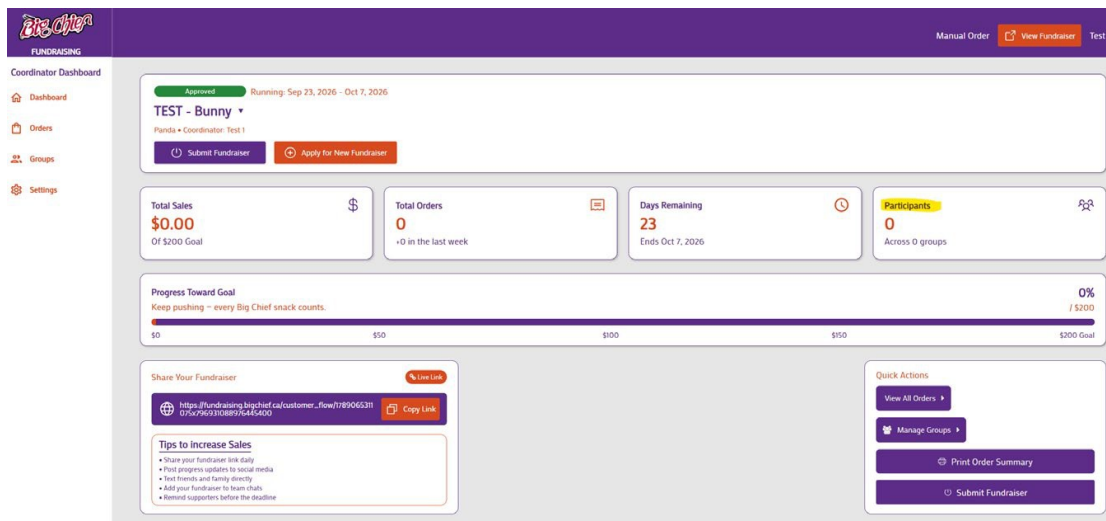
Go to fundraising.bigchief.ca and sign in using the email address and password you used when you registered.



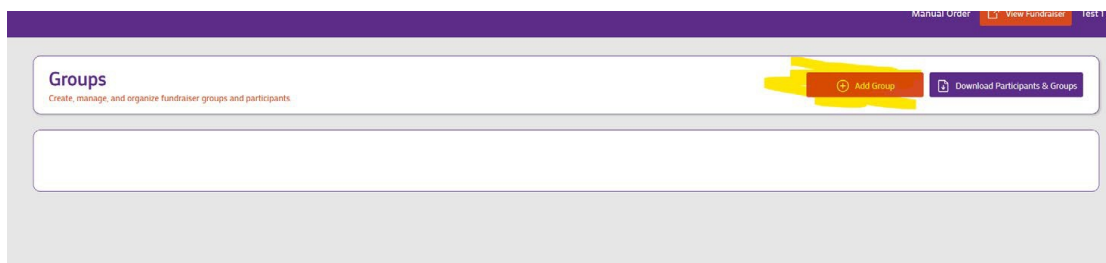
After signing in, you will arrive at your Coordinator Dashboard. This is where you can manage groups, participants, orders and your fundraiser progress.

2 Add groups and participants

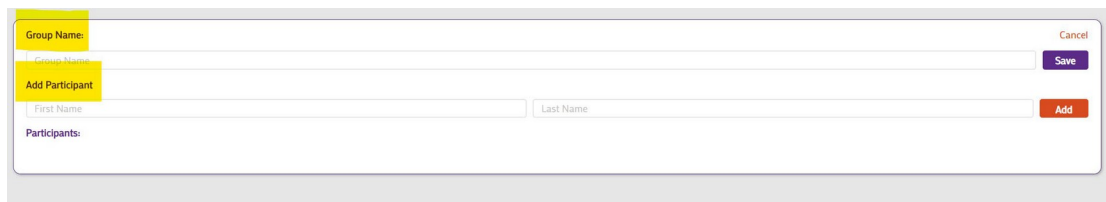
From the dashboard, click Participants. This opens the Groups page.



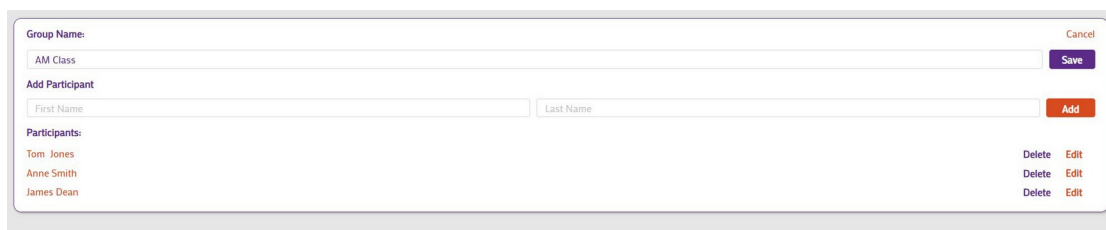
Click Add Group.



Enter a group name, then add each participant to that group.

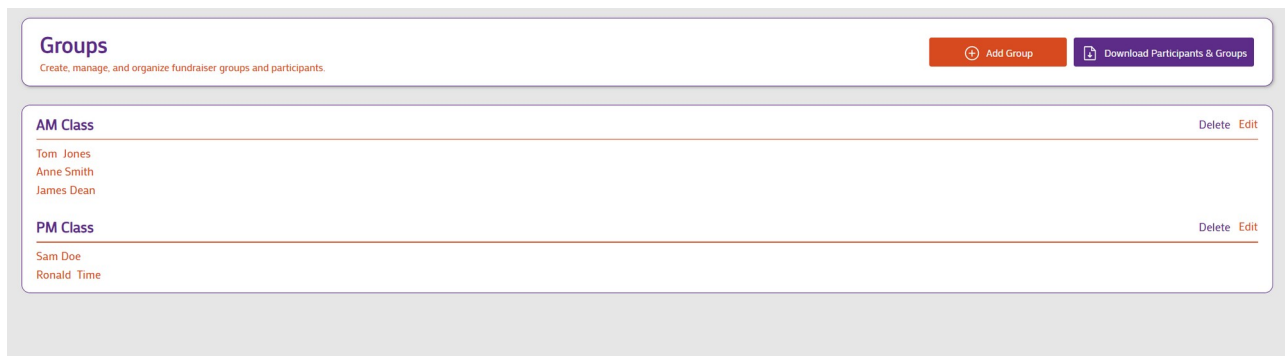


When everyone has been added, click Save. If you have more than one group, repeat these steps until all groups and participants are entered.

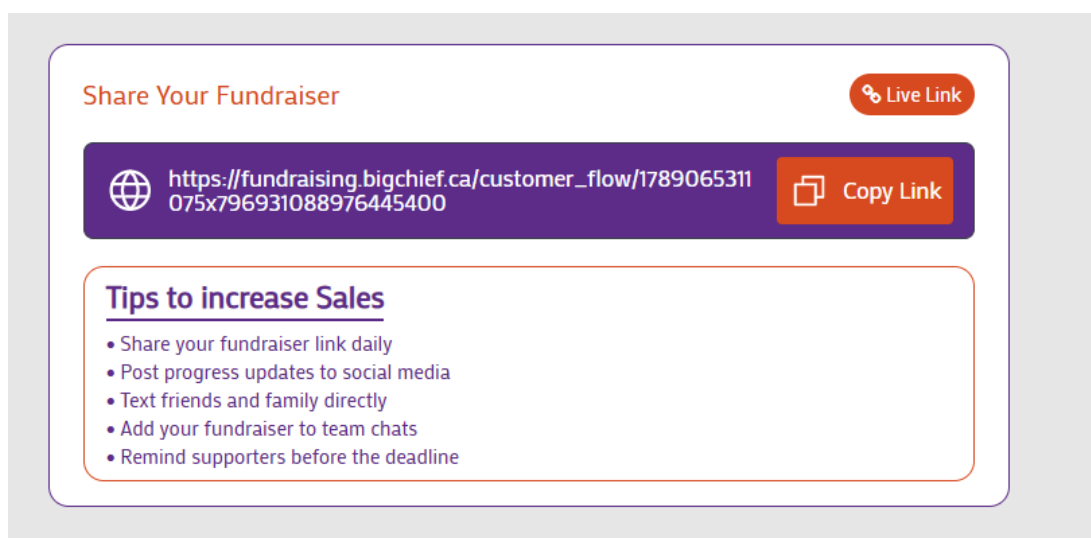


3 Edit groups and share your fundraiser link

You can return to the Groups page at any time to add or edit groups and participants.



Once you receive the email confirming that your fundraiser has been approved, go to the dashboard and click Copy Link to share your fundraiser with supporters.



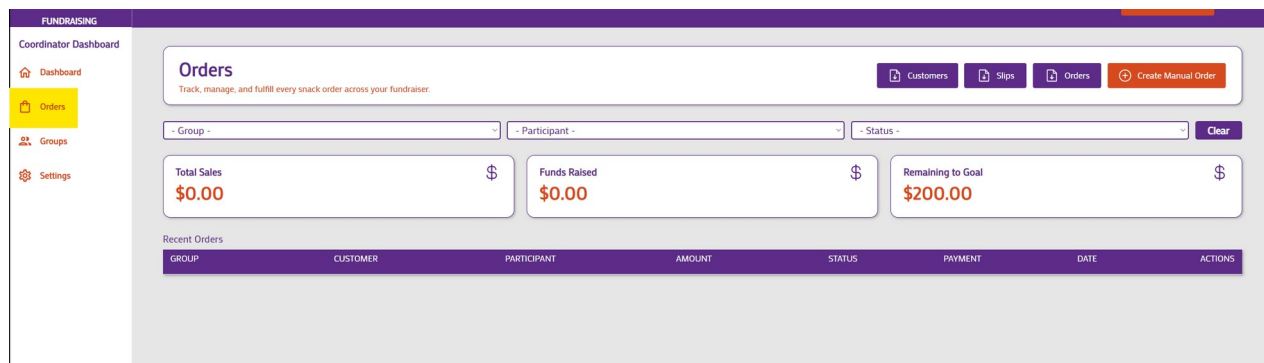
IMPORTANT: Your link becomes active only after your fundraiser is approved and the start date has arrived.

If someone opens the link before the start date, they will see a Fundraiser Not Yet Open message.



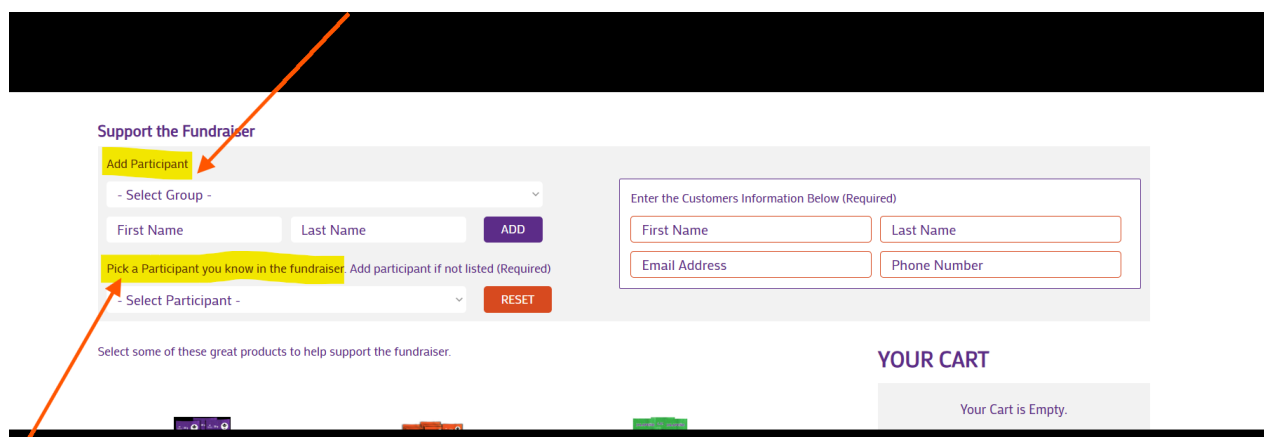
4 View orders and enter cash orders

Once your fundraiser begins, you can view online orders and create manual orders for customers who have paid you directly by cash.



The screenshot shows the 'Orders' section of a fundraising dashboard. On the left is a sidebar with 'FUNDRAISING' and 'Coordinator Dashboard' sections, containing links for 'Dashboard', 'Orders', 'Groups', and 'Settings'. The main area is titled 'Orders' with the subtitle 'Track, manage, and fulfill every snack order across your fundraiser.' It includes buttons for 'Customers', 'Slips', 'Orders', and 'Create Manual Order'. Below these are filters for '- Group -', '- Participant -', and '- Status -' with a 'Clear' button. Three summary boxes show 'Total Sales \$0.00', 'Funds Raised \$0.00', and 'Remaining to Goal \$200.00'. At the bottom, a 'Recent Orders' table has columns for GROUP, CUSTOMER, PARTICIPANT, AMOUNT, STATUS, PAYMENT, DATE, and ACTIONS.

To enter a cash order, click Manual Orders. Select the participant the sale should be credited to. If the participant is not already listed, use Add Participant. Only add a new participant when needed.



This screenshot shows the 'Support the Fundraiser' form. It has an 'Add Participant' button highlighted with a yellow box and an arrow. Below it is a '- Select Group -' dropdown. To the right are input fields for 'First Name' and 'Last Name' with an 'ADD' button. Below that is a highlighted section titled 'Pick a Participant you know in the fundraiser' with the text 'Add participant if not listed (Required)' and a '- Select Participant -' dropdown with a 'RESET' button. To the right of this is a box for 'Enter the Customers Information Below (Required)' with fields for 'First Name', 'Last Name', 'Email Address', and 'Phone Number'. At the bottom right is a 'YOUR CART' section stating 'Your Cart is Empty.' Arrows from the text above point to the 'Add Participant' button and the 'Pick a Participant...' section.

If you add a participant, their name will then appear in the participant list for selection.

5 Complete the manual order

After selecting the participant, enter the customer's information (or the name you want the order recorded under).

Enter the Customers Information Below (Required)



Select the products and quantities that the customer has already paid for in cash.

Select some of these great products to help support the fundraiser.



712 - Original Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



101 - Original Beef Jerky - 12g
Coordinator has additional info
\$56.00 [ADD TO CART](#)



732 - Jalapeno Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



752 - Sweet & Spicy Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



106 - Original Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



303 - Jalapeno Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



712 - Original Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



106 - Original Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



303 - Jalapeno Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)

YOUR CART



712 - Original Beef Stick - 20g
\$75.00 Qty: 1 [Remove](#) \$75.00

Subtotal \$75.00

Total \$75.00

[CREATE MANUAL ORDER](#)

When the order is complete, click Create Manual Order.

Select some of these great products to help support the fundraiser.



712 - Original Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



101 - Original Beef Jerky - 12g
Coordinator has additional info
\$56.00 [ADD TO CART](#)



732 - Jalapeno Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



752 - Sweet & Spicy Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



106 - Original Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



303 - Jalapeno Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



712 - Original Beef Stick - 20g
Coordinator has additional info
\$75.00 [ADD TO CART](#)



106 - Original Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)



303 - Jalapeno Beef Jerky - 30g
Coordinator has additional info
\$86.00 [ADD TO CART](#)

YOUR CART



712 - Original Beef Stick - 20g
\$75.00 Qty: 1 [Remove](#) \$75.00

Subtotal \$75.00

Total \$75.00

[CREATE MANUAL ORDER](#)

Review the customer, participant, items and total carefully. Manual orders cannot be undone once submitted.



This action cannot be undone

Confirm Manual Order

Customer Information

Customer: Michelle McGillivray

Email: michelle0001@shaw.ca

Phone: 4036808275

Fundraiser: TEST - Panda Black

Participant: James Brown

Grand Total

\$75.00

Please confirm that the payment and order details are correct.

[Go Back](#)

[Create Paid Manual Order](#)

If everything is correct, click Create Paid Manual Order.

IMPORTANT: Only use this option for orders that have already been paid directly to you.

A confirmation will open in a new browser tab. Once you see Manual Order Created, you can close that tab.



Manual Order Created

Manual Order Confirmed

Email Address: michelle0001@shaw.ca

Fundraiser Title: TEST - Panda Black

Supporting: James Brown

Order Status: Paid

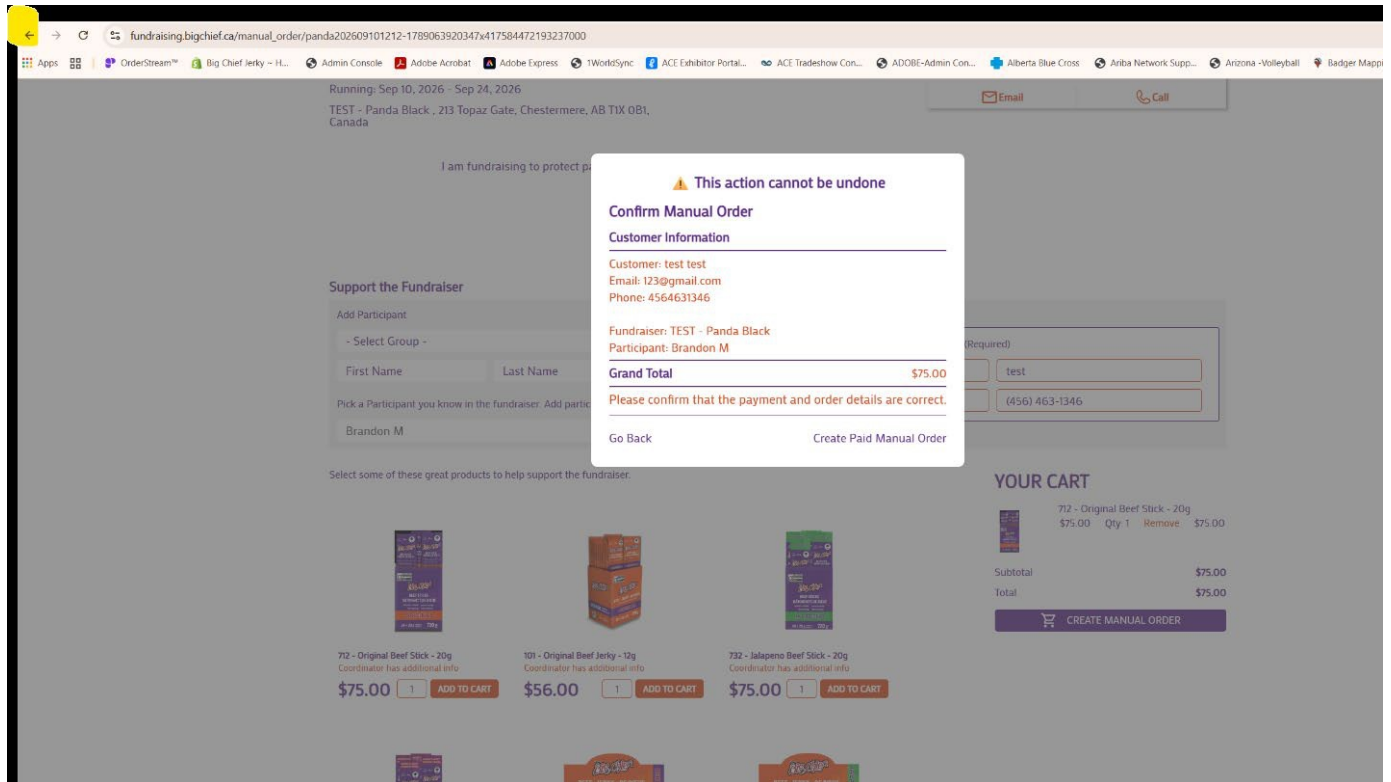
Payment Status: Paid Coordinator



712 - Original Beef Stick - 20g
Qty: 1 \$75.00

Total **\$75.00**

Return to the original browser tab and click the browser Back button to return to the coordinator Orders page.



Your manual order will now appear in the order list and will show Paid Coordinator as the payment status.

FUNDRAISING

Coordinator Dashboard

- Dashboard
- Orders
- Groups
- Settings

Orders

Track, manage, and fulfill every snack order across your fundraiser.

Customers Slips Orders **Create Manual Order**

- Group - - Participant - - Status - **Clear**

Total Sales \$171.00	Funds Raised \$68.40	Remaining to Goal \$29.00
---------------------------------------	---------------------------------------	--

Recent Orders

GROUP	CUSTOMER	PARTICIPANT	AMOUNT	STATUS	PAYMENT	DATE	ACTIONS
Panda 1	Michelle McGillivray	James Brown	\$75.00	Paid	Paid Coordinator	9/13/2026	
Panda 2	Michelle McGillivray	Jennifer Wagner	\$7.00	Paid	Online	9/11/2026	
Panda 2	Test Order	Jim M	\$7.00	Paid	Online	9/10/2026	
Panda 1	Michelle McGillivray	Brandon M	\$7.00	Paid	Online	9/10/2026	
Panda 1	Keira M	Brandon M	\$75.00	Paid	Paid Coordinator	9/10/2026	

The Orders page also shows your Total Sales, Funds Raised and the amount Remaining to Goal.

8 View order details or download information

To view an individual order, click the eye icon beside the order. The order receipt will open on screen.

The screenshot displays the 'Orders' management interface. A modal window titled 'Order Receipt' is open, showing details for a paid order. The modal includes sections for Customer Information, Fundraiser/Participant details, Payment Information, and Items Ordered. The background interface shows a sidebar with 'Orders' selected, a top navigation bar with 'Customers', 'Slips', and 'Orders' tabs, and a main content area with a table of recent orders. A yellow box highlights the 'Print' icon in the 'ACTIONS' column of the table.

Order Receipt Paid

Customer Information

Customer: Michelle McGillivray
Email: michelle0001@shaw.ca
Phone: (403) 680-8275

Payment Information

Status: Paid
Payment Method: Paid Coordinator
Order Total: \$75.00
Order Date: Sep 13, 2026

Items Ordered

712 - Original Beef Stick	Qty: 1	\$75.00
---------------------------	--------	---------

Grand Total \$75.00

Close

Orders
Track, manage, and fulfill every snack order across your fundraiser.

Customers Slips Orders Create Manual Order

Group: - Status: - Clear

Total Sales \$171.00

Remaining to Goal \$29.00

GROUP	CUSTOMER
Panda 1	Michelle McGillivray
Panda 2	Michelle McGillivray
Panda 2	Test Order
Panda 1	Michelle McGillivray
Panda 1	Keira M

STATUS	PAYMENT	DATE	ACTIONS
Paid	Paid Coordinator	9/13/2026	Print
Paid	Online	9/11/2026	Print
Paid	Online	9/10/2026	Print
Paid	Online	9/10/2026	Print
Paid	Paid Coordinator	9/10/2026	Print

You can also click Customers, Slips or Orders to download a CSV file.

The screenshot shows the top navigation bar of the 'Orders' interface. It includes the 'Orders' title, a description, and a set of tabs: 'Customers', 'Slips', 'Orders', and 'Create Manual Order'. A yellow box highlights the 'Customers' tab.

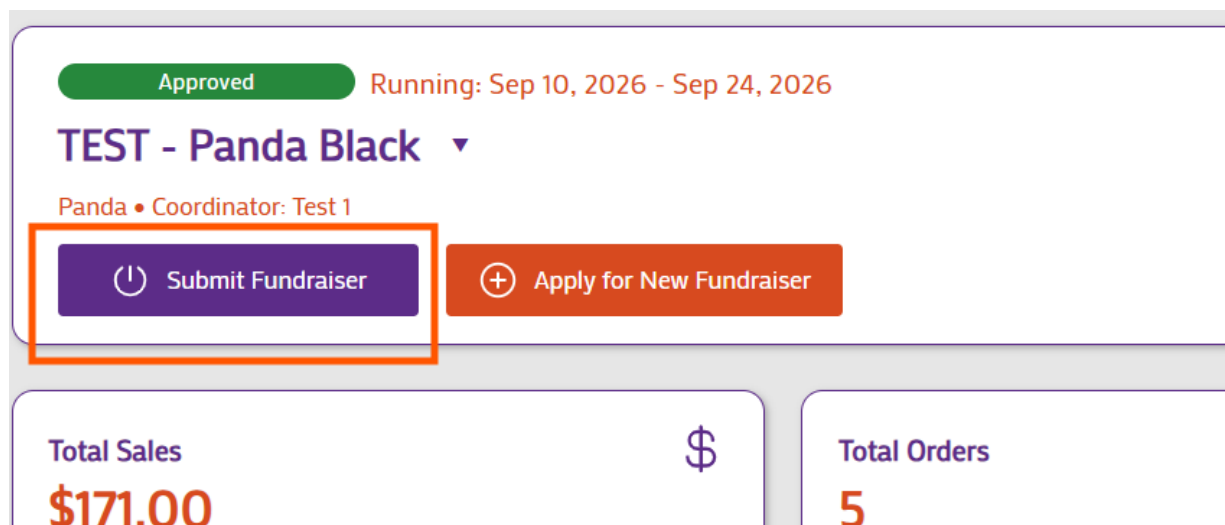
Orders
Track, manage, and fulfill every snack order across your fundraiser.

Customers Slips Orders Create Manual Order

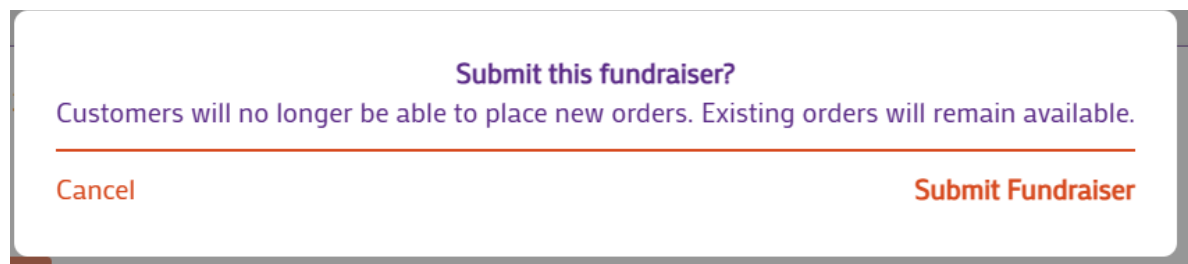
TIP: You do not need to print these files. Big Chief will provide the packing slips when your fundraiser order is prepared. The downloads are available for your reference if a customer has a question about their order.

9 Submit your completed fundraiser

When your fundraiser is finished and you are ready to close ordering, go to the dashboard and click Submit Fundraiser.



A confirmation message will appear. After submission, customers will no longer be able to place new orders. Existing orders will remain available.



Click Submit Fundraiser to confirm.

IMPORTANT: Submitting your fundraiser alerts the Big Chief Team that you are finished. Please allow 7-10 business days for us to prepare your order. You will receive an email confirming that your fundraiser was received and advising when your order is ready for pickup.