# HOW TO SET UP YOUR EGG ORDER FOR GROUPS!

Welcome to The Egg Project!! Thanks so much for taking the time to get to know our system! We are so grateful for the opportunity

to work with you to fundraise for you group! If you have any problems please get in touch with me on pip@theeggproject.co.nz

## ${\tt STEP 1: Go to the Website} \quad \underline{WWW.theeggproject.co.nz}$

STEP 2: Click up the top where it says "Do you have a group code?"

SHOP ONLINE



**Register.** 





all things good

All fields required	
FIRST NAME*	
LAST NAME*	
EMAIL ADDRESS*	
PHONE NUMBER*	
GROUP CODE	
If you are part of a school or group please enter your code provided above. Otherwise, leave blank and happy shapping.	) FILL IN YOU
Choose a Password	GROUP COD
Password must be at least 8 characters long.  PASSWORD *	HERE
RE-ENTER PASSWORD *	
I wish to receive email promotions.	
REGISTER	
Terms & Conditions	

STEP 3:THIS IS YOUR ACCOUNT PAGE WHERE YOU CAN CHANGE YOUR PASSWORD ETC AND REMOVE YOUR CODE IF YOU WANT TO ORDER EGGS FROM GATE TO DOOR SERVICE OVER THE HOLIDAYS. <u>CLICK ON SHOP</u>

Home	Shop Subscription How it Works Our Story Blog	Fundraising Contact
	MY ACCOUNT MY SUBSCRIPTIONS MY ORDERS SAVED CAR	RDS LOGOUT
Change my details	Change my password	Email alerts
RST NAME*	PASSWORD *	Stay in the loop with all the latest news & specials.
ST NAME*	RE-ENTER PASSWORD*	
ONE NUMBER *	RESET PASSWOR	
AIL ADDRESS *		
NEW REPERTOR FOR CONTRACT		
OUP CODE		

STEP 4: This is your shop for your group. You will see the products that are available and prices as well as any details specific to your group. It is here that you can choose to either shop now as a one off or set up a subscription for the term. Lets go buy a dozen eggs as a one off:-) <u>CLICK SHOP NOW</u>

### Foxton Beach School

WELCOME ABOARD FOXTON BEACH SCHOOL!!! We are super excited to be supplying this new fundraising initiative through your school so you can buy super fresh locally produced free range or organic eggs!! Best thing is....we will give you back \$1.00 per dozen to the school! Your eggs can be collected from the school hall on FRIDAY either just before or after school. Sarah Garner is your point of contact - 0279133236 Please call or text her if you are unable to make collection for some reason and make another arrangement. Either sign up for an ongoing subscription, and never have to worry again! or just do a one off purchase....it all helps raise funds for the school.....and its super easy and your are likely to be buying eggs anyway!!! ALL THINGS GOOD!!!



STEP 5 - Check this is the item that you would like to purchase as a one off and this is where you put in how many pack you would like and then click BUY NOW.



STEP 6 - This page should show all your details.

- You need to add your name as the <u>recipient</u>.
- If someone else is picking up your eggs, put their name in the shipping information.
- You need to select your collection day. You cannot order your eggs on the day you collect see specific instructions to your group.
- IMPORTANT: If you want to add another product, from this page click on <u>shop</u> at top of the page, follow the same process for another product and when you get back to this page, it will show in your cart.
- Payment options Select either Credit/Debit Card or Online Banking then click <u>CONFIRM AND</u> PAY





STEP **7** - CREDIT/DEBIT OPTION - When you choose paying by a credit debit card...after you have clicked confirm and pay.... shown below is where you add your details. We cannot see this information. It is stored securely by WINDCAVE.

- This is the easiest way to pay.
- We cover all the fees.
- You must use a debit/credit card for a subscription. One-off you can use either online banking or Debit/Credit Cards,

Payment Checkout				
Amount:	\$5.50 (NZD)			
Credit Card Payment				
Card Number:*				



STEP 7 - ONLINE BANKING OPTION - Complete like you normally would using your online banking ID and Password. YOU CAN ONLY DO ONE OFF PURCHASES WITH ONLINE BANKING.

Payment Checkout		
Merchant Reference: www.theeggproject.co.nz Web		
Amount: \$5.50 (NZD)		
account2account		
SELECT BANK SELECT REFERENCE PAYMENT BANK LOGON ACCOUNT DETALS VERIFICATION		
0-0-0-0		
Please select one of the currently available banking services:		
ANZ		
O ASB		
O BNZ		
O Kiwibank		
The Co-operative Bank		
O TSB		
O Westpac		
I have read and accepted the torrest and conditions		
About Account/2Account security		
NEXT		
Please note that it may take up to 30 seconds to connect to your bank.		

STEP 8 - After you have completed your payment, you click next and you will see the page below say EGGCELLENT!! and you will receive a receipt to the email that you registered with! Well done and thanks so much for supporting us to support you!



## Setting up a Subscription

### STEP 1 - Select a product you want to set up a subscription for and <u>CLICK SUBSCRIBE</u>



STEP 3 -

- <u>Select</u> frequency of eggs Weekly, Fortnightly or Monthly
- <u>Select</u> start date on which you would like to collect your eggs (only bold dates available)
- <u>Select</u> your product and amount of each product
- Remove your product from the list if you do not want it anymore
- Click <u>SAVE</u>
- Click in box 2. and enter all credit card details.
- Click on <u>ACTIVATE MY SUBSCRIPTION.</u> You will receive a receipt to your email address confirming your subscription.
- Your order will be processed 24 hours before your delivery day automatically.
- You can pause your subscription, change or delete whenever you like, just go in and edit.
- I pause them all over the holidays.

