

How do I sell items using the Online Sherwood Forest Farms Website?

RETURNING Sellers: If you created an account with Sherwood Forest Farms last year, you can still use the same account!

- Enter your email address and use the generic password: **wreath**.
- You can then change your password and create your 2019 mini-site.
- *PLEASE* do not create another account or you will have two accounts in the system.
- Need assistance, please email venos@tucsongirlschorus.org.

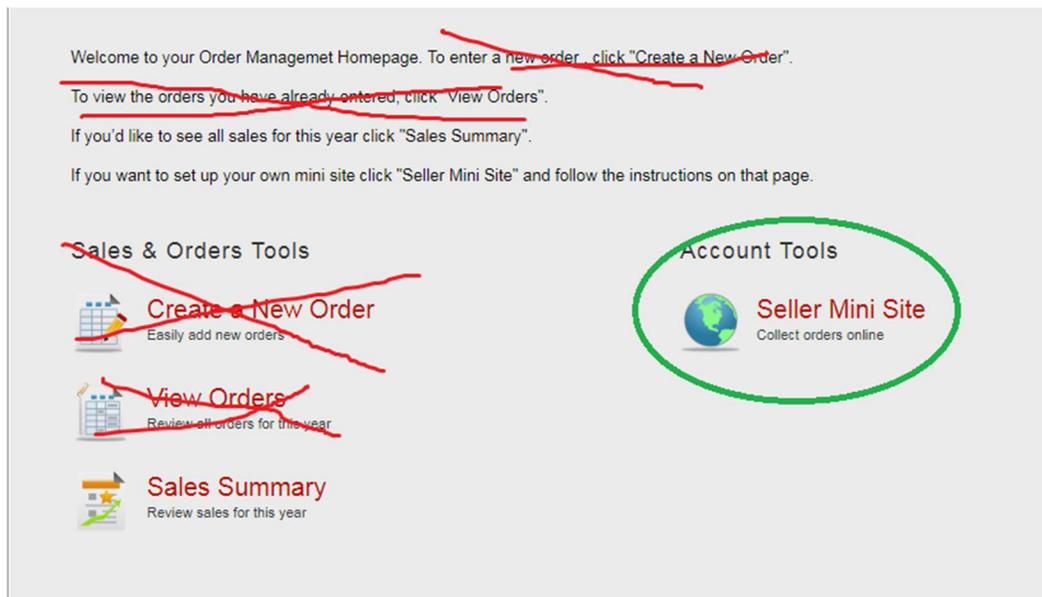
To access your account again, use this link:
<http://util.sherwoodforestfarms.com/users/login>

IMPORTANT! Save this link to your browser. This is the only way you can access and keep track of orders made to your account. <http://util.sherwoodforestfarms.com/users/login>

NEW Sellers: Setting up your own mini-website is very easy. Follow these steps:
Click on this link or copy it to your browser: <http://util.sherwoodforestfarms.com/users/login>

Step One: create a NEW online account:

- Enter parent email (has to be a parent, not singer).
- Enter your **daughter's** name for First Name and Last Name fields.
- Enter a password that **you must remember** to log back in and check on orders.
- The registration code should be filled in already--if it is not, enter: **3fa230caa6**.
- Click **Submit**.
- The next page should look like this (without the red Xs and green oval):



- **DO NOT** use the "Create a New Order" option. This does not work for tracking your brochure orders. **Example, you have taken orders in person from people in your neighborhood. Do not put those orders on your online account**
- Only credit card orders can be placed on the mini-site.
- NOTE! You cannot enter cash or check orders on your account.

Step Two: You will now create your own "mini-site"

- Create the mini-site by clicking "Seller Mini Site."
 - Follow the instructions on the next two screens
 - IMPORTANT! Seller's name is your daughter's name, NOT parent name.
 - Add text to the "About Seller" or "Placeholder" field on your mini-site: It could be something about you or your daughter or TGC fundraising.
 - If you wish to upload a photo, make sure it is smaller than 2MB. If larger then the photo will appear blank.
- When you are finished, your mini-site will have a unique URL link that you share via email to your buyers.

Your screen should look something like this when setting up your mini-site:

Set Up Your Minisite

Write a short description about yourself and why you are raising funds for your group. Remember to thank your customers for their purchase.

Seller Name

About Seller (About 200 Letters)

See instructions above

Phone

Email

Website Name

***Website name should be letters and numbers only (no spaces), with letters first

Upload Logo (Max:2M) No file selected.

Here's the screen you'll see after you click **Save** (the new mini-site URL is circled in green in this picture). Copy and paste to send to your friends. You are ready to sell online!

Your webpage has been edited.

Minisite

Your Webpage Link: <http://sffsalestrack.com/tgc/CFTGC>

Name	Date Created	Date Edited	Actions
2018 Minisite	2018-08-28	2018-08-28	View Edit