

How to Place a Group Wreath Order For the PAC Wreath Fundraiser

-Register your group by going to <https://northwoodswreaths.com/pacwreathsale/> and clicking on Request New Account. Fill out the form and the admin will approve your account.

-To **reserve your pickup date/time** return to <https://northwoodswreaths.com/pacwreathsale/>, click LOGIN, and the Place a group order. Order for 1 item and click Add to Cart and the Proceed to Save Order. The Checkout screen will appear. Verify the information and then choose your pickup date and time. Click Place order. You will receive an emailed copy of your invoice.

-To **place your final order** login to the website. If you have placed an initial order the invoice number will appear. Click on Edit and complete the order form. Click Save when complete. **If you have yet to place an order, click on Place a group order**, complete the form and click Add to Cart and the Proceed to Save Order. The Checkout screen will appear. Verify the information and then choose your pickup date and time. Click Place order. You will receive an emailed copy of your invoice.

-If you are **utilizing one of the Rally Up online sales sites** you need to **aggregate** your Rally Up sales with your door to door sales and enter the totals by product on <https://northwoodswreaths.com/pacwreathsale/> using the above instructions. Rally Up will email you a spreadsheet of your final order withing 2 days of your sale end date. Simply add these totals to what your members sold using paper order forms.

-Your order status will remain **On Hold** until November 1. This allows you to make any additions/edits needed after sales are due.