

# Zionsville Band Boosters - RaiseRight Fundraising Program Instructions

[www.zchsbands.com](http://www.zchsbands.com)




**Before beginning, please go to the band website and fill out the RaiseRight online enrollment page. We MUST have this on file for you to use RaiseRight.**

## **Enrollment of Family**

1. Go to [www.raiseright.com](http://www.raiseright.com)
2. Locate and click the “SIGN UP” button on the top right of the Home page
3. Click on the “Join an existing program” button and then input ZBB’s Enrollment Code of **2FDC66679811** and click the “JOIN A PROGRAM” button.
4. Fill out your name, the student’s name you are fundraising for, and put Zionsville Band or Guard under the classroom/group.
5. Enter the email that you want to use for this account and create a password. Save this information as you will need it anytime you log in to do an order. This is also the email used to be notified when the physical cards are ready. – *Also, I would encourage you to agree to “receive emails from RaiseRight” to get a listing of their weekly specials – you can always turn off later).*
6. Set up some security questions to secure your account.
7. Add your recovery phone number. You will be sent a verification code by either text or call. Enter the code to proceed.
8. Now, click on the word “Account” on the top right of the home page. Under the Settings heading, click on “Payment options.” Click on “Link a bank account” and follow the steps to add your account information. You will need your bank’s street address. After you have the correct address, click “continue with Plaid.”
9. You’ll see a list of banks. Ignore that and scroll all the way to the bottom of that list and click on “Link with account numbers.” Click Continue. Follow instructions to add routing and account numbers.
10. After you have entered your account information, you’ll have to wait a little bit to continue. RaiseRight is going to make 2 small deposits to your account. Once you see those on your account you can sign back in, go back to Accounts/Payment options and enter the 2 deposit amounts.

**You are now ready to start purchasing cards.**

## Purchasing Cards

1. Go to [www.raiseright.com](http://www.raiseright.com) and sign in. Or use your RaiseRight app on your phone and sign in.
2. Click Shop. You can now locate the card you are interested in by either typing its name in the “Search” box at the top of the page, Narrow the list of cards available by using the categories on the side of the page or clicking on the alphabet at the top of the list of cards.
3. Once you have selected the card or item you want to purchase; select the type of purchase you are interested in.  |  |  Icons from left to right are physical gift cards, e-gift cards, and reload an existing gift card. Not every option is available for every brand. Physical gift card orders are due by 9 pm on the 10<sup>th</sup> of each month. They will be distributed a week later. E-gift cards are ready instantly or within a few minutes. If you’ve ordered a gift card that is reloadable, you must add that into your account to be able to reload it. Some physical gift cards can be mailed directly to you. **ZBB is NOT responsible for any cards lost in the mail or that you did not receive if you choose this option.**
4. Now you can input the quantity and dollar amount desired and click the “Add to Cart” button; continue adding cards or items to your cart in a similar fashion for each company.
5. Locate & click on the “Cart” button along the top right. Click “View Cart”
6. From here you can review and edit your shopping cart.
7. After reviewing your cart, click “begin checkout.” Please select your Payment Option you want for this order (remember – **checks must be received by the Coordinator by the due date or the order will not be processed**). It is preferred that you pay online through RaiseRight.
8. Select “continue to confirm order” and then “place order.

## **Congrats!! Your order is in and you earned \$\$ for your student account!**

Also, please make a note of the Rebate amount and the Order Total:

Order Total = Total amount immediately withdrawn from your account. (or amount owed if paying by check)

Rebate amount\* = \$ earned for your student account (95% of this goes into your student account. 5% is admin fee to ZBB)

\*Rebate amounts are sent to the treasurer once a month. For example: all orders placed from January 1 – 31 will be on a rebate report that is sent to the treasurer after the February 10 order is placed and added to your student account at that time.

## RaiseRight Coordinator:

Tracy James

630-709-9869

tracyjamesmca@gmail.com