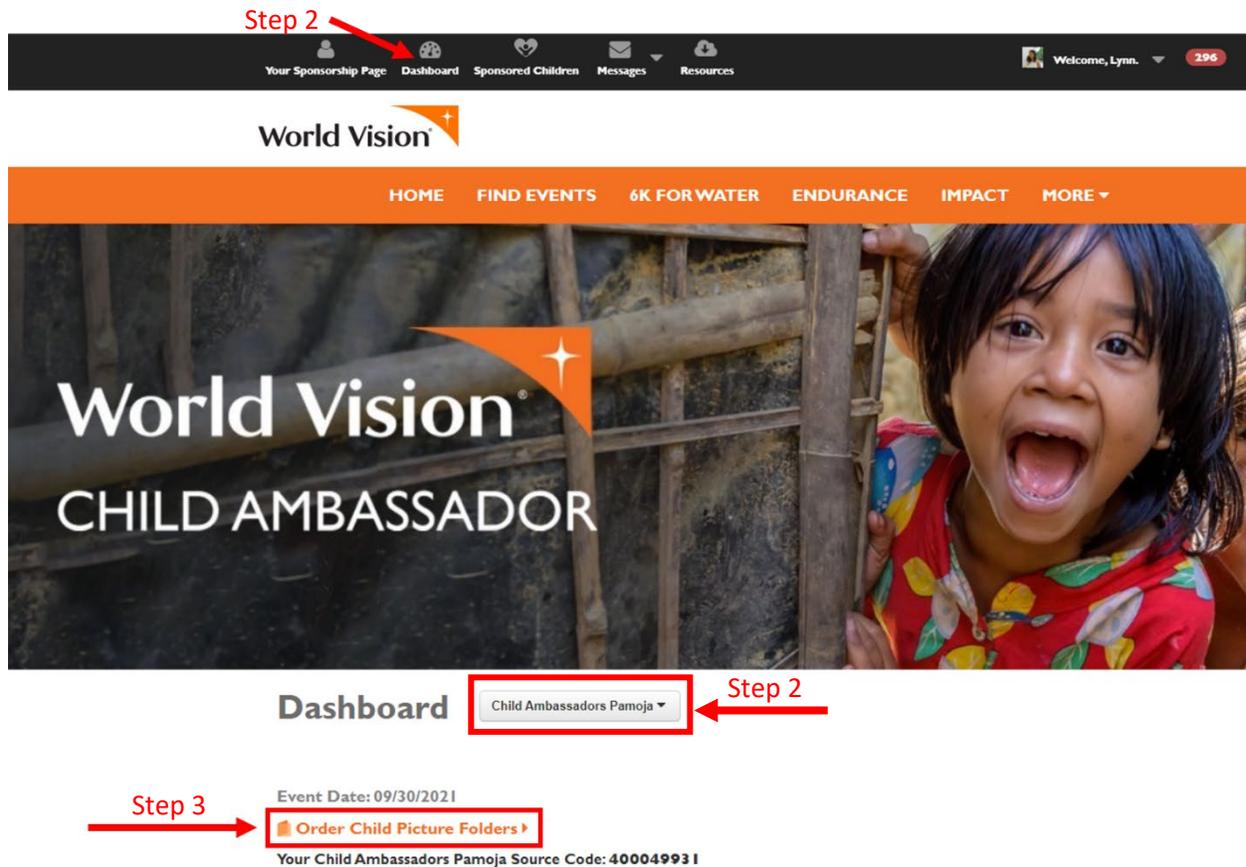


How-To: Order Child Picture Folders

1. **Login:** Login to your Sponsorship fundraising page
2. **Navigate:** Find your “Dashboard” on the top banner (see photo below). Click on it. Check to make sure you are in the event you want to place orders for, or scroll to navigate to the event.
3. **Click:** Look for “Order Child Picture Folders” halfway down the page. Click on it.



4. **Enter Form + Submit:** This will take you to the order portal where your information will be auto populated. Select how many PF's you would like and list specific countries if you want children from those countries.

The screenshot shows the order form for child picture folders. It is divided into two main sections: 'PICTURE FOLDERS' and 'ADDITIONAL MATERIALS'. In the 'PICTURE FOLDERS' section, there is a checkbox for 'No picture folders on this order.' which is checked. Below this, there is a checkbox for 'This order needs to arrive by: 4/8/2021' which is also checked. To the right of this, there is a link that says 'Click to view a list of available countries'. Below this, there is a table with the following data:

Product Type	Quantity	Country
Child Sponsorship - Paper - WITHOUT Business Reply Envelope	2	Honduras

A red arrow points to the 'Honduras' cell in the table. Below the table, there is a dropdown menu labeled 'Select a picture folder product type'. In the 'ADDITIONAL MATERIALS' section, there is a checkbox for 'No additional materials on this order.' which is checked. Below this, there is a dropdown menu labeled 'Select additional material type'.