



ATTENTION: \_\_\_\_\_

## Online Instructions

**PLEASE NOTE: For those of you who have participated in Art Cards by Kids before - our software has been improved for speed and accuracy.**

**Please read the below carefully to ensure a smooth and successful fundraiser.**

1. Artwork to be completed on the enclosed card.
2. When artwork is complete keep all artwork separated into classes (preferably in teacher bags supplied) and ship to us at:

**Art Cards by Kids  
2625B Alliance Street  
Abbotsford, BC Canada V2S 3J9**

**\*This is one of the major changes to our software as you no longer enter names/ages before sending us artwork, it is now done after we scan your artwork.**

3. You will receive an email when we have completed scanning your school artwork providing you with your user name and password to access our software to enter student names/ages and artwork orientation. **(Step 1)** Instructions are online when you begin this process

**\* New to the software is that we ask you to choose the orientation of the picture (horizontal/vertical)**

**NOTE:** If you do not want to complete this step we can do it for you, cost is \$3.00 per class. To notify us to complete this step for you please send email to [marcy@artcardsbykids.com](mailto:marcy@artcardsbykids.com).

4. When entering of student information is complete we will create your sample cards with order forms printed on the inside. We will send you a proof of your order form before printing.
5. When orders are collected simply follow the online instructions for ordering on our software. **(Step 2)**

Deposit all money into your school account - we will provide an invoice when final order is shipped.

**We will keep you updated along the way with emails about what to do next. We look forward to making this a successful fundraiser for your school.**

**Have fun and be CREATIVE!**