

Online Sponsor Website

To access the Sponsor Website, go to www.myholidayfair.com. Go to the login tab and sponsor login. Enter the Username and Password, which are included on the front of this manual. If you need your login information, please call customer service at 877-842-0624. After you are logged in, you will be able to do the following:

Damaged/Missing

- Expand the left side to show all items and item numbers. Enter any Damaged/Missing items the right side of the page. Hit “Add to Basket” after each item and it will move to the section below.
- Once all items are entered, you can click “Submit Damaged/Missing.” Your Inventory Control Worksheet will be updated, crediting you for the damaged or missing items.

Reorders – MUST BE SUBMITTED BY 4 PM EST TO RECEIVE NEXT DAY.

- Expand the left side to show all items and you will be able to enter a quantity for each item needed.
- Reorders can also be entered on the right side of the page.
- Once all items are entered, you can click “Add to Basket” and then “Place Order”. The order will be sent to My Holiday Fair and your Inventory Control Worksheet will be updated. My Holiday Fair rep will email or call you to confirm receipt of reorder.

Returns

- Expand the left side to show all items and you will be able to enter a quantity for each item being returned.
- Returns can also be entered on the right side of the page.
- Once all items are entered, you can click “Add to Return Basket” and then “Submit Returns.” Your Inventory Control Worksheet will be updated.

Coupons (Kids Kash)

- Enter the quantity of Kids Cash Coupons that were redeemed at the fair, if applicable.

Inventory Control

- It will take a few moments for the worksheet to display
- A complete list of your initial inventory will be displayed and you will see a total amount due for the Fair. This page can be printed for your records.
- If you are choosing to count inventory, once returns are entered (see above), the worksheet will calculate the payment due to **My Holiday Fair**.
- Print worksheet for your records and submit payment to My Holiday Fair.

Mobile CR Sales

- Tracks the total sales entered into the Mobile Cash Register app. See next page for details on running the Mobile CR.