



Furtal Online Shopping Guide

Schoolwires[®] Centricity2[™]




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Introductions

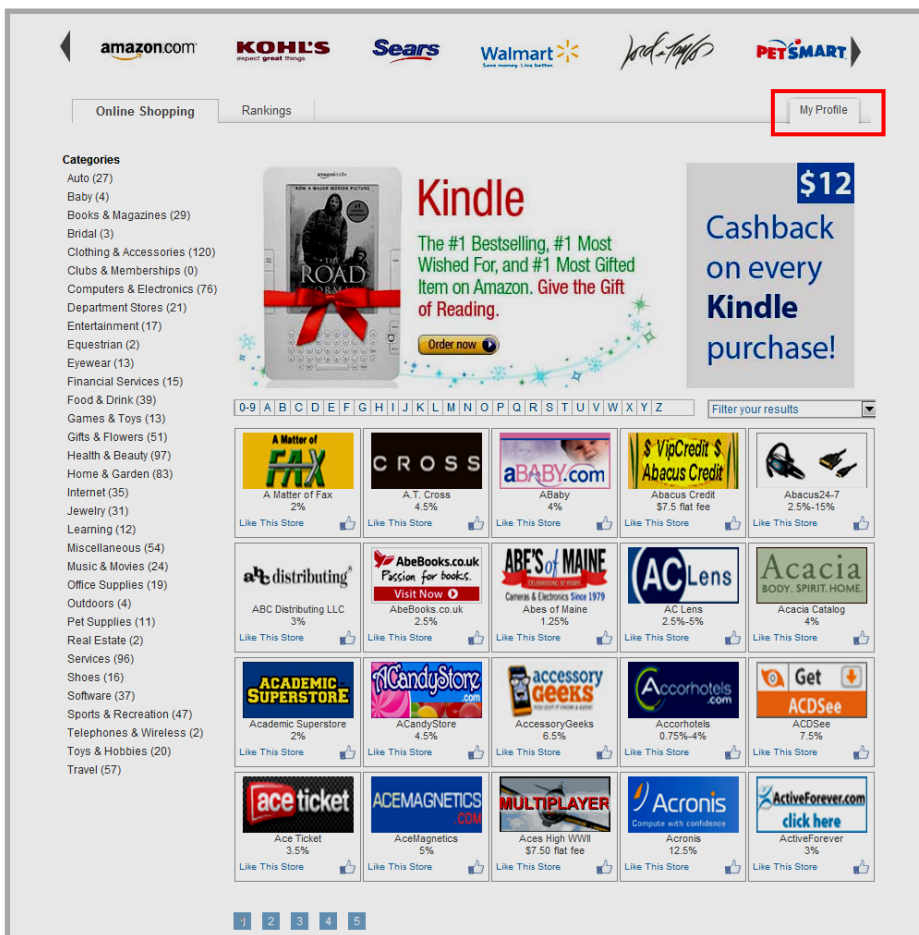
You do not have to be signed in to your school's *furtal* in order to launch a shopping session from your school's The main reason for you to register for the *furtal* is to allow us to count you as a supporter of our school's *furtal*.

Furtal does not cost you anything. You pay the same prices you always pay when they shop online. Since your school's *furtal* is a portal, your school has nothing to do with your relationships with the retail merchants. If you have a question about your order, returns or billing, you will need to contact the retail merchants directly.

Online Shopping

To launch a shopping session from your *furtal*...

1. Navigate to your school's homepage.
2. Locate the section and page for the *furtal*. The *furtal* window displays.



3. If you are signed in, you can access and edit your *furtal* profile as required. This is different from your account (**Edit Account Settings**) that you will see if you are a registered user of the school's website and have signed in. If you are the *furtal* Administrator, you can only shop and edit your *furtal* profile from the end-user website. You are signed in to *furtal* as an end user only. You

need to be in the workspace containing the *furtal* app for which you are the Administrator to perform any *furtal* administrative tasks. You cannot access the *furtal* Admin Dashboard from your end-user website.

4. Shop as desired. Be certain to return to the school's *furtal* between stores. Your shopping session ends when you leave your school's *furtal*.

Important: The *furtal* from which you launch a shopping session is the one that will receive the revenue accrued during that session. For instance, if you are on the high school *furtal* when you launch a shopping session, your high school will receive the revenue accrued during that shopping session. The *furtal* on which you register or to which you have administrative privileges does not affect this at all.

Rankings

On this tab, schools are ranked using a weighted average of the number of supporters (people who are registered with Furtal) and earnings.