

Online Sponsor Website

To Access the Sponsor Website go to www.myholidayfair.com/sponsor. Enter the User Name and Password which are included with your initial paperwork. 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

Damaged/Missing items can either be entered by expanding the left side to show all items from which you can enter a quantity for each damaged/missing item or you can enter the item number and quantity damaged/missing on the right side of the page. Once all items are entered you can click "Add to Damaged/Missing Basket" and then "Submit Damaged/Missing." Your Inventory Control Worksheet will be updated.

Reorders

Reorders can either be entered by expanding the left side to show all items from which you can enter a quantity for each item needed, or you can enter the item number and quantity on the right side of the page. Once all items are entered you can click "Add to Basket" and then "Place Order" the order is sent to My Holiday Fair to be filled and your Inventory Control Worksheet will be updated.

Returns

Returns can be entered by expanding the left side to show all items from which you can enter a quantity for each item being returned, or enter the item number and quantity on the right side of the page. Once all items are entered, click "Add to Return Basket" and then "Submit Returns". Once submitted the Inventory Control Worksheet will be updated.

Coupons (Kids Kash)

Enter in the quantity of Kids Kash Coupons that were redeemed at the fair (if applicable).

Inventory Control

It will take a few moments for the worksheet to display. Once displayed, you will see a complete list of your initial inventory and give you the total amount due for the Fair. You can print this page and keep it for you records. After your returns are entered (see above), the worksheet will calculate the payment you need to submit to My Holiday Fair. You can download the Check/CC by Fax form, tape the check to it and fax to My Holiday Fair at 800.640.1868.

Mobile CR Sales

Tracks the total sales entered into the Mobile Cash Register application.

Resources

Download or printed documents you may need.