# **HONEYBAKED Fundraiser Order Entry Procedures**

PLEASE REVIEW ALL PRIOR TO ORDERING, ESPECIALLY HIGHLIGHTED AREA

TO ENSURE YOUR ORDER WILL BE ASSOCIATED AND DELIVERED WITH THE FUNDRAISER.

* START AT THIS LINK: [honeybaked.com/stores/2205](https://www.honeybaked.com/stores/2205)
* MAKE SURE it says HoneyBaked of Gaithersburg at the top of the web page. If asked for your state, select Maryland.
* CHOOSE “Place Pickup Order”
* GO SHOPPING! Select all items you would like to order and place them in your cart.
* REVIEW CART for accuracy.
* CHECKOUT: Your choice! GUEST or LOGIN/SIGN UP for account and rewards
* ENTER YOUR PERSONAL INFORMATION and click SAVE.
* PICKUP ORDER DETAILS - VERY IMPORTANT!! If this section is not followed explicitly there is a good chance your order will not be included in the fundraiser delivery and you would have to come pickup your order at the store.
  + PICKUP PERSON – Click on EDIT
    - FIRST NAME – RHS
    - LAST NAME – FUNDRAISER
    - PHONE – 3016413762
  + PICKUP DATE:
    - DATE – 4/6 (or later if no slots are available, this will not affect your actual fundraiser pickup date below).
    - TIME – Select Earliest Available, this will not affect your actual fundraiser pickup time below.
* BILLING INFORMATION – Enter your correct information. Click “Save and Continue”.
* PAYMENT – Click “+ Add a New Card”. Use your correct information, click “Not a Robot” and “Save and Continue”. You will get an email confirmation. IGNORE THE PICKUP TIME ON THE CONFIRMATION. The correct information is below:

**YOUR DEADLINE FOR ORDERING FOR THE DHS FUNDRAISER PICKUP IS:**

**TUESDAY, APRIL 4**

**YOUR PICKUP INFORMATION FOR THE DHS FUNDRAISER IS:**

**THURSDAY, APRIL 6**

**BETWEEN 5:00PM AND 7:00PM**

**The Brogans**

**1611 Tweed Street**

**Rockville, MD 20851**

**Sally Brogan**

**301-641-3762**