

New Zealand Lions Christmas Cakes HQ

ORDERING CAKES & MAKING PAYMENTS

- A. Lions Club of Middle Districts Charitable Trust is 'banker/Underwriter'
- B. Three Payment Options
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A. The Lions Christmas Cakes project is administered fully 'in-house' by Lions Club of Middle Districts Charitable Trust (CC59390) ("LCMDCT").

Operations

1. LCMDCT will act as 'banker/Underwriter'. We will underwrite the funding necessary for the purchase, bulk storage and delivery costs of cakes to Lions Clubs ordering cakes.
2. LCMDCT will Direct Debit the Lions Clubs on the 15th of the month following the date of delivery of the cakes. This certainty of payment will be the source of funds for LCMDCT to pay Couplands (baker) and SCS (freight). This is important as Cash Flow will be of paramount concern for LCMDCT.
3. LCMDCT has been approved by our bankers as a Direct Debit initiator.
4. Lions Clubs paying by Direct Debit will be debited to their account on the 15th of the month following dispatch of order.
5. Should any Lions Club not wish to provide Direct Debit authority to LCMDCT, payment can be made by using internet banking or an appropriate Debit Card or Credit Card: this must be done when finalising your order in our shopping cart – see below.

We need to emphasise the importance of this Direct Debit arrangement. Bank account details will not be disclosed to any other party and will be used ONLY for your Lions Club's payment for your purchases of Lions Christmas Cakes.

B. THREE PAYMENT OPTIONS: PAYMENT BY LIONS' CLUBS FOR THEIR CHRISTMAS CAKE PURCHASES

There are three options for paying for your Lions Club Christmas Cakes Purchases.

1. By Direct Debit (DD)
 - a. Lions Clubs that have ALREADY applied and approved for DD last year, you are set to go.
 - b. Those Lions Clubs that have NOT already applied for DD need to fill out the DD form and return it to us.
 - i. Download the Direct Debit form from the website <lionschristmascakes.org.nz>
 - ii. Fill it out and scan/email it to us OR post it to PO Box 1504, Palmerston North 4440.

Please note: If setting up for Direct Debit payment, please have it completed by your Lions Club's appropriate Authorised Signatories and returned to us at christmascakes@lionsclubs.org.nz. Your prompt action in completing and returning the Direct Debit form just as soon as possible will be greatly appreciated at Lions Christmas Cakes HQ.

2. By internet banking when you place your Order for the cakes.
 - a. The bank account details for your payment will be automatically emailed to you after you have placed the order online. When you have paid, your Order will be activated.
3. By Debit Card or Credit Card as you place the Order for the cakes.
 - a. Select this option when in the shopping cart as you process the order. When you have paid, your Order will be activated.

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C. WHO CAN PLACE AND ORDER - LIONS CLUBS' ORDERING PROCESS

Each Lions Club needs to choose who can place the orders online from our website for their club, but it must be one or more of the following: President, Secretary & Treasurer. Only these email addresses have been loaded into LCMDCT Shopify as proforma accounts and hence once activated by them they will have access to the Lions Club ordering and Lions club cost price.

Your Lions Club may wish to nominate someone other than the Club's President, Secretary or Treasurer to open your Lions Christmas Cake Account. For example, your Club's Christmas Cake Team Leader. If so, advise us at Christmas Cake HQ and we will enable that authorisation for him/her to operate your Club's Account.

D. ACTIVATING YOUR ACCOUNT - LIONS CLUBS ON-LINE CHRISTMAS CAKES ACCOUNT

If Lions Clubs Order online **using the same email address and password as last year they can continue to place orders now**. You will need to know your password you used last year.

If you don't remember it or can't login, email <christmascakes@lionsclubs.org.nz> and we will resend the reset password email to you.

For Lions Clubs that are **NOT** using the same email address as last year, then you will need to activate your new online Christmas Cakes account as follows: only the person(s) planning to place the orders online needs do this.

1. Newly appointed Presidents, Secretaries & Treasurers will be sent an email by the late August asking them to activate your online account. Only the person(s) planning to place the orders online need to activate their account:
 - a. Follow the instructions on this email to activate your account under your email address.
 - b. If you haven't received the email, then email christmascakes@lionsclubs.org.nz asking us to resend the 'Activate Email' and we will resend it.

E. PLACING YOUR ORDER - ORDERING LIONS CHRISTMAS CAKES ONLINE

1. Go to the Lions Clubs and Members page on <lionschristmascakes.org.nz>
2. Click on the 'Order Now' (or similar) Button
3. You will be prompted to enter your email address and password.
4. Ordering the cakes – earliest deliveries from early September
 - Click on the add to cart button
 - Enter the quantity of 12-pack boxes of cakes you want to order
 - Enter any Delivery Instructions (NOT the shipping address as that is done next).
 - Select the Date you want the cakes to be delivered.
 - Read the additional information.
 - Click on the Check Out button.
 - This takes you to the standard shopping cart checkout pages - just like most online websites do.
 - Enter your shipping address details and click 'continue to payment'
 - Check the details on the next page and click 'continue to payment' again
 - Scroll down and select 'Pay by Direct Debit'
 - Click 'Pay Now'
 - Your order will be saved and an email/proforma invoice sent to your email address.
5. Your Lions Club may wish to nominate someone other than the Club's President, Secretary or Treasurer to open your Lions Christmas Cake Account. For example, your Club's Christmas Cake Team Leader. If so, advise us at Christmas Cake HQ and we will enable that authorisation for him/her to operate your Club's Account.

Best wishes for a very successful upcoming Lions Christmas Cake season. You will be hearing from us again shortly.

For Lions Christmas Cake HQ