

Sell Instant and Raffle Items through an Order Form

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Sell instant and raffle items through the [Home page order form](#) or a [page with an order form](#). Purchasers are required to pay on a credit card at the time of purchase and are not required to register on the campaign.

Visit [Purchase Items in an Order Form](#) for how-to steps for your supporters.

Watch a video

Include an item on an order form

Instant or raffle items can be added to an order form while [customizing](#) or when [creating](#) or [editing](#) the item. Item(s) sold must have **Include on Order Form** set to a created section within an order form available. An item can be added to only one section on an order form but can be included on multiple order forms.

Note: Items included in an order form section appear both in the order form as well as on the Items page when the status of the item is set to **Open** and the visibility is set to **Live**.

Include on Order Form 

- None
- DRAWING
- Merchandise
- Buy In Parties

Sell an item only through an order form

Create items to only be available for purchase through an order form to guarantee payment at the point of sale. Choose to have the items either be seen on the **Items** page, but not available or purchase or hidden from users.

1. From the **Items** container within the **Dashboard**, click the **More** button ("...").
2. Click **Manage Items**.
3. Click **+New Item** or locate an existing item to edit.
4. Set the item's status to **Open**.
5. Set the item's visibility to **Preview** or **Hidden**.
 - Items set to preview will be seen on the Items page but not available for purchase.
 - Items set to hidden will not be seen on the Items page.

6. Choose an order form section other than **None**.

Note: When selling an instant or raffle item with an age restriction of 18+ or 21+ applied, the purchaser will be prompted to enter their date of birth when attempting to add the item to their order. Once a valid date has been entered, they will not be asked to enter it again for future purchases.

Show a closed item in the order form

Items that are closed can either be removed from an order form or remain visible but not available for purchase. Closed items that remain visible include a status label of "Not currently available".

1. From the **Items** container within the **Dashboard**, click the **More** button ("...").
2. Click **Manage items**.
3. Click **+New Item** or locate an existing item to edit.
4. Set the item's status as **Closed**.
 - A module appears to instruct the admin of their options.
5. Click **Keep on Order Form** with status or **Remove**.

Closed Item on Order Form

This item is currently offered on an order form. You can choose to remove it from the order form or keep it visible but not purchasable on the order form and include a status label "Not currently available".

Would you like to remove it from the order form?

[Keep on order form with status](#)

[Remove](#)

1 Make your selection

ITEMS FOR PURCHASE



8th Grade Beach Party
\$25

Not currently available

Adios 8th Grade!
Hello Summer!

Short school days with no homework and nothing but

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RAFFLES



Free Tuition for a Year

Not currently available

1 for \$100

2 for \$175

3 for \$250

Character Count Tool - Character Counter is a free character counter tool that provides instant character count & word count statistics for a given text. This tool reports the number of character with spaces and without spaces, also the

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Order Summary

Your cart is empty.