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Collective Purchasing Shopper Instructions

Welcome to RightGift,

You have received this pdf because a supporting organization (Admin) is supporting you (The Shopper) using RightGift's Collective Purchasing Platform.

This platform allows the Admin to create a special RightGift store of pre-approved, curated items for you to shop. The following pages include the step-by-step instructions for your shopping experience.

If you have any issues getting set up, please contact Kyle Kothe at RightGift directly. Thank you for the critical work you do!

Best Regards,

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Shopper Instructions

1. Getting Started

Your supporting organization will invite you to become a shopper on Rightgift. You will receive the following email invitation.

Click the “Start Shopping” link to get started.



**Congratulations! You've been invited to
shop by Assistance League of
Fredericksburg.**

Start Shopping

You've been exclusively invited by **Assistance League of
Fredericksburg** to shop at **Hygiene Store** on RightGift. Your
shopping experience is personalized just for you or your
organization.

Your Shopping Details

Budget remaining: \$5,000

Deadline to Order: 2/17/2026

2. Log In / Sign Up

After clicking from your invitation email, you will be directed to create a new RightGift account if you have not already, or if you already have an account you will need to sign in to continue.

Great news!

You've been invited to shop the **Hygiene Store**.

Next Steps

[Sign into Account](#)

or

[Create an Account](#)

If you don't already have an account with RightGift, you can **create an account** using the email address that received the shopping invitation. Once logged in, you can access necessary details and kickstart your shopping experience.

If you feel you've reached this message in error or have any questions, please **contact us**. Our support team is here to help!

If you don't already have an account with RightGift, you can create an account using the email address that received the shopping invitation. Once logged in, you can access necessary details and kickstart your shopping experience.

Please sign up as an individual (not a nonprofit or business).

3. Continue After Logging In

Once you have an account created and have Logged into RightGift, you will see the following dashboard to get started.

Click on the name of your store: Ex: “Hygiene Store” To continue.

Example Shopper
Example Shopper

Your RightGift Dashboard

Your Collective Purchasing Stores
Shop your collective purchasing stores.

You have been invited to the following collective purchasing stores.

- Hygiene Store

Gift-in-Kind Campaigns
Run wishlist campaigns needed items.

- Recieve the gift-in-kind donations you need.
- Easily create, promote and manage campaigns.
- Warehousing & logistics planning available.
- Roles & permission settings coordinate your organization.
- 1% cash back** on donations
- Export donation and donor information reports

4. Start Shopping

If you have **more than 1 store available** to shop, you will see a list of all available stores. Please reference the store you were invited to in the previous email to select the appropriate store to shop.

If you have **only 1 store available** to shop, you will be taken directly to the store to begin shopping. To shop, click on a product, add the required quantities and then click “+ cart”.

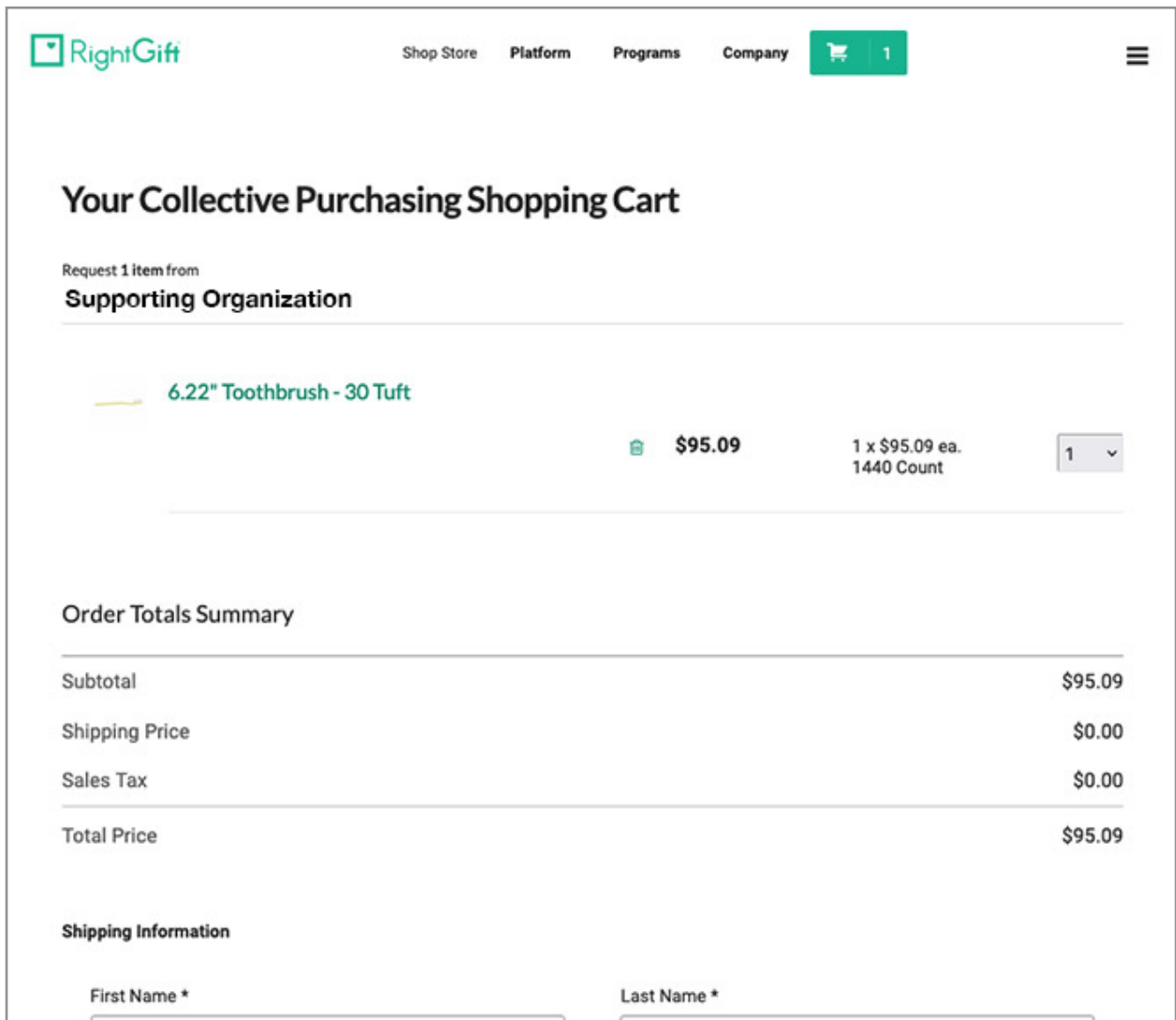
Once you have used your allotted budget, go to checkout and submit your order request to your supporting organization admin, then click on the cart button in the top navigation. Note: You will not be able to checkout if you cart amount is over your allotted budget.

5. Submit Your Order Request

Once you have all your items added to your cart and you have clicked the cart icon in the top navigation, you will be directed to the checkout page.

In the checkout, please include all details for shipping, receiving, and any notes required to make sure you receive your products as efficiently as possible. Make sure to include your school name at checkout in the **“Company/Organization/School Name”** field.

Click on “Submit Order” to send your order request to your supporting organization’s admin for review.



The screenshot shows the RightGift checkout interface. At the top, there's a navigation bar with the RightGift logo, links for Shop Store, Platform, Programs, and Company, a cart icon with a quantity of 1, and a hamburger menu. The main heading is "Your Collective Purchasing Shopping Cart". Below this, it says "Request 1 item from Supporting Organization". The cart contains one item: "6.22" Toothbrush - 30 Tuft", priced at \$95.09. The quantity is set to 1, with a note "1 x \$95.09 ea. 1440 Count". Below the cart items is the "Order Totals Summary" section, which lists Subtotal (\$95.09), Shipping Price (\$0.00), Sales Tax (\$0.00), and Total Price (\$95.09). At the bottom, there's a "Shipping Information" section with input fields for "First Name *" and "Last Name *".

Order Totals Summary	
Subtotal	\$95.09
Shipping Price	\$0.00
Sales Tax	\$0.00
Total Price	\$95.09

Shipping Information

First Name *

Last Name *



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6. Next Steps

Once your supporting organization has reviewed, approved, and paid your order request, RightGift will start processing and shipping your order.

You will receive an email alert when your order begins shipping.

Thank you for using RightGift to support your cause.

If we can help you with anything, please contact Kyle Kothe for support.

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