As the Coordinator for EduKit,
you have access to our online Coordinator tools. You
can easily track and manage the orders for your
school. You are able to:
• Enter orders that were paid by check or cash
  from a paper order form.
• Sort orders for your school by name, date,
  grade, or payment type.
• View and print a list of all orders (online orders
  and those entered by the Coordinator).
• Print a check list to use when kits are distributed.
• Print labels with student's names on them.

Login to your school's information
To access the Coordinator tools for your school, go to
www.edukitinc.com. Click on the green ‘Coordinator’
tab. Next, click on the ‘LOGIN’ icon or ‘LOGIN HERE’.
Enter your Username and Password and click on the
‘Login’ button. (Please call your Account Manager
if you need the Username and Password for your
school). This page will display the information specific
to your school. In addition, there will be an online
order form displayed.

If you would like to “practice” using the Coordinator’s
tools before trying it out on your own school, you can
login to our sample school, Happy Kids Elementary.
Username: 6624305
Password: testpass

Entering paper orders
As the Coordinator, you can enter paper orders. Fill
out the online order form with the following information:
FAMILY NAME
PHONE - This is an optional field.
NAMES - You can put more than one name on a
line if the family has more than one child in a
single grade.
QUANTITY
PAID BY - You can enter the order as paid by
‘Check’, ‘Cash’, or ‘Extra Kits’.

When complete, click on ‘Submit Order’ at the bottom
of the page. Continue this process until all orders are
entered. You can come back later and enter more
orders as you receive them.

Checking Orders
To check the orders you have entered and/or the on-
one orders, click the green ‘Check Orders’ link on the
left side of the page under ‘More Information’. Select
the date range you want to view and how you want
the orders displayed – by ‘Family Name’, ‘Order Date’,
‘Grade’ or ‘Payment Type’. Then, click on the ‘Check
Orders’ button on the right to view the results.

Deleting Orders
To remove an order erroneously entered, go to the
‘Check Orders’ link on the left side of the page. View
the orders by ‘Family Name’ or ‘Grade’. Then, click
on the ‘Delete Order’ button on the right side for the
particular order to be deleted. This will remove the or-
der from the system. For obvious reasons, credit card
orders entered by parents cannot be deleted by the
Coordinator. Parents can request a credit card refund
by e-mailing info@edukitinc.com.

Printing Orders
Click on the ‘Print Order Summary/Distribution List’
link at the top of the order summary page. Use your
web browser’s print function to print the list. You will
notice a small check box to the right of the family
name. You can use this to check off as you hand out
the kits! Note: This check box is not available when
the list is ordered by grade.

Exporting to an Excel spreadsheet
Click on the ‘Export List to Excel’ tab to export the
order information to an Excel spreadsheet. The data
can be manipulated and labels with student’s names
can be printed.

Logging Out
It is a good idea to logout when you are finished us-
ing the Coordinator’s tools. The ‘Logout’ function is
located on the left side in green.

Last Chance
Last Chance orders are not seen on site. Ask your
Account Manager for an update.