

Here's how to shop in our online store:

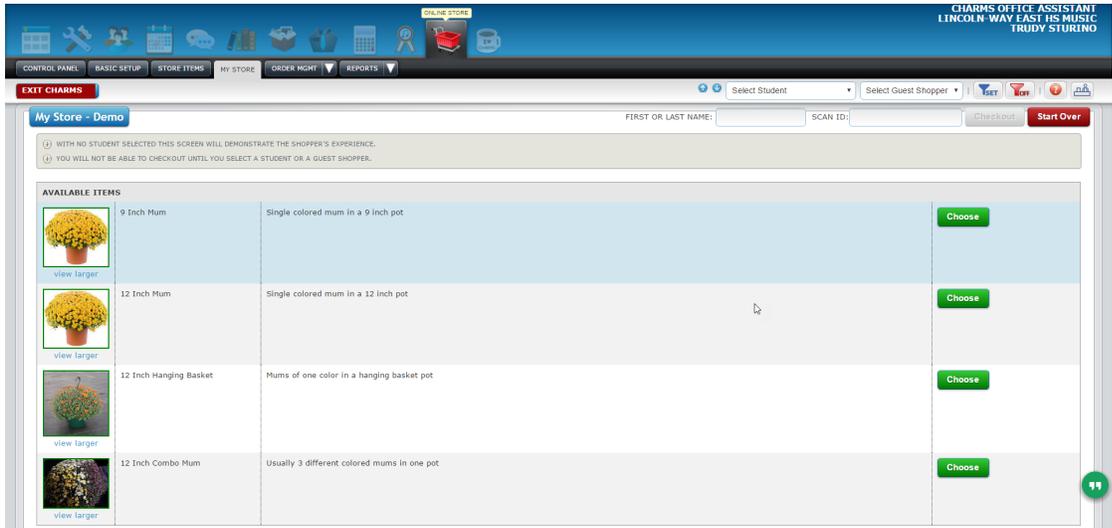
You use your student's ID to login to Charms



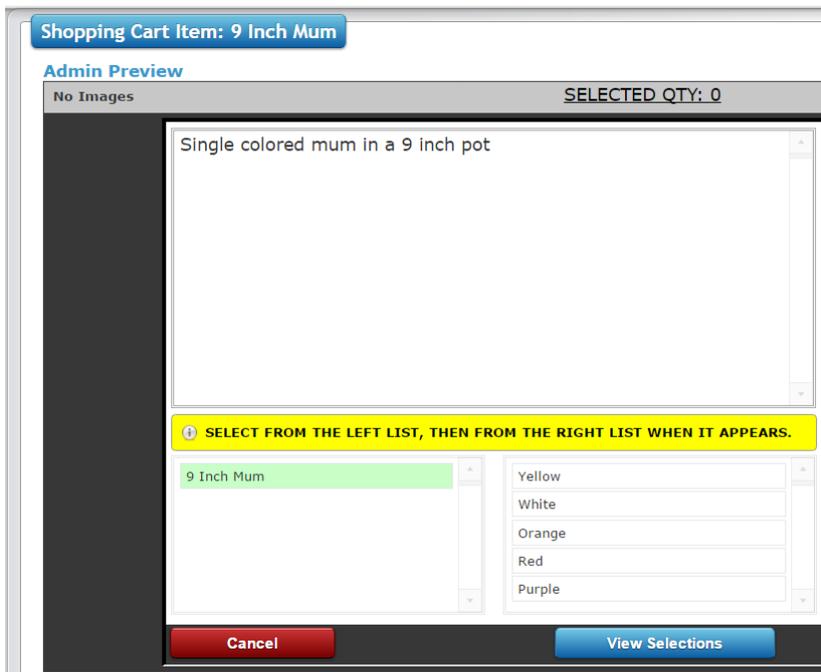
Look for the shopping cart logo and click on it.

For the Mum Sale, you are entering these into the store in "summary mode" from your list of orders. So your quantities entered for each item, is the total of all the same item for all your orders. For example, I had 4 orders, and on those orders, I have a total of 3 – 12" Yellow Mums. I would enter a quantity of 3 for that size and color item from the store.

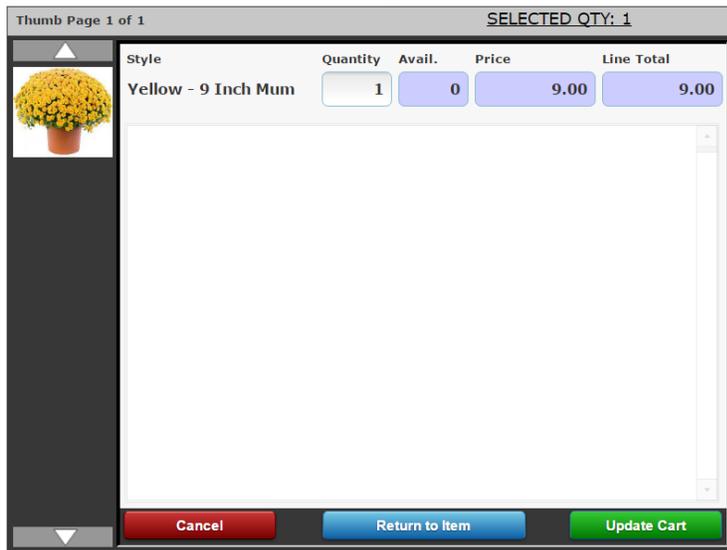
Scroll through the various designs and once you decide to order one, click the "choose" button.



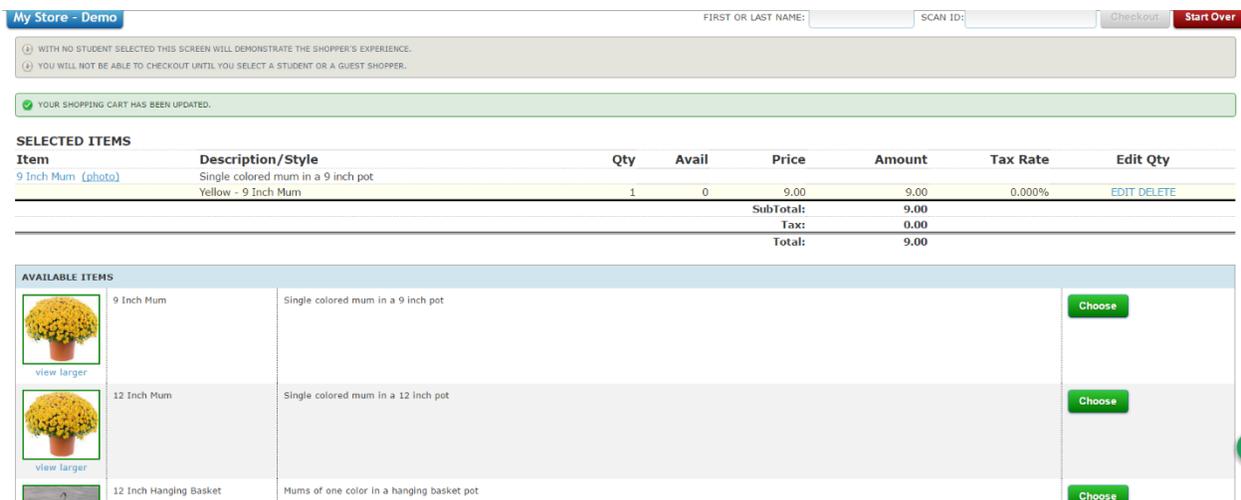
Once you select "Choose", you will be brought to the next screen:



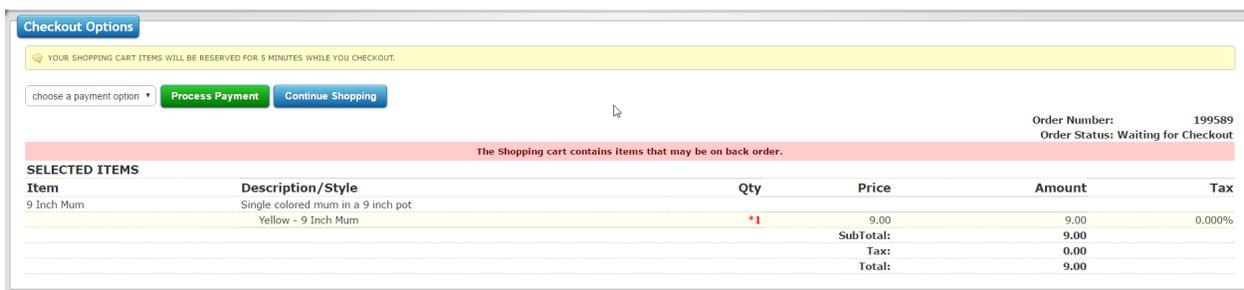
Click on the color if there are multiple selections. You will be brought to this screen:



Enter the quantity of the size and color you selected, click “update cart”, and you will return to the available items list, and your item that was “bought” will display on the top of the screen. If you want to select another item, repeat the step above. You can also “Start Over”, “Edit/Delete” your line you have entered, and “Checkout”.



If you are done with your “shopping”, click the “checkout” button in the top right of your screen. You will be brought to the Payment selection screen:



You will see a backorder message, this is normal, as we are placing the order and do not have these in stock.

Click on the “choose payment option” and select “bill and pay”.

Checkout Options

YOUR SHOPPING CART ITEMS WILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT.

Bill And Print | **Process Payment** | Continue Shopping

Order Numbers: 199589
Order Status: Waiting for Checkout

The Shopping cart contains items that may be on back order.

Item	Description/Style	Qty	Price	Amount	Tax
9 Inch Mum	Single colored mum in a 9 inch pot Yellow - 9 Inch Mum	*1	9.00	9.00	0.000%
			SubTotal:	9.00	
			Tax:	0.00	
			Total:	9.00	

Click the “Process Payment” button, and a message will appear for you to agree to pay the amount of your order.

Click OK. You will see displayed your order number and total of your order. This will be the total order of your mum sale orders. You can now submit your check made payable to the “LWE Music Boosters” and place it in an envelope marked “Mum Sale” for the order total. You may also print this as a receipt.

Print

Lincoln-Way East HS
Online Purchase - Peter Sturino (181699)

Order Number: 199589
Order Status: Billed
Date Billed: 07/26/2016
Order Not Filled

SELECTED ITEMS

Item	Description/Style	Qty	#Delivered	Price	Amount	Tax
9 Inch Mum	Single colored mum in a 9 inch pot Yellow - 9 Inch Mum	1	0	9.00	9.00	0.000%
				SubTotal:	9.00	
				Tax:	0.00	
				Total:	9.00	

THANK YOUR FOR SHOPPING!!