

# InSchoolwear

Dressing The Future 

Toronto | Richmond Hill | Oakville | Calgary



## How to Use the New InSchoolwear Website

STEP-BY-STEP GUIDE

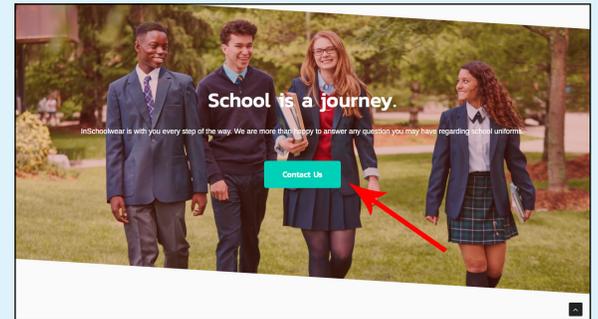
# How to Use the New InSchoolwear Website

## 1. Register

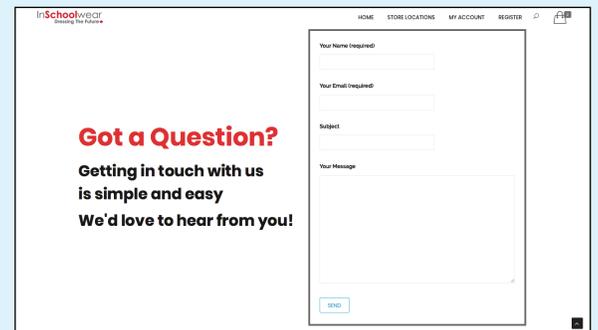
Register yourself and the student you are shopping for on the new website using your school's unique school code. If you're unsure of your code, send us an email using the **"Contact Us"** form on the home page of the website (see screen shot), or call your InSchoolwear store location.



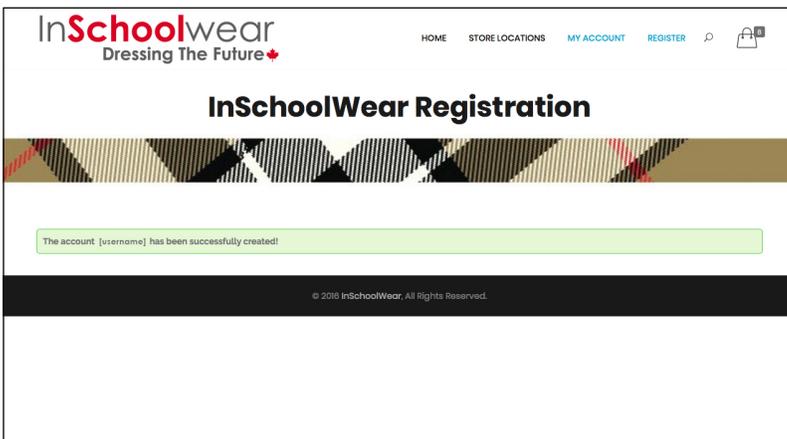
## Contact Us



Scroll down on the home page to find the **"Contact Us"** link.

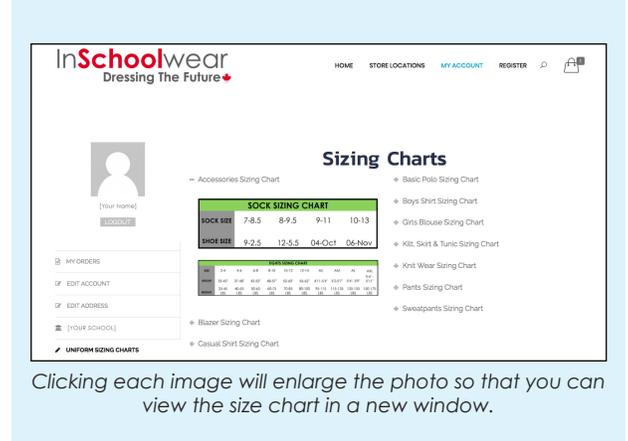
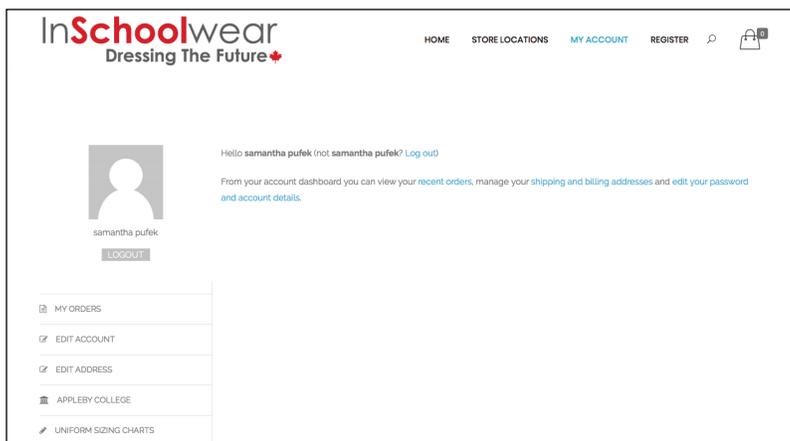
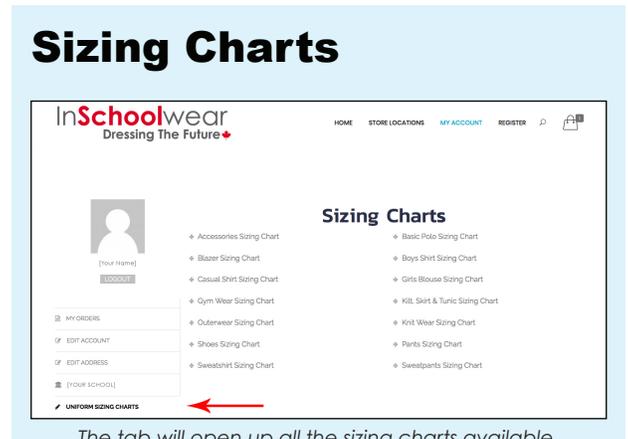
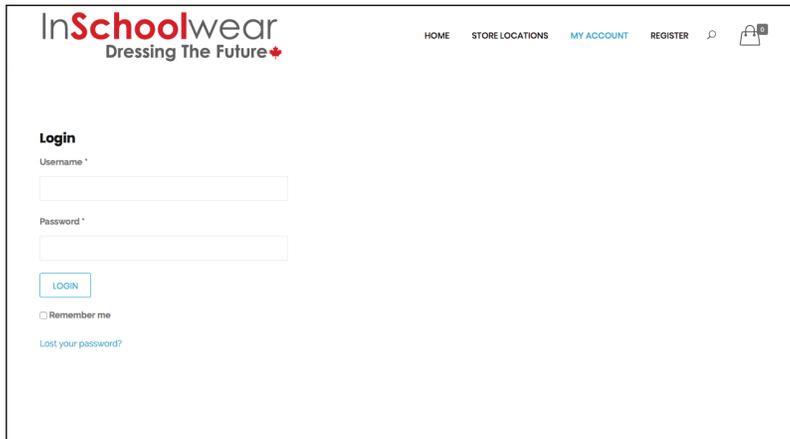


The link will take you to this form. Fill out the form with the required information and click send.



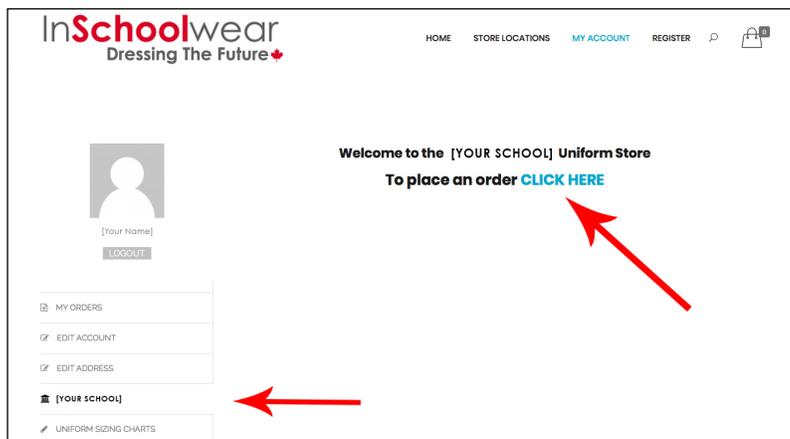
## 2. Login

After registering, you will need to log into your newly created account. After logging in, you'll be taken to the main 'my account' page. On the left-hand side, you can navigate through the tabs to view your order history, edit your account details, view sizing charts and shop for you uniform.



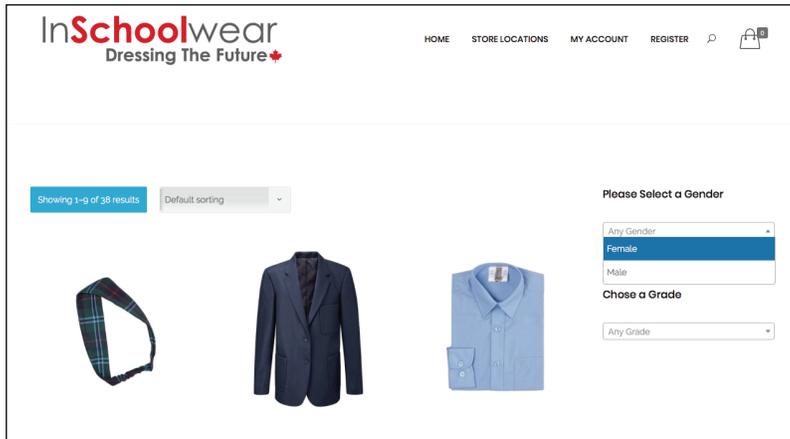
## 3. Shop

When you are on the main 'my account' page, you'll see a tab on the left-hand side with your school's name. When you click on the tab, you'll be taken to the secure school page, then to place an order, click the "CLICK HERE" button begin shopping.

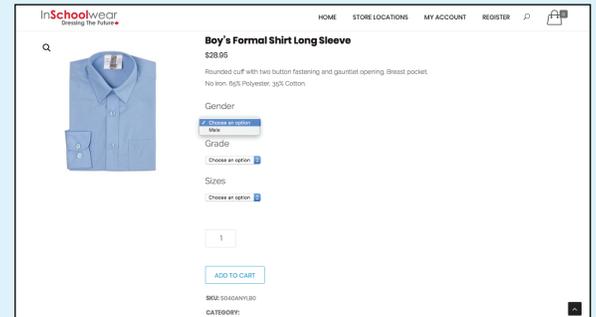


## 4. Filter the Online Shop by Grade and Gender

When you are in your online uniform shop, use the drop down menus on the right-hand side to filter by grade and gender in order to view all of the uniform options available to the student.



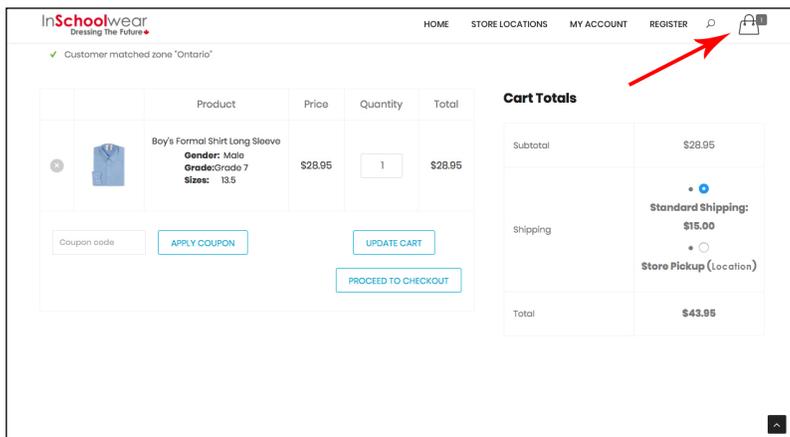
## Adding Products To Your Cart



*To make sure the items you select follow your school's dress code guidelines, you will need to select a grade, gender and size before you can add a product to your cart.*

## 5. View Your Cart

To view your cart at any time, click the shopping bag icon at the top right-hand corner of the page. In the cart, you'll be able to select whether you'd like your order shipped to your address, or if you'd rather collect it from your InSchoolwear store location. (You can also change this selection during the check-out process.)



## 6. Checkout

Once you have selected all of the desired uniform pieces, go to your cart and click the “Proceed to Checkout” button at the bottom of the page. The checkout process consists of 3 steps:

1. First, you will need to review your Billing and Shipping details in the “My Info” section.
2. Next, you will need to review your order in the “my Order” section.
3. Finally, you will enter your payment information in the “Payment” section.

Once you have filled in all three sections, you will submit your order by clicking the “Place Order” button at the bottom of the page.

The screenshot shows the InSchoolwear website header with the logo and navigation links: HOME, STORE LOCATIONS, MY ACCOUNT, REGISTER. Below the header, there are three progress indicators: MY INFO (active), MY ORDER, and PAYMENT. A green checkmark indicates "Customer matched zone 'Ontario'". The "Billing details" section is visible, with a form field for "First name \*".

The screenshot shows the "My Order" section of the checkout process. It features a table with the following data:

Product	Total
Boy's Formal Shirt Long Sleeve *1 Gender: Male Grade: Grade 7 Size: 13.5	\$28.95
Subtotal	\$28.95
Shipping	Standard Shipping: \$15.00

The screenshot shows the "Payment" section of the checkout process. It includes a form for entering credit card information, with fields for "Card Number \*", "Expiry Date \*", "Card Code (CVC) \*", and "CVC". There are also icons for "Credit Card" and "VISA".

## Shipping

Shipping rates depend on the subtotal of your order. For orders between \$0 and \$100 shipping costs \$15. For orders between \$101-\$150 shipping costs \$25. For orders \$150 and over, shipping is free.

You can select whether you'd like to pick up your order from your InSchoolwear store location, or have it shipped to your address during the checkout process.

## Order Confirmation

After you have placed your order, you will receive a confirmation email. To reference your order history at any time, login to your account and click on the “Order History” tab on the left hand side of the page.

If you have any questions, you can send us an email using the “Contact Us” form on the home page, or you can call your InSchoolwear store location.