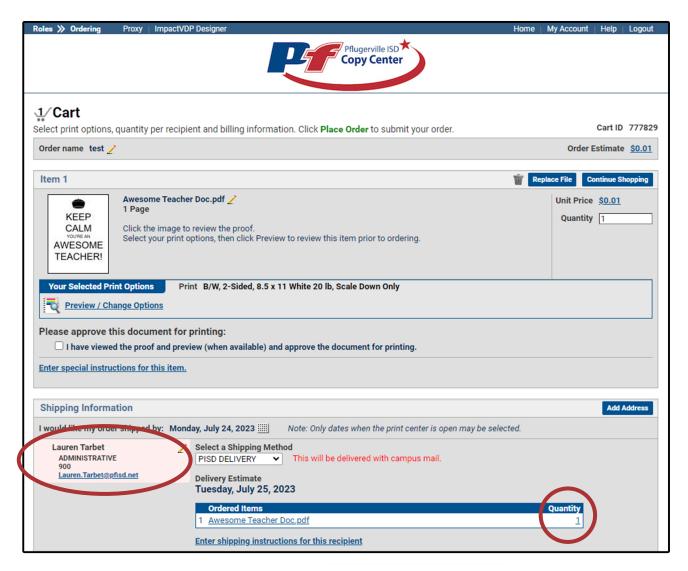


How to Order Class Sets

Ordering Class Sets

Do you need 150 copies delivered in 6 sets of 25?

This how-to guide will walk you through the process of designating multiple recipients for your order. It will also illustrate how you can set up your own personal address book, so that you can quickly and easily choose your recipients for future orders.

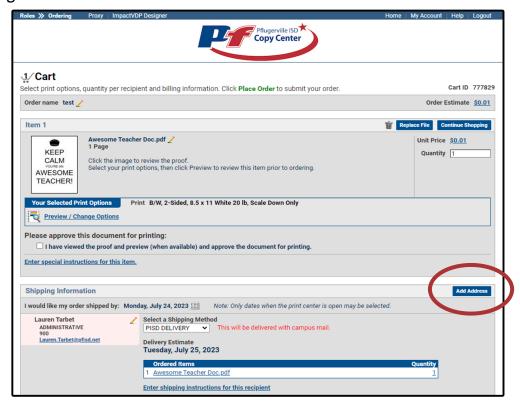


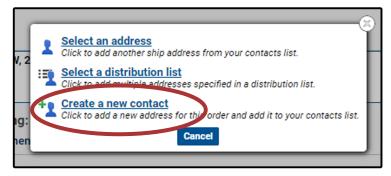
On the order Cart page, notice that your name shows up as the only recipient by default. The quantity entered to the right of the filename will be produced, packed and shipped as a single order.

If you were ordering 25 copies for 6 different teachers, our machines do not have the ability to separate into numbered sets, so it must be done by hand.

However, if you placed this order by designating multiple recipients, it would be delivered as 6 separate orders of 25. Each yellow ticket will have the recipients name under the shipping section.

1. To designate a "New" recipient for this order, click the **Add Address** button to the far right of the shipping section.





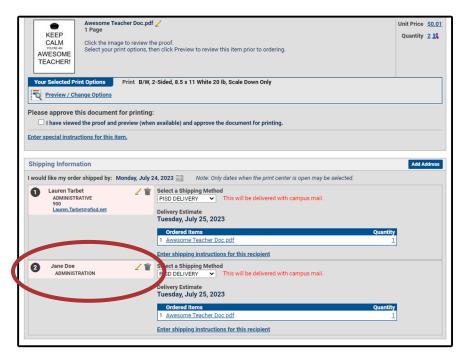
2. A pop-up window will appear, allowing you to add recipients from an existing contact list, or create a new contact. Clicking Create a new contact will open a window to enter a new contact's first and last name as well as their location.

A. You only need to enter the First Name,

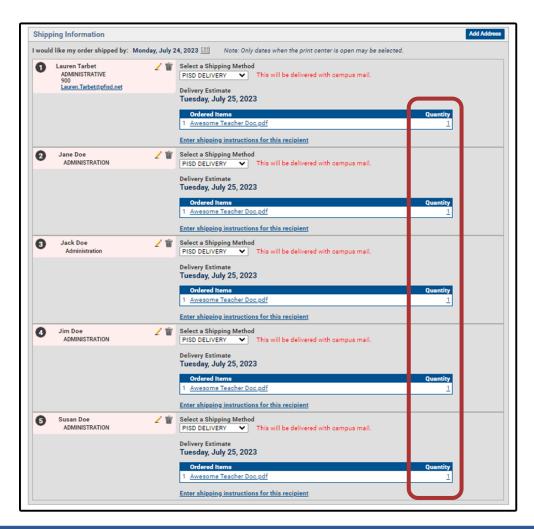
Last Name and Location (school name) as shown here. <u>B.</u> Click the radio button near the bottom of the window to use this contact for this order, as well as save them in your contacts list for future orders. <u>C.</u> Click **Save** at the bottom of the window.



3. You will be returned to the order cart screen. Notice that the new recipient is now displayed under your name.



4. Continue this process until you have each new recipient designated. You can then adjust the quantity requested for each recipient.



5. If you need to remove a recipient that you've added to this order, simply click on the trash can icon to the right of their name. A pop-up window will appear, and clicking the **Yes, Remove** button in that window will remove that recipient from the order.

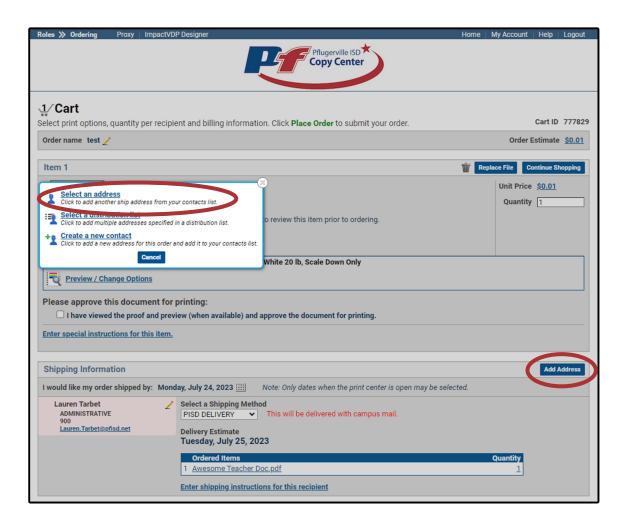


6. Once your recipients are set, and their individual quantities have been entered, click Place Order at the bottom of the order screen.

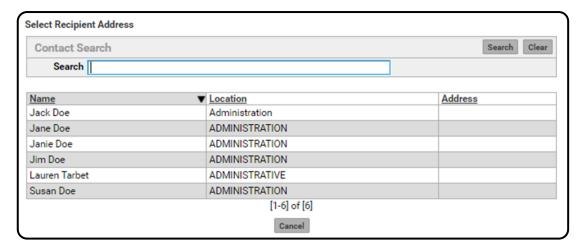
Billing Note: Although you are ordering for multiple recipients (possibly at different schools than yours) the cost for these types of orders are billed to the person placing the order. It is not possible to divide the billing amongst the multiple recipients. If you have an order that needs to have the billing divided this way, please contact Lauren @ ext. 40289 before submitting the order.

7. If you need help setting up your Contact List, call 40222.

Once you have added recipients to your Contact list as explained in step 2, designating them as recipients for future orders is a simple process.



1. From the Add Address button pop-up menu, click Select an Address.



2. Click on the name of the desired recipient. The recipient will be added to the list on the order screen as shown in Step 3. You may then enter the desired quantity for that recipient, adjust due date and/or delivery options, and then either place the order or continue adding more recipients.