Instructions for TCHS Logo Shop

You may shop for your Teurlings Catholic High school fan gear and school sweatshirts at the TCHS Logo Shop (https://tchs.logoshop.com/)

Face masks may be purchased during Orientation on a first-come, first-serve basis at a cost of \$10 each.

Orders for fan gear and school sweatshirts will be taken beginning **Tuesday**, **July 21, 2020** and will **CLOSE at 3:00 p.m. on Monday**, **August 10, 2020**. You will receive an e-mail letting you know when to pick up your items at TCHS.

Please be advised of the following:

- During the ordering process, you must enter your address even though all orders must be picked up at TCHS.
- Payment must be made at the time the order is placed. Sales tax will be added to all orders.
- If you are ordering **sports apparel**, you must select your **logo choice**. At this time, we are only ordering apparel for fall sports.
- If you are ordering a Mom's ¾ Raglan Tee, please indicate whether or not the student is "MALE OR FEMALE" and the "JERSEY NUMBER," so the order may be fulfilled.
- There will be NO REFUNDS AND NO EXCHANGES (unless the order cannot be fulfilled)!
- An instruction sheet is attached for reference purposes.

If you have any questions please contact Lori Beslin (lbeslin@tchs.net).

Items with Logo Choice:

Step 1: Select an item from the "Fall Sports Apparel."

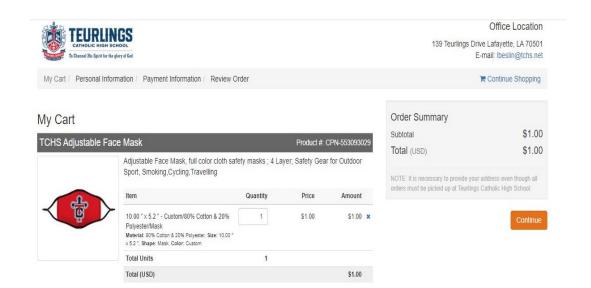
Step 2: Select the appropriate size range, click "Add to Shopping Cart."

Step 3: Select your "logo choice," and click "Continue."

Step 4: Enter the "quantity" for the appropriate color and size and click "Checkout."

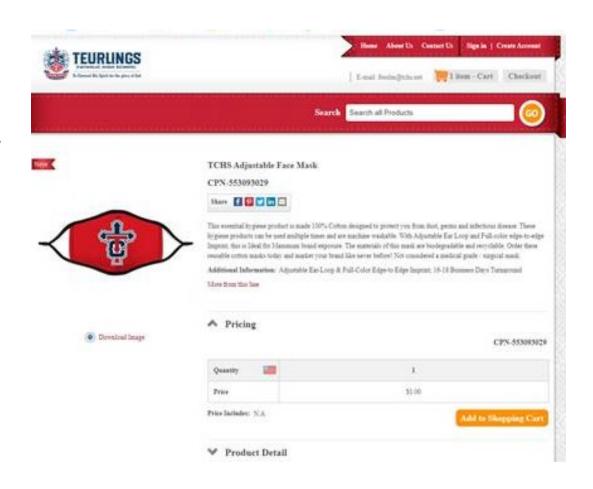
Step 5: Review your order for accuracy.

THERE WILL BE NO REFUNDS AND NO EXCHANGES



Step 1:

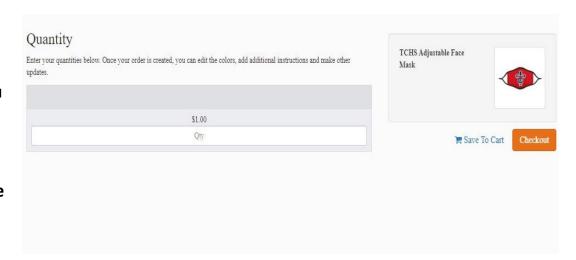
Select the product you would like to purchase from the **Home** page, "click" **Add to Shopping Cart**



Step 2:

Enter the **Quantity** you would like to purchase, then select **Checkout** (if you are finished shopping) or **Save to Cart** (if you want to add other items)

If you select **Save to Cart**, select **Home** and you will be able to add additional items to your cart

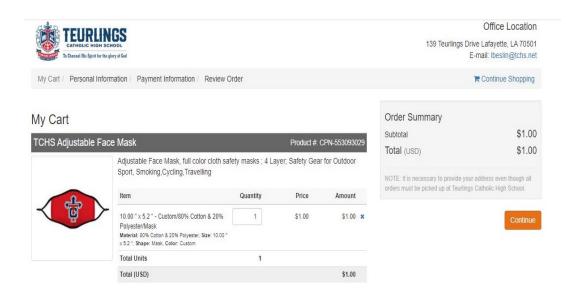


Step 3:

Once all items have been added, please review your cart.

Once you have verified all items are correct, select **Continue**

THERE WILL BE NO REFUNDS AND NO EXCHANGES



Step 4:

Enter your personal information:

E-mail address

First Name, Last Name

Phone

Address

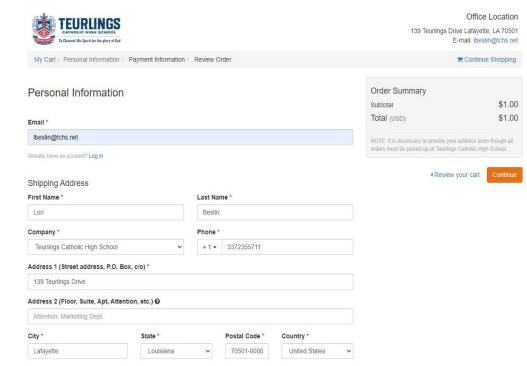
City, State, Postal Code, Country

NOTE:

You MUST enter a **9-digit Postal Code** or you will receive an "error" message. If you do not have a 9-digit code, enter -0000

Also, once you have entered Country, you can go back to select the state from the drop-down list.

Select **Continue**



Step 5:

Select **Continue** to enter your credit card information. The address should be the **billing address** associated with the credit card. Once the credit card information has been entered, select **Pay Now** (Your credit card receipt will show Bay-Lan Advertising, the company who is supplying the products)

Review the screen for accuracy, then select **Submit Order**. You will receive an e-mail with confirmation of your order.

Note: All orders must be paid in full. Please disregard the statement "The remaining balance will be billed once your order ships." All orders will be picked up at TCHS. You will receive an e-mail notification when the order is ready to be picked up.

