

1. After clicking on the “Order Here!” button on the Yearbook webpage, the following webpage should open up in a new tab:

The screenshot shows the Jostens website interface. At the top left is the Jostens logo. To the right are navigation buttons: "Shop Markham Place School | Change", "Sign In | Register | My Orders | Cart", and "Help". Below these is a dark navigation bar with categories: "Jewelry", "Graduation", "Yearbooks", "Photo Products", and "Resources". A search bar is on the right of this bar. The main content area features two product cards. The first card is for a "Yearbook" priced at \$30.00, with a description: "There's nothing else like your school yearbook. Get your hands on the limited edition collection of our stories from the year. Share it with your friends today and hang on to it for years to come!" and an "Add to Cart" button. The second card is for a "Signature Package" priced at \$43.00, with a "Best Value" badge and a description: "Yearbook with 1 line of personalization on the cover and everything you need for the ultimate yearbook signing experience." It includes a "More Info" link and an "Add to Cart" button. Below the product cards is a section titled "Other Products" with a sub-section "Accessories" and a small image of accessories.

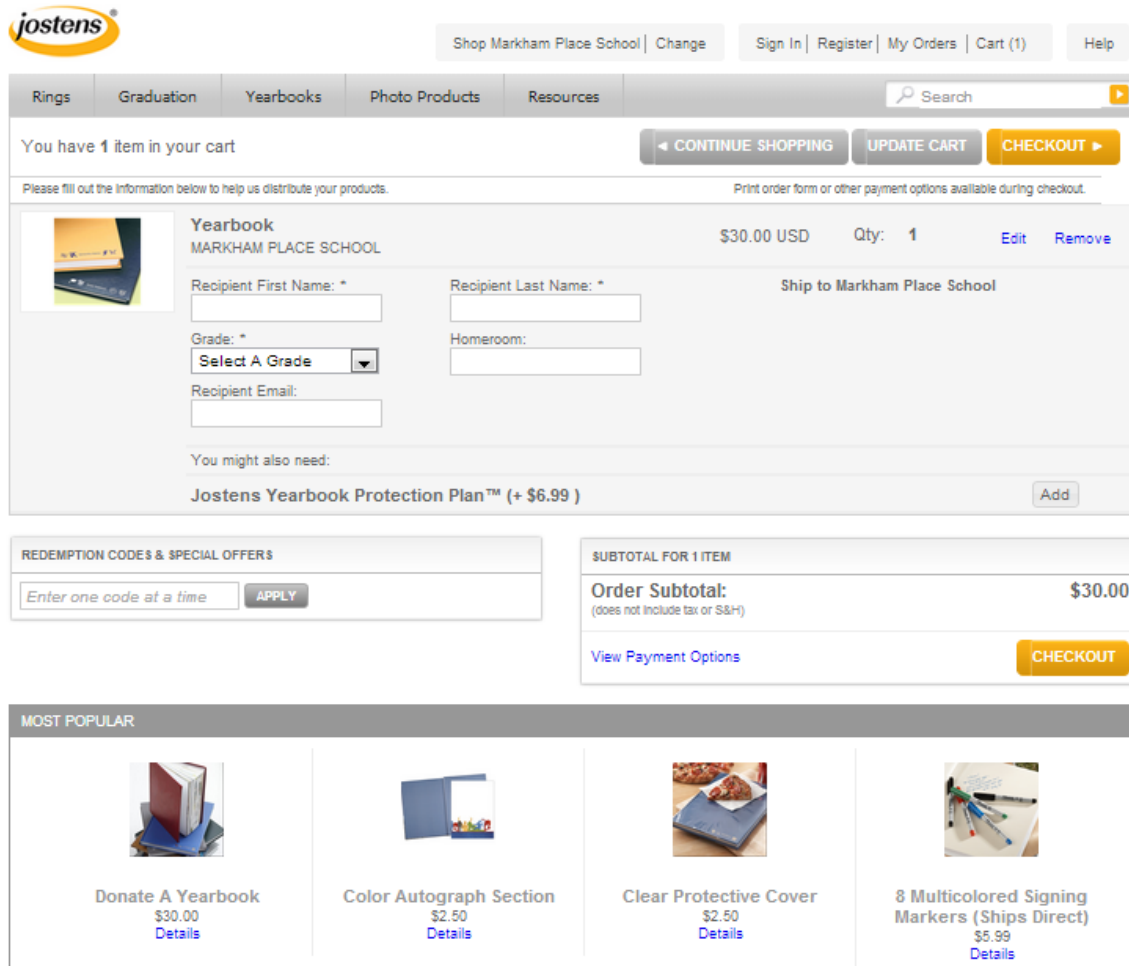
This webpage provides you with two options to choose from when ordering a yearbook. Click on the [More Info](#) link for more information regarding the Signature package. Then, click the “Add to Cart” button with your respective yearbook or package choice. You may add personalizations onto the regular yearbook order.

2. Once you click “Add to Cart” for any of the options, the following page should appear:

The screenshot shows the Jostens personalization page for the "Markham Place School 2015 Yearbook". At the top left is the Jostens logo. To the right are navigation buttons: "Shop Markham Place School | Change", "Sign In | Register | My Orders | Cart", and "Help". Below these is a grey bar with the text "Markham Place School 2015 Yearbook". The main content area is titled "Personalize Your Yearbook." and includes the instruction: "Make it yours by adding your name and icons below." There are two buttons: "No Thanks" and "Continue". Below the instruction is a "Personal Text:" input field. Underneath is an "Icons:" section with an "Add Icon" button and four empty icon slots. To the right is a preview image of a yearbook cover with a "TOP SECRET" stamp. At the bottom left, the price is listed as "Price : \$30.00". At the bottom right, there is a small disclaimer: "Size, color, and location of text and icons may vary based on your school's c..."

All personalizations and icons are available for an additional cost (icons are free with a personalization purchase until November 13th, 2015). If you wish to personalize your child’s yearbook, please type in the text you desire and choose any icons you wish. Please click on “No Thanks” if you do not wish to include personalizations or icons. Pressing “Continue” will also take you to your cart.

3. After pressing “No Thanks” or “Continue,” your shopping cart should appear:



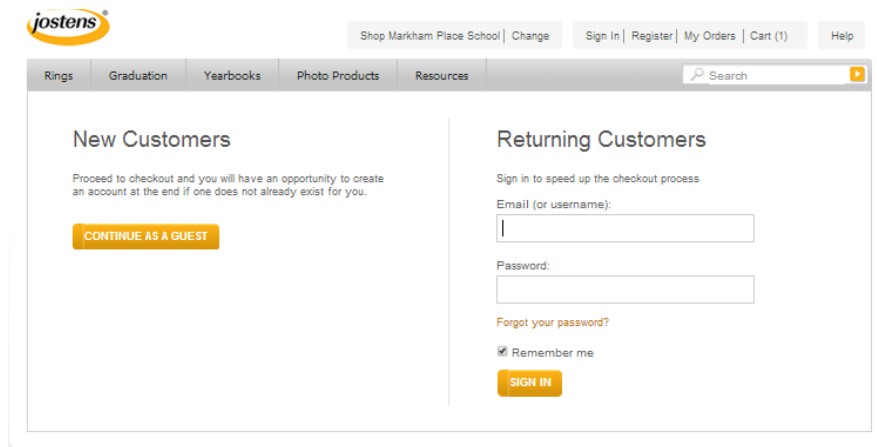
Under “Recipient First Name” and “Recipient Last Name,” please type your child’s first and last name respectively. Next, select their grade and type the last name of their homeroom teacher in the box provided. **Please see below for a list of homeroom teachers and the correct spelling of their last names. Please spell your child’s homeroom teacher’s last name correctly so that the yearbook orders are sorted accurately.**

Homeroom Teachers:

5 th Grade	6 th Grade	7 th Grade	8 th Grade
Anderson Daniels DelGuercio Kiely	Galante Griffiths Maynes Taylor Wittenberg	Galgon Largiader Smeltzer Snevily	Anderson Christman Lesch Macchia Olsen

Please do not type your child's email into the optional "Recipient Email" box. If you wish to add a second yearbook to your cart, please click on "Continue Shopping" to repeat the process for any additional yearbooks. If are interested in purchasing one of the additions for the yearbook, please click on the ones you wish to order and add them to your cart. Once your entire order is ready, click on "Checkout."

4. Once you've clicked on "Checkout," you will see the following page. If you already have an account, please sign in. Otherwise, select "Continue as a Guest."



The screenshot shows the Jostens website's checkout page. At the top, there is a navigation bar with the Jostens logo on the left and links for "Shop Markham Place School | Change", "Sign In | Register | My Orders | Cart (1)", and "Help" on the right. Below the navigation bar is a secondary menu with "Rings", "Graduation", "Yearbooks", "Photo Products", and "Resources". A search bar is located to the right of this menu. The main content area is divided into two columns. The left column is titled "New Customers" and contains the text "Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you." and a prominent orange button labeled "CONTINUE AS A GUEST". The right column is titled "Returning Customers" and contains the text "Sign in to speed up the checkout process". It features a form with two input fields: "Email (or username):" and "Password:". Below the password field is a link for "Forgot your password?" and a checkbox labeled "Remember me". At the bottom of the form is an orange button labeled "SIGN IN".

5. You will then be asked to provide your billing information, select a payment option, and to confirm that your order is correct. Please make sure you've checked your order and it is indeed correct before submitting it. *Once you've submitted your order, print or save a copy of your receipt and transaction number in case we have any order issues or questions in the future.* If you have any payment issues, please don't hesitate to contact me at kgalante@littleschools.org.
6. Because the yearbook is available for purchase online, the first yearbook sale will take place from October 13th, 2015 through January 31st, 2016. The second yearbook sale will take place from February 1st, 2016 until May 31st, 2016. During the second sale, personalizations and additions will not be available for purchase and the yearbook price will increase from \$30 to \$35. After May 31st, yearbook payments must be made with a check. If you have any questions, please don't hesitate to contact me at kgalante@littleschools.org.