

# **IFS Uniform Kit Ordering Process**

This lesson shows how to order the annual student kit allocation and then order the items/components of that kit as needed throughout the year.

#### ORDERING YOUR ANNUAL KIT ALLOCATION

You will be provided with a coupon code and a link to order you annual kit allocation. Ordering this product will generate store credit for each item in the kit and assign them to your account.

#### Visit the relevant kit allocation product page

#### All Kit Allocation Products:

http://www.internationalfootballschool.com/product-category/clothing-student-staff-kits/annual-stude

#### Football Kit Allocation:

http://www.internationalfootballschool.com/product/football-kit-allocation/

#### Tennis Kit Allocation:

Coming soon

### Goalkeeper Kit Allocation:

http://www.internationalfootballschool.com/product/goalkeeper-kit-allocation/

#### **Staff Kit Allocation:**

Coming soon



# Product page: Press the Add to Cart button



Your kit will be added to the Cart and you will be redirected to the Cart page automatically



#### Cart page: Apply your coupon code and review your Cart Totals

#### CART



Proceed to Checkout

Enter your coupon code (will have been provided by IFS Staff) and press the Apply Coupon button You will see a message at the top that the coupon code was applied successfully AND you will see a 100% discount applied in the Cart Totals section (Order Total: \$0) Press the Proceed to Checkout button to proceed.



# Checkout page: Fill in the Checkout form

#### CHECKOUT

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Existing Customers: login at the top of the page and the checkout form will be filled in automatically.

New Customers: fill in the Billing Details, set an account password (this will link the store credit to



your account), the student details Double check the coupon code has been applied with a \$0 order total Press the place Order button to submit

The store credit for the various items in your kit will be added to your account automatically when placing this order. You will be emailed an order confirmation and store credit coupon information, however you do not need to keep this to be able to redeem your credit. Order the items from the kit as below.

### **ORDERING ITEMS / COMPONENTS FROM YOUR KIT ALLOCATION**

As needed throughout the year, you can visit the relevant product pages to choose your sizes and order items from your kit. Your store credit coupons will be visible on the Cart and Checkout pages to redeem your credit.



When you are not logged in, you will see a Login/My Account button on any shop page This button will be in the top right for larger screens or down the page on small screens, depending on the device you are using to access the website.

You will login on this page: https://www.internationalfootballschool.com/my-account/



# Visit the relevant product pages for the items in your kit

**NOTE:** if you have not ordered your kit allocation as per the above instructions, you may not see or be able to order all items from your kit on the following kit pages

#### All Kits:

http://www.internationalfootballschool.com/product-category/clothing-student-staff-kits/student-staff-l

#### Football Kits:

http://www.internationalfootballschool.com/product-category/clothing-student-staff-kits/student-staff-l

#### Tennis Kits:

http://www.internationalfootballschool.com/product-category/clothing-student-staff-kits/student-staff-l

#### Goalkeeper Kits:

http://www.internationalfootballschool.com/product-category/clothing-student-staff-kits/student-staff-l

#### Staff Kits:

Coming soon



### Choose your item, choose your size using the charts provided and Add to Cart



Find the size you need using the charts in the Product Description at the bottom Select the size from the dropdown at the top Press the Add to Cart button



You will be redirected to the cart page to Review your order

Click on the relevant coupon code to apply your store credit to your order

# CART

		Product	Price	Quantity	Total
×	1	IFS Navy Jersey Size: YL - Youth Large	\$20.00	1	\$20.00
Coupon co Apply Coupon Update Cart					

# Available Coupons (Click on the coupon to use it)



# **Cart Totals**

Subtotal	\$20.00
Shipping	Pickup from School (Free)
	Calculate Shipping
Total	\$20.00

**Proceed to Checkout** 

Available coupons will be shown below the cart Choose the coupon that relates to the product in your cart Your discount will be shown in the Cart Totals section



# Add more items from your kit to your order OR Proceed to Checkout to complete your order

Repeat the steps above to add more items to your cart and apply the relevant store credit coupon on the Cart page

When finished, Press the Proceed to Checkout button



# Checkout page: fill in the student details, review your items and Place your Order



#### Your order

Product	Total
IFS Navy Jersey × 1 Size: YL - Youth Large	\$20.00
Subtotal	\$20.00
Store Credit: navy-jersey-kitgraha56a855edc17ff	-\$20.00 [Remove]
Shipping	Pickup from School (Free)
Student enrolled at IFS? - Yes	
Student Name - Andrew Smith	
Student Number - 12345	
Total	\$0.00



# Mark Student enrolled at IFS? to YES Fill in Student name and number in the fields that appear Review your order



Press the Place Order button to complete