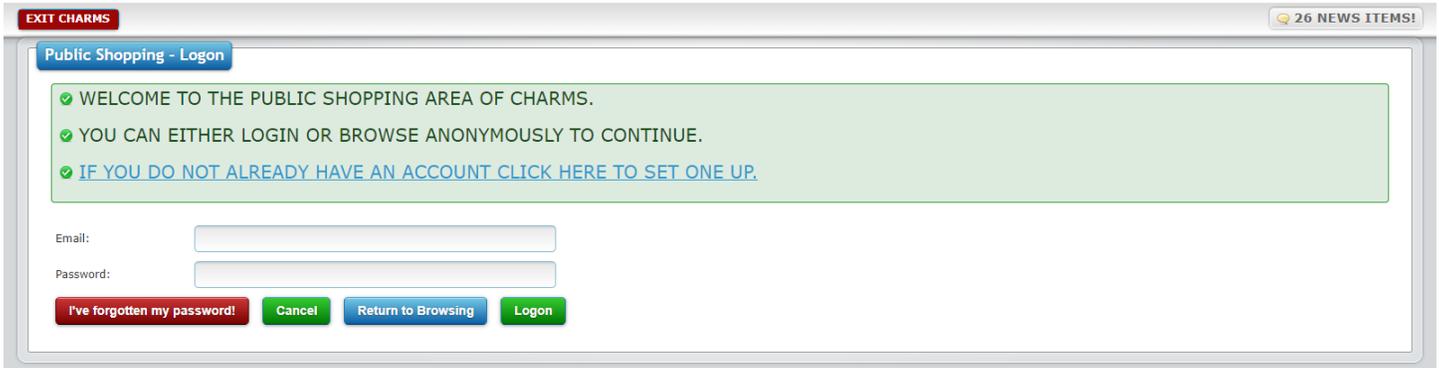


Instructions for placing an order via the Charms Store

Click on the “Poinsettias Fundraiser” link from the **band or choir website**. You’ll see this screen:

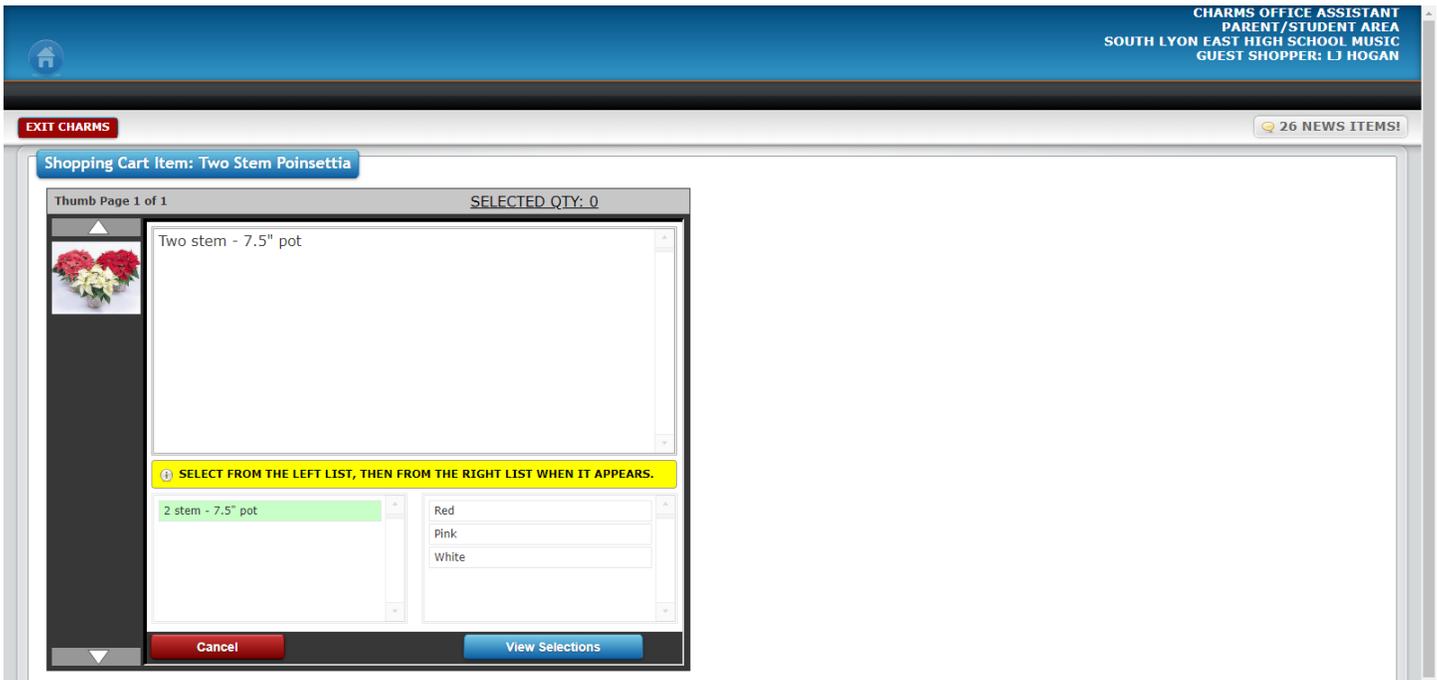


You will need use your student’s password or create an account as instructed. Band and choir students each have a password set up in Charms. If you have logged into Charms in the past, you would have been asked to create your own password. If you can’t remember your password, contact Laura Hogan (hoganl@slcs.us) and she can reset it. Otherwise, default passwords are lastnamefirstinitialgraduationyear (hoganl21)

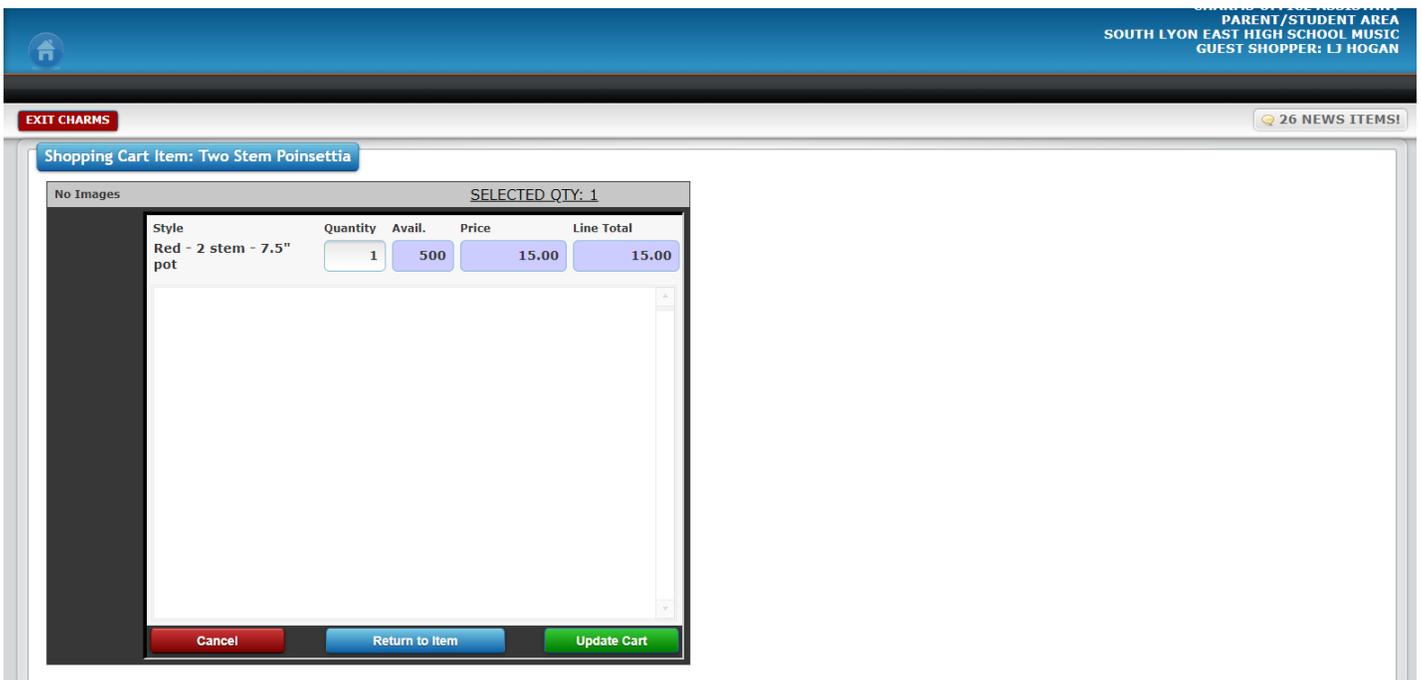
After logging in you will see this screen:

 view larger	Marching Band Member Jacket	Jacket is black and gray. Band logo embroidered on back, student name embroidered on front. Jacket has 100% polyester woven shell bonded to a water-resistant film insert and a 100% microfleece lining. Adjustable, attached hood with locking drawcord, interior storm flap with chin guard. Front zippered pockets, and right chest pocket. Open hem with locking drawcord. Machine washable.	Choose
 view larger	One Stem Poinsettia	One stem - 6.5" pot	Choose
 view larger	Two Stem Poinsettia	Two stem - 7.5" pot	Choose
 view larger	3 Stem Poinsettia	8.5" pot	Choose
 view larger	22 inch Decorated Balsam Wreath	Standard Door Size - Decorated with ribbon, berries and pine cones.	Choose
 view larger	50 foot Cedar Roping	Cedar Roping - 50 feet long	Choose
 view larger	50 ft Mixed Roping	50 feet of Balsam and Cedar Roping	Choose

Select the first item you wish to order, click on the green **“Choose”** button. You will see this screen:



Click on the **green box** on the left, then select your color from the right box (you can only order one color/size at a time). You will see this screen, where you will add your quantity for "Red – 2 stem".



Click on **UPDATE CART**. This will take you back to the list of available items, with your shopping cart contents at the top of the page.

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
SOUTH LYON EAST HIGH SCHOOL MUSIC
GUEST SHOPPER: LJ HOGAN

EXIT CHARMS 26 NEWS ITEMS!

Charms Shopping Center WATCH VIDEO **Checkout** **Start Over**

✓ YOUR SHOPPING CART HAS BEEN UPDATED.

Filter By Category: All Categories

SELECTED ITEMS

Item	Description/Style	Qty	Avail	Price	Amount	Tax Rate	Edit Qty
Two Stem Poinsettia (photo)	Two stem - 7.5" pot	3	500	15.00	45.00	0.000%	EDIT DELETE
	Red - 2 stem - 7.5" pot						
SubTotal:					45.00		
Tax:					0.00		
Total:					45.00		

AVAILABLE ITEMS

	Marching Band Member Jacket	Jacket is black and gray. Band logo embroidered on back, student name embroidered on front. Jacket has 100% polyester woven shell bonded to a water-resistant film insert and a 100% microfleece lining. Adjustable, attached hood with locking drawcord, interior storm flap with chin guard. Front zippered pockets, and right chest pocket. Open hem with locking drawcord. Machine washable.	Choose
	One Stem Poinsettia	One stem - 6.5" pot	Choose
	Two Stem Poinsettia	Two stem - 7.5" pot	Choose

Continue shopping/ordering the rest of the items you would like in the same manner. Once you are done you will click on the green **CHECKOUT** box in the upper right corner of this screen. You will see this screen:

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
SOUTH LYON EAST HIGH SCHOOL MUSIC
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EXIT CHARMS 26 NEWS ITEMS!

Checkout Options

YOUR SHOPPING CART ITEMS WILL BE RESERVED FOR 5 MINUTES WHILE YOU CHECKOUT.

choose a payment option **Process Payment** Continue Shopping

choose a payment option
PayPal
Bill And Print

Order Number: 603817
Order Status: Waiting for Checkout

SELECTED ITEMS

Item	Description/Style	Qty	Price	Amount	Tax
Two Stem Poinsettia	Two stem - 7.5" pot	3	15.00	45.00	0.000%
	Red - 2 stem - 7.5" pot				
SubTotal:				45.00	
Tax:				0.00	
Total:				45.00	

NOTE ABOUT PAYMENT OPTIONS:

TO PAY WITH CREDIT CARD/PAY PAL

Select "PayPal" and click on **PROCESS PAYMENT** on drop down menu. You'll be sent to the PayPal screen and you will finish your payment following those instructions.

NOTE THAT YOU CAN PAY WITH YOUR CREDIT CARD WITHOUT USING PAY PAL. Just scroll down to the bottom of the Pay Pal Screen where it says "use Credit Card Payment" and click on that. There is a 3.6% processing fee for Pay Pal and Credit Card payments.

TO PAY WITH CHECK

Select "Bill and Print" on **PROCESS PAYMENT** drop down menu.

Print out the invoice and send it to school with your child (put in Mrs. Hogan's green mailbox in band and choir rooms), **OR** mail the invoice with your check to:

South Lyon East Band and Choir

ATTN: Laura Hogan

52200 Ten Mile Road

South Lyon, MI 48178

Checks should be made out to **S.I.N.G. East** (choir) or **SLE Band Boosters** (Band)

Thank you for supporting South Lyon East Bands and Choirs!

Contact Laura Hogan if you are having difficulty.

hoganl@slcs.us