OBLIGATORY ORDERING. All graduating seniors are **required** to order caps, gowns, tassels, & medallions.


2. Skip all packages for now. In the middle of the next webpage, click on “Looking for more grad items? Shop here” and near the bottom of that webpage, under “**CAPS & GOWNS**”, click “**Browse All Cap & Gown Products**”.

3. On the next page, click “Add TO CART” for $16.25 (not all those other pricier packages on the previous pages). With tax, $17.23.

4. On the next webpage, select the “Height,” “Weight,” and “Color.”

5. Then click “ADD TO CART” and “VIEW CART”. Type your “Recipient First Name:” and “Recipient Last Name:”.

OPTIONAL ORDERING. Seniors **may** order graduation announcements if desired.

6. If you would like to buy announcements and other merchandise, at the top left corner, click “**Shop My School**”. Then click “**BUY NOW**” to select the merch that you want.

7. After selecting each item, click “**ADD TO CART**” and when you are ready to pay, click “**VIEW CART**”.

PAYMENT. When you complete the obligatory and/or optional ordering, follow these instructions to **pay**.

8. Confirm your order and your name. Click “**CHECKOUT**” to proceed to pay by credit card or Pay Pal.

9. **NEW CUSTOMERS** need to “**CONTINUE AS A GUEST**” to enter information and “**CONTINUE**” to enter credit card information. On the next page, you should uncheck “**EMAIL SUBSCRIPTIONS**” and under “**SAVE YOUR INFORMATION**”, check “**Create Account**” and read the instructions.

10. Finally, “**SUBMIT ORDER**” and “**Print Receipt**.” Record your login credentials below for when you check your order later. **Be sure to keep your receipt (as proof of ordering!) and this flyer in a safe place where you can find them.**

    (username: ____________________ & password: ____________________)

DUE DATE. **All orders must be completed by November 30.** Before this deadline, your cost for the obligatory ordering is only $17.23. However, after the deadline, the price increases to $40! So please order no later than November 30!

DELIVERY. Announcements will be delivered by Jostens to Western soon after you order them; they may be ordered all spring. Caps, gowns, tassels, and medallions will be shipped to Western in the spring.