



# Class Of 2021

## GRADUATION ORDERING



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



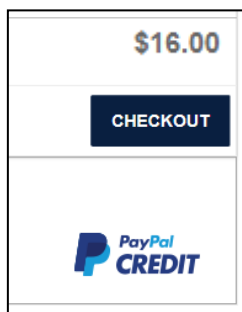
1. Go to <https://www.jostens.com/apps/store/customer/1067080/Western-School-of-Technology/>. On the next webpage, click on “**GRADUATION**” and then “**Cap, Gown, Tassel & Medallion**.”
2. Skip all packages for now. In the middle of the next webpage, click on “**Looking for more grad items? Shop here**” and near the bottom of that webpage, under “**CAPS & GOWNS**”, click “**Browse All Cap & Gown Products**”.
3. On the next page, click “**Cap, Gown, Tassel & Medallion**” 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.