

YOUR ONLINE EXPRESS STORE

Now we will show you everything you need to know about your Online Store!

Ordering instructions were provided to families on your Dear Family Letter. This was emailed to you previously. If you did not receive it, or no longer have it, please contact our Customer Service team ASAP and a new one will be sent.

ONLINE ORDERING INSTRUCTIONS

1. Go to www.originalworks.com
2. Click on EXPRESS in the top navigation



3. Enter your School Code: SCHOOL CODE This is case sensitive and should be entered as shown on the Dear Family Letter

Enter School Code:

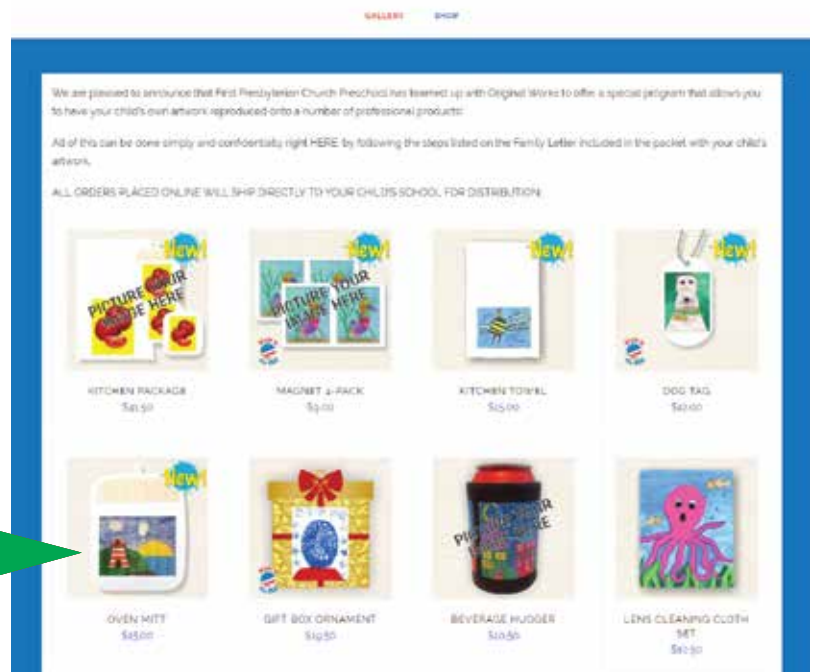
CONTINUE

4. Click CONTINUE

Families will be able to view all products and pricing. Clicking on the product opens a full product description.

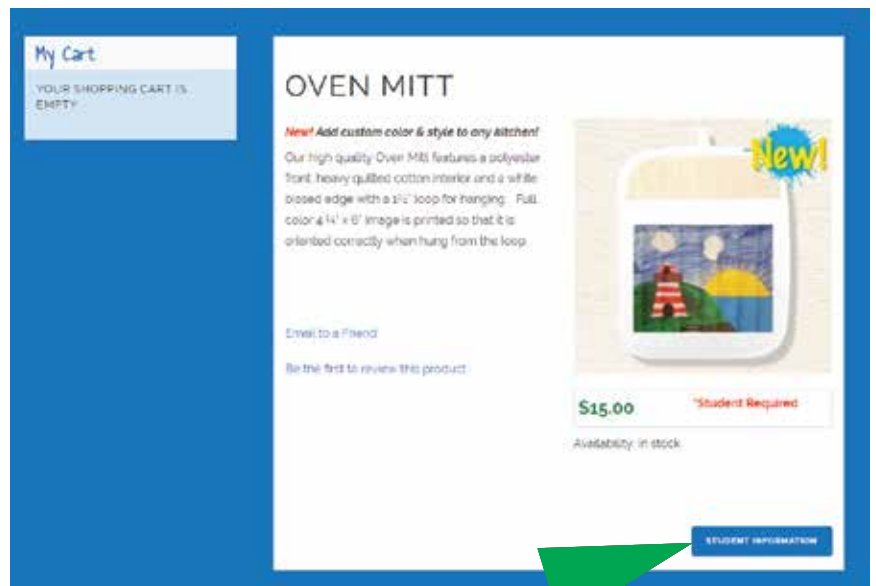
Because the artwork has not yet been submitted and scanned, families will see sample artwork images displayed on each of the products.

5. Click on a Product you wish to purchase



To place your order:

6. Click STUDENT INFORMATION



- Complete the required fields
 - Student- First Name
 - Student- Last Name
 - Teacher Name *(The teacher name/grade will appear as part of a drop down menu.)*
 - Image Alignment *(Selete Horizontal or Vertical)*

7. Click CONFIRM STUDENT

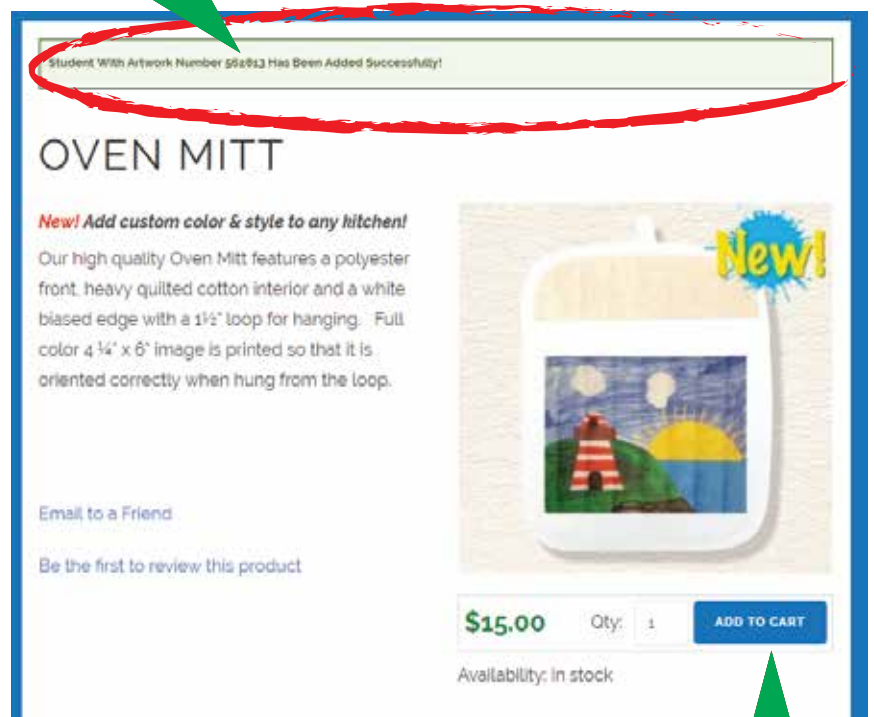
A green box will appear at the top of the next screen.

Write the 6 digit Artwork ID listed in the box on back of the artwork in pencil.

This number is used to match the artwork to the orders when it arrives for processing. Failure to include this number on the back of the artwork could delay production of the order.

8. Select the Quantity to order

9. Click ADD TO CART



SHOPPING CART- NEXT STEPS

Once an item has been placed in your shopping cart, there are 4 options available. If you are done with your transaction click PROCEED TO CHECKOUT and follow the prompt.

OR



1.

Continue to order additional products from the same artwork.

2.

Order products using a NEW artwork. This can be a 2nd artwork from the same student OR another student.

3.

Update your cart if a qty. was changed or an item removed.

1- CONTINUE WITH ARTWORK

Choose this option to order additional product(s) from the current artwork. When finished click PROCEED TO CHECKOUT to complete your order, or CONTINUE WITH NEW ARTWORK to continue your order with a different piece of artwork.

2- CONTINUE WITH NEW ARTWORK

Choose this option when:

- A parent has more than 1 artwork from the same student for which they would like to place an order.
- A parent has more than one student participating in the program and would like to place an order for each of them using their own artwork.

Clicking this button will return you to the Products Page.

Follow Steps 5 -9

Be sure to record the new 6 digit Artwork Id on the back of the new artwork.

When finished with all orders for all artworks, click PROCEED TO CHECKOUT

10. Complete Checkout Information

11. A receipt containing the order detail is also generated and should be printed.

The receipt includes the order number, products ordered, and the 6-Digit Artwork Id assigned to the artwork.

- If more than one artwork is included as part of an order (i.e., a parent is ordering for two children), the 6-Digit Artwork Id will print on the order receipt for each artwork.

- The parent/student writes the 6-Digit Artwork Id on the back of the artwork, attaches the receipt to the back, and returns the artwork to the school. All artwork must have the 6-Digit Artwork Id and/or the receipt attached in order to be processed.

- If a parent/student does not have access to a printer, they can write the student name, teacher, grade and 6-Digit Artwork Id on the back of the artwork and submit it to the school by the order deadline.