



Online Shopping at the Celtic Apparel Store Quick and Easy Guide



- Go to our school's webpage, www.providencethcatholic.org
- Click on the " **Celtic Apparel**" logo in the bottom right quadrant of the screen.

This will open a new window where you can read the PCHS dress code policy, as well as information about the products and the return policy. It also lists the dates in which sample sizes will be available here at school. Please be sure to familiarize yourself with the information on this page.
- Click on the link " **Click here to start shopping**" at the top of the screen. You will now be at the online apparel store.
- Begin browsing products by **clicking on the button** for any of the four categories of products: **Sweaters, Short Sleeve Polos, Long Sleeve Polos or Fleece.**
- TO PURCHASE ITEMS:
 1. Click on the image of the product you would like to purchase (for instance, Outer Banks Men's S/S Polo).
 - A new window will open up; it contains a larger image as well as product information.
 - There are also two sections for ordering in the lower half of the page: **The top-most section is for in-stock items and the lower section is for special order items.**
 2. In the "In-stock" section, select your size and color. If either one is not included in the drop-down list, you will need to use the "Special Order" section to order instead.
 - Once you pick a size and color, the image will change to reflect your choice.
 3. Click on " **Add to Cart**" to place this item to your virtual shopping cart.
 - Once you do so, there will be red text at the top of the screen stating "Your product has been added to your cart."
 - You will be able to change the quantities later when you view your cart.
 4. Repeat steps 1-3 for all items you wish to purchase.
 5. When you have completed your selections, click on the red " **Cart/Checkout**" button at the top of the screen.
 - Change the quantities of each item, if desired. Then click on " **Update Prices**" to see your new merchandise total.
 6. Click on the " **Begin Secure Checkout**" button.
 - At this window, you will be prompted to sign in or register. If this is your first purchase at the Celtic Apparel Store, you will need to enter all contact information and choose a password. Be sure to fill in all the fields that are marked required.
 - Once you have registered, you will simply need to sign in with your email address and password for all future purchases. Be sure to remember your password.
 7. Click on the " **Update your account info and continue to credit card entry**" button at the bottom of the screen.
 - Enter your credit card information as requested. (Note: Only credit card payments are accepted.)

- Scroll down and read the “**Terms and Conditions**”. Before continuing, you must click on the checkbox to indicate that you have read the policies.
 - Click on the “**Submit Order**” button at the bottom of the screen.
8. At the next window, you will be notified that your order has been accepted and shown your order number. Click on the link to **print your own receipt**. (A receipt will also be emailed to you.)