



September 20,2020

Knights of Columbus

Ordering Christmas Cards Online

1. Open the website address below.:

<https://kofc-10668.square.site>

2. On the opening screen, click on the blue box **Shop Here**
3. The next screen shows the pictures of 10 cards which are available for sale. Click on your first selection.
4. On the next screen, you enter the number of boxes you want to purchase and click on the blue box **Add to Cart**
5. Your order to date is summarized on the next screen. At the bottom of the screen choose **Checkout** or **Continue Shopping**
6. If you choose Continue Shopping, you return to the prior screen where you chose the number of boxes you wanted to buy. At the top of this screen, next to the KOC logo, click on the box with **Shop Here** in it. You will return to the order screen with the 10 available card selections.
7. Click on the next card you want to purchase and continue this process until you have completed your order.
8. Once your order is complete, click on **Checkout** in the order summary screen.
9. On the next screen, fill out “**Your Details**” consisting of your name, email address, and phone number. Then click on **Next**
10. If the information on the next screen is correct, click on Next. If it is not correct, edit it then click on **Next**
11. Enter your “**Payment Information**” in the middle of the following screen next to Order Total, then click on **Next**
12. On the final screen review and click on **Place Order**
13. You can Right click and print the Confirmation Page for your records.
14. Please be sure to include your name, e-mail address and phone number in #9 above so we can contact you when your Order is ready for pick-up.

If you have any problems, email, text or call Jim Jumpeter.

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