

# Shopping with School Tool Box is simple!

## **Getting Started:**

You can register for a new account with School Tool Box or log in to an existing account. If you'd prefer to shop as a guest, start at "Find boxes now."



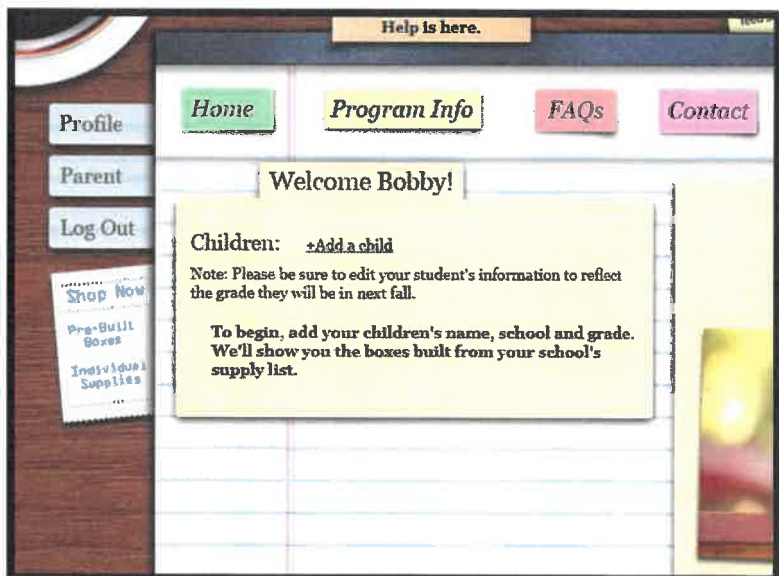
## **Registration:**

Registration is simple and fast. Having an account allows you to track your order and offers easy ordering for next year.

A screenshot of the "Create your account" registration form. The form includes fields for "Email (this will be your login id)", "Verify Email", "Password", and "Retype Password". Below these are fields for "First Name" and "Last Name", and a "Verify code" field with a "Get a new code" link. At the bottom, there are checkboxes for "I am a parent.", "I am a teacher.", and "I am a school sponsor.", followed by a "Create" button.

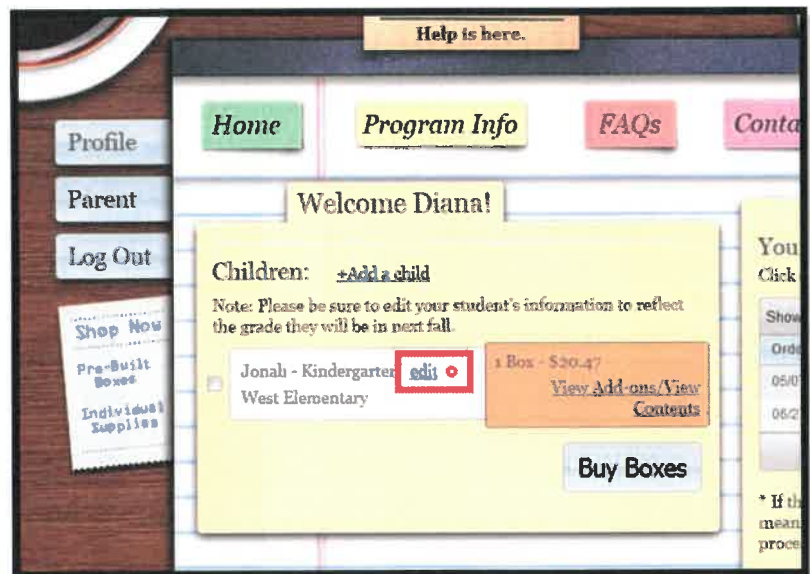
## **New Registered Customers:**

You'll want to add a record for any student you're purchasing for. Click "+Add a child" and enter their information. Create a record for each student before you begin shopping.



### Returning Customers:

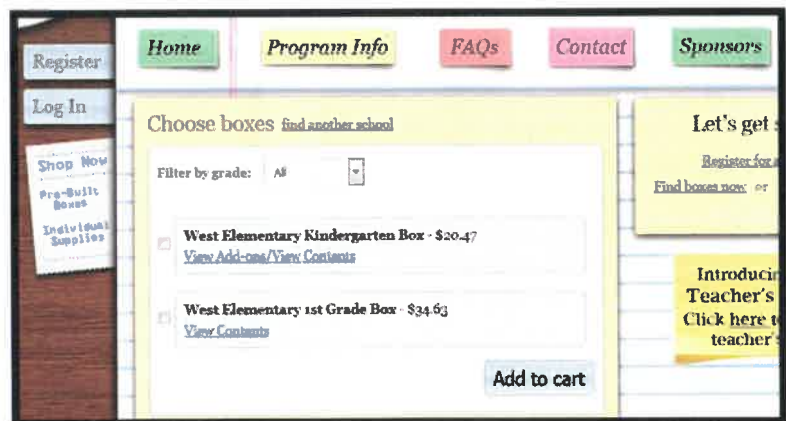
Returning customers will have records built for their students from previous orders. Make sure to update the grade to their grade for the coming fall by clicking the link to edit.



### Shopping as a Guest:

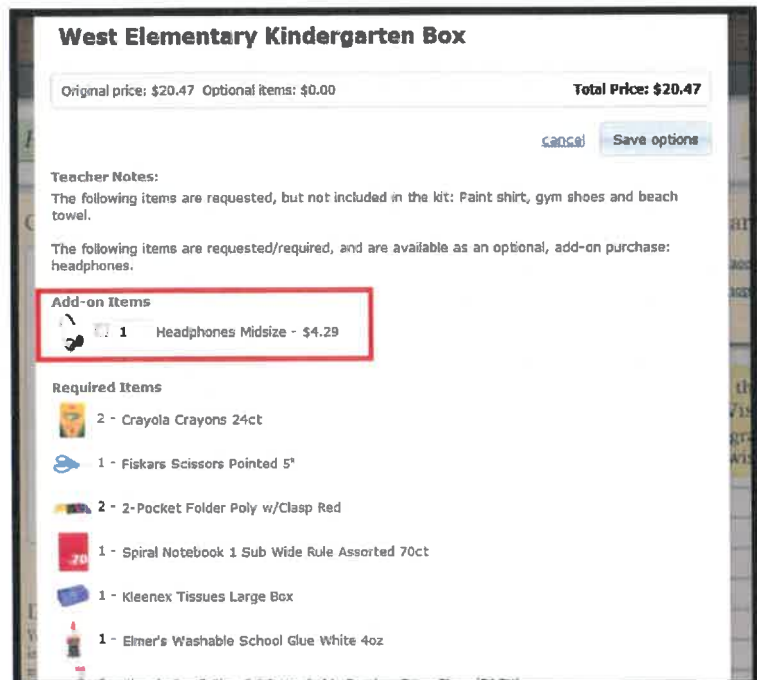
Start by searching for your school using the name of the school and its city and state.

Once you've selected the correct school you will see a list of all available boxes.



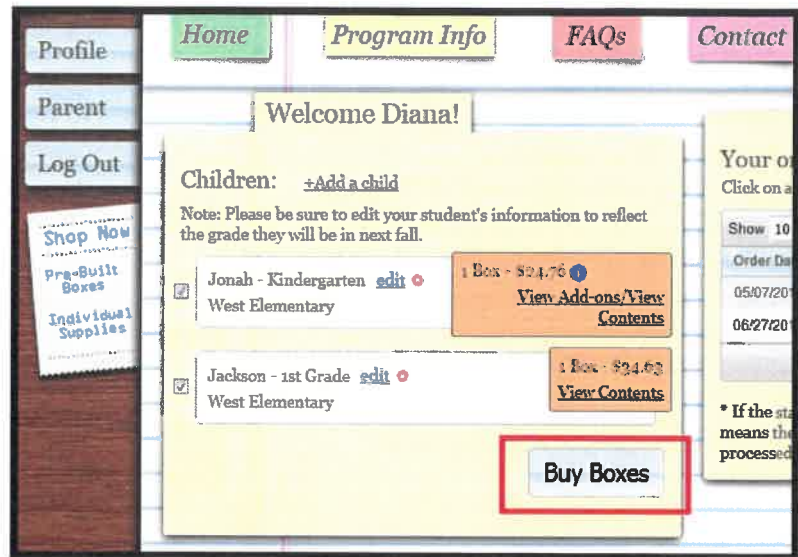
### Add-on Items:

Some schools also offer add-on items for purchase. Click "View Add-ons" and place a check mark next to the item you'd like to add.



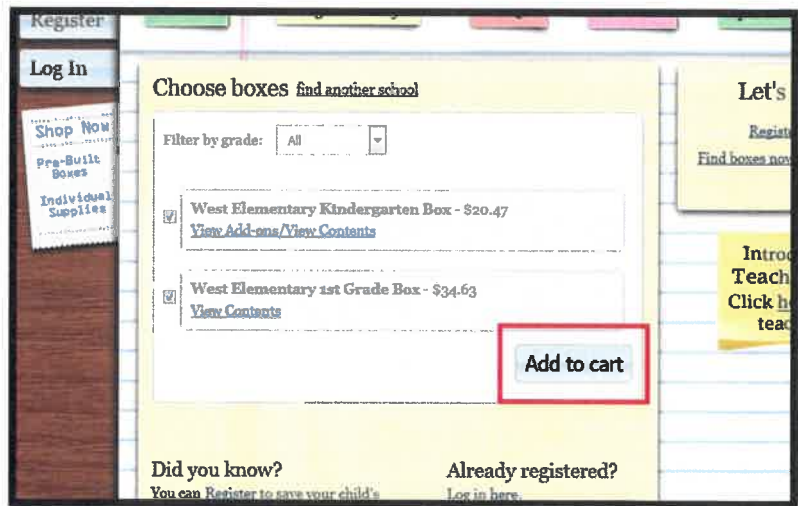
**Registered Customers:**

Once you've checked the boxes you'd like to order (and chosen any add-on items that may apply) click "Buy Boxes."



**Guest Customers:**

Once you've checked the boxes you'd like to order (and chosen any add-on items that may apply) click "Add to cart".



**Teacher's Wish List:**

Teachers have the ability to create Teacher Wish Lists – which is like a registry for classroom items. Hover over the name of your school(s) to view available Wish Lists. Click on any list you would like to purchase items from.

If no list is available, or you choose not to order, you can skip this step and move to your cart.








**Teacher's Wish List:**

If your teacher has built Wish Lists and you would like to purchase items, enter a quantity and add to your cart.

You will be able to see how many items the teacher wished for and how many they have already received.

Here are Mrs. Smith Wish List items.



	Sealable Freezer Storage Bags Gallon Wished for 4 granted 0 so far.	Price: 1.91/EA Qty. <a href="#">add to cart</a>
	Kleenex Tissues Large Box Wished for 10 granted 0 so far.	Price: 3.35/EA Qty. <a href="#">add to cart</a>
	Sealable Storage Bags Sandwich Wished for 4 granted 0 so far.	Price: 1.91/EA Qty. <a href="#">add to cart</a>
	2 And 4 Column Double-Sided Pocket Wished for 1 granted 0 so far.	Price: 37.05/EA Qty. <a href="#">add to cart</a>
	Alphabet Interactive Pocket Chart Wished for 1 granted 0 so far.	Price: 37.05/EA Qty. <a href="#">add to cart</a>

**Shopping Cart:**

Once you've added any boxes, items or Teacher's Wish List items to your cart you can also add backpacks. Scroll through the backpacks and enter a quantity in your selection. You'll be asked who this backpack is for so we know where to send it.

Home Program Info FAQs Contact Sponsors Teachers


Home - Shopping Cart

Image	Qty	Description	Price	Est	Actions
	1	Jonah's Ship-to-School Box -> West Elementary Kindergarten Box	\$ 20.47	\$ 20.47	<a href="#">Remove</a>
	1	Jackson's Ship-to-School Box -> West Elementary 1st Grade Box	\$ 34.63	\$ 34.63	<a href="#">Remove</a>

Subtotal (2 items): \$ 55.10

[Continue Shopping](#) [Proceed to Checkout](#)

Don't forget a backpack!



**Customer Information:**

Whether you check out as a guest or a customer, you'll need to confirm a few details during checkout.

Secure checkout Guest Checkout Payment Method Review and Place Order

Customer Account

Click [here](#) to log in if you are already registered

Checkout without creating an account

First Name \* Last Name \* [Go Back](#) [Continue](#)

Email \*

Address Line 1 \*

Address Line 2

City \*

State \* Zip \*

Select a State

Your order ships to the School

Boxes will be built over the summer and distributed by your school. Each school is different, so contact your school to learn more about when and where you can pick up your School Tool Box.

**Payment:**

School Tool Box accepts most credit and debit cards as well as checking and banking accounts.

The order summary will show each type of product you ordered along with any applicable tax and shipping charges.

The screenshot shows a payment page with two tabs: "Credit Card" and "eCheck". Under "Credit Card", there are fields for card type (Visa), credit card number, expiration date (01/2017), and CCV. A checkbox "same as shipping address" is checked. Billing address fields include "Billing Address Line 1" (123 Main St.), "Billing Address Line 2", "City" (Aurora), "State" (Illinois), and "ZIP Code" (60506). A "Payment Method" dropdown is set to "Visa". An order summary table is on the right:

Ship-to-School Items*	Qty	Total
Jonah's Box -> West Elementary Kindergarten Box	1	\$ 20.47
Jackson's Box -> West Elementary 1st Grade Box	1	\$ 34.63
Subtotal (2 items):		\$ 55.10

Below the summary, "Order Totals" are shown: Subtotal (\$ 55.10), Total Tax (\$ 4.41), Total Shipping (\$ 0.00), and Order Total (\$ 59.51). A "Ships to the School" button is present, along with a note: "\*\*Ship-to-School boxes are subject to sales tax." and "\* Your entire order will ship directly to the school."

**Review Your Order:**

Now review your order to make sure everything looks correct. Once you've confirmed your information, you must click Place Order for your order to be complete.

The screenshot shows the "Review Your Order" page with navigation tabs: "Secure checkout", "Shipping Address", "Payment Method", and "Review and Place Order". A "Place Order" button is highlighted in a red box. The "Shipping" section contains the note: "\* Your boxes will ship directly to the school." The "Payment Method" section shows "Visa" selected, with details: "Ending in 8888", "Expires 01/35", and "Bill To: Mister Example, 123 Main St., Anywhere, IL 60111". An order summary table is at the bottom:

Items	Qty	Total
Totals		

**Confirmation:**

Your order is not complete until you've been brought to this page. You will also receive a confirmation once your order is complete.

The screenshot shows an order confirmation page with the text: "Order 1700170 has been submitted. Thank you for shopping with us! You will receive an email confirmation shortly at: example@schooltoolbox.com". Below this, the "Shipping" section contains the note: "\* Your boxes will ship directly to the school." At the bottom, there are two sections: "Payment Method" showing "Visa" and "Order Summary" showing "Subtotal \$ 55.10".

