

# TATC ONLINE STORE INSTRUCTIONS

## Store Use Instructions

TATC is pleased to announce a new service for members. We now have an online Store for logo items. It includes items that we've previously offered to members and features our 50th Anniversary collection of T-shirts on the first page. You can find the link to the Store on our webpage under the tab "Catalog."

The Store functions very much like Amazon. Here's how you do it.

1. Open the store by clicking the tab.
2. Scroll down to find an item that you would like to purchase.
3. Click on the image or description to open it.
4. Move to the quantity field and indicate how many you want.
5. Click on the "ADD TO CART" field.
6. Click on the "View Cart" link to confirm the entry.
7. Click on the "Continue shopping" link to return to the first ordering page .
8. Repeat steps 2 through 6 if you want to order more items.
9. When you are finished adding items to your cart, click on the "cart" link at the top left of the page.
10. Check your order and adjust quantities.
11. Click the small "x" next to the price to eliminate the item.
12. Click on the "PROCEED TO CHECKOUT" link.
13. Complete the billing details information.
14. Click on the "CONTINUE" link.
15. The next page is the delivery page. Click on the "Pickup" option. The page will change. DO NOT click on the delivery option. It is not currently available.
16. Click it on the "CONTINUE" link.
17. Fill out the "I am not a robot" box.
18. Now, you have a choice. You can choose to be invoiced or you can pay by credit card. Click on the appropriate link.
  - a. If you choose to be invoiced:
    - i. Click on the "Invoice Me" link.
    - ii. You will receive an email invoice.
    - iii. Your purchases will be brought to the next General Membership Meeting. However, if you order within four business days of the meeting, your purchase may be delivered to the following month's meeting.
    - iv. You should bring the exact change or a check made out to TATC to the meeting. Your purchases will be bagged and marked with your name.
  - b. If you choose to pay by credit card:
    - i. Enter the credit card details.
    - ii. Fill in the billing information fields.
    - iii. Click on the blue "Pay" link. This link will also show the amount you will be paying.

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- iv. After a few seconds, the page will reload with details about your payment including the invoice number.
  - v. You will receive an email confirming your purchase.
  - vi. Your purchases will be brought to the next General Membership Meeting bagged and marked with your name. However, if you order within four business days of the meeting, your purchase may be delivered to the following month's meeting.
19. If you have any problems with your purchase, email "[merchandise@tidewateratc.com](mailto:merchandise@tidewateratc.com)".