



## **Direct to Parent How To Guide**

## **Online Ordering – Getting Started**

Ordering online couldn't be easier. Simply visit our website [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) and select either 'EXISTING PARENT? Login or NEW TO SWI?'

### **Existing Customer?**

If you're an existing SWI customer, your account and account settings will be available on the new website. The only change will be, for security reasons, we will be asking you to re-enter your password. You will only need to do this once.

Your children will be associated to their existing school.

### **New to SWI?**

New customers will be asked to register and follow the online instructions to link their account to a chosen school. Once you are registered (and you have added students to a school) you can begin to order straight away. This is the same as the old school.

### **School Store**

To start shopping with us, once you are logged in, you will need to click on 'School Store' in the header of the site. This page will list all of the products associated with your school.

All of the uniform and PE kit products will be displayed with an indication if the product is compulsory. To make things easier, you can easily filter the gender of the products and whether they are compulsory or optional.

Sort By  ↑ Show

**Filter Options**

GENDER

SCHOOL POLICY









**Product Key:**

**B** COMP  
Compulsory items for boys

**B** OPT  
Optional items for boys

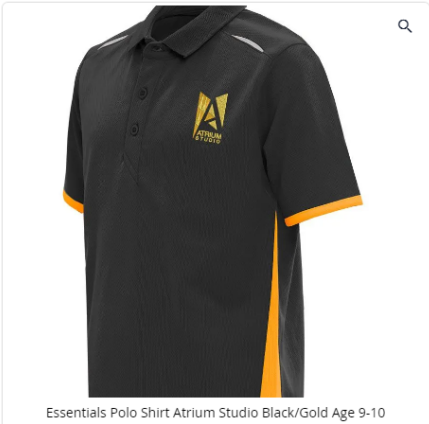
**G** COMP  
Compulsory items for girls

**G** OPT  
Optional items for girls

 <b>Ziggys Boys Zip Entry Blazer Black</b> From <b>£28.11</b> <input type="checkbox"/> <b>B</b> COMP	 <b>Ziggys Girls Zip Entry Blazer Black</b> From <b>£28.11</b> <input type="checkbox"/> <b>G</b> COMP	 <b>Kelso Tartan Skirt Royal Blue</b> From <b>£16.80</b> <input type="checkbox"/> <b>G</b> COMP	 <b>Blazer badge Notley High School RED(341625) RED</b> From <b>£5.60</b> <input type="checkbox"/> <b>B</b> COMP <input type="checkbox"/> <b>G</b> COMP
 <b>Blazer badge Notley High School YELL(341629) YELL</b> From <b>£5.60</b> <input type="checkbox"/> <b>B</b> COMP <input type="checkbox"/> <b>G</b> COMP	 <b>Blazer badge Notley High School BURG(341628) BURG</b> From <b>£5.60</b> <input type="checkbox"/> <b>B</b> COMP <input type="checkbox"/> <b>G</b> COMP	 <b>Blazer badge Notley High School BLUE(341627) BLUE</b> From <b>£5.60</b> <input type="checkbox"/> <b>B</b> COMP <input type="checkbox"/> <b>G</b> COMP	 <b>Blazer badge Notley High School GREEN(341626) GREEN</b> From <b>£5.60</b> <input type="checkbox"/> <b>B</b> COMP <input type="checkbox"/> <b>G</b> COMP

To add an item to your cart, click on the picture or the 'View Product' button and you will see a page with more details and size option details. On this page you can then select the size required from the drop down menu and click **Add to Cart** button.

HOME > ESSENTIALS POLO SHIRT ATRIUM STUDIO BLACK/GOLD



Essentials Polo Shirt Atrium Studio Black/Gold Age 9-10

### Essentials Polo Shirt Atrium Studio Black/Gold

ATRA112311-BLAGOL

From **£11.50** Availability: In stock

Colour


Size

Simply type the quantity you wish to order into the quantity box which will automatically update. Once all items have been added to the cart click **View Cart** icon at the top right of your page.

## Shopping Cart

You will be taken to the cart page to confirm your order. Quantities can be increased / decreased within this screen too.

### Shopping Basket

Item	Price	Qty	Subtotal
 <p>Essentials Polo Shirt Atrium Studio Black/Gold ATRA112311-BLAGOL-CH3032</p> <p>Availability: <b>In Stock</b> Colour: Black/Gold Size: 30"- 32" Chest School: Atrium Studio School Student: Scarlett Hamilton</p>	£11.50	1	£11.50

#### Summary

Subtotal	£11.50
Shipping (Standard Delivery - DPD)	£4.00
Order Total	£15.50

[Go To Checkout](#)

[Continue Shopping](#) [Clear Basket](#) [Update Basket](#)

Enter discount code

[Apply Discount](#)

## Checkout – Step 1 of 2

At Checkout you can select billing and delivery addresses (or select a school delivery if that is an option for you).

## Delivery Notes

When the parcel is delivered to home these are the notes that you would like us to pass on to the carrier company if you are not home when they come to make the delivery e.g. “Leave within porch” or “Leave with neighbours”. This CANNOT be an alternative delivery address.

An instruction here IS needed. Once delivery notes have been entered click onto the **Next** button to enter payment details. If you have nothing, simply put “None”.

## Choose Delivery Type

<b>Deliver to Home</b> ✓ All items will be delivered to your chosen address	<b>Deliver to School</b> <b>Select</b> All items will be delivered to your childs school for you to collect
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**Order Summary**

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1 Item in Cart

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▼

## Shipping Address

Craig Taylor 5 Henty Close,Eccles Manchester, M30 7ER United Kingdom 07976 372374 <b>Select</b>	<b>✓</b> Craig Taylor 33 York Street Rossendale, BB4 8NL United Kingdom 07976372374
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**New Shipping Address**

## Shipping Methods

£4.00 Standard Delivery

## Delivery Notes

Please enter your compulsory delivery instructions for our courier service \*

This note will be printed on the delivery label and will instruct our courier where to leave the package if you are not available to receive it.

**Next**

## Payment – Step 2 of

Payment can be made by Visa, MasterCard, Solo, Maestro. Unfortunately, we do not accept **American Express**.

Click **Place Order** button.

## Payment Method

Name on Card \*

Card Number \*

CVV \*

Expiration Date \*

Month  Year

Use Shipping Address as Billing Address

## Billing Address

Craig Taylor  
5 Henty Close, Eccles  
Manchester, M30 7ER  
United Kingdom  
07976 372374

Select

Craig Taylor  
33 York Street  
Rossendale, BB4 8NL  
United Kingdom  
07976372374

New Billing Address

By placing an order with us you agree to the following [Terms & Conditions](#).

Place Order

## Order Summary

Cart Subtotal £11.50

Shipping  
Standard Delivery - DPD £4.00

**Order Total £15.50**

1 Item in Cart

## Ship To:

Craig Taylor  
33 York Street  
Rossendale, BB4 8NL  
United Kingdom  
07976372374

## Shipping Method:

Standard Delivery

## Order Completed

Once the order is complete you will receive an order number and email confirmation.

## Phone / Postal Orders

The school will have paper order forms and a downloadable copy on the school website.

If you wish to pay by cheque or do not have access to the Internet then you can phone or post your order using the paper order form.

## Home Delivery Charges

- Orders over £70 are sent to home free of charge
- Orders under £70 sent to a home address (or other specified) incur a £4.00 delivery charge

## Returns Procedure

In every dispatch we include a form with full details of how to send items back for a refund using a pre-paid returns label. We offer a 30 day returns policy. Full terms and conditions can be found on our website.

## **Web Helpdesk**

SWI has a dedicated Web Helpdesk. If you are having difficulty with your online account or logging in then please contact the Team on 01928 752610.

We also have a great FAQs page at <http://www.swischoolwear.co.uk/help> too.