## How to order the required red polo with school logo from Lands' End

1. Open your web browser and type in the web address www.landsend.com
2. Locate the **My Account** tab in the upper right of the screen.
3. Select **Create an Account** or **SIGN IN** if you already created an account.
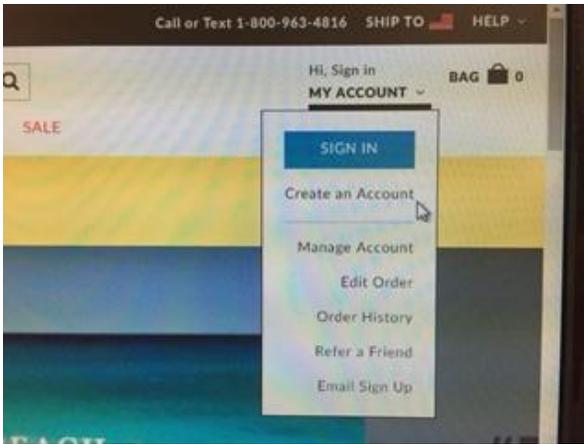
4. After creating an account or signing in, locate the **School** tab. A drop down will appear. Click on **FIND YOUR SCHOOL**.
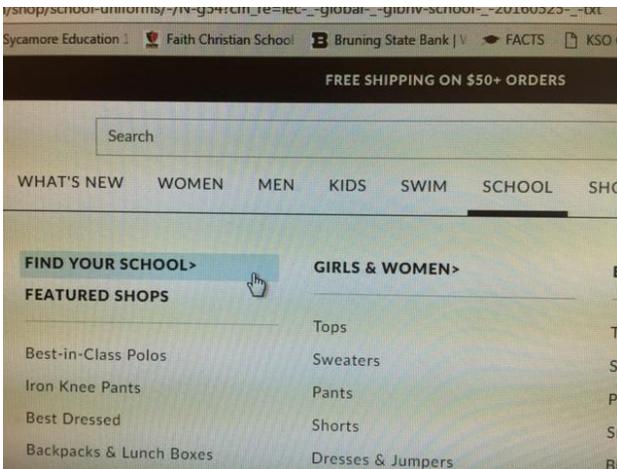
5. The next screen that appears will say **SCHOOL UNIFORMS**, Find your school's dress code: By School Number. Enter **900122854**. Click **SEARCH BY NUMBER**
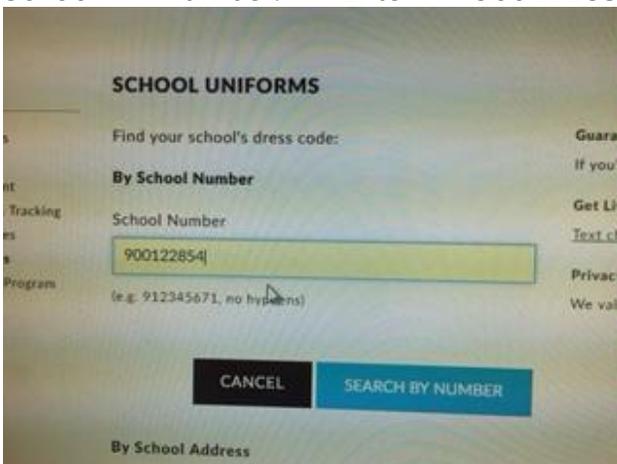
6. The Faith Christian shield logo* will appear on the right side of the screen. *(*Please note: the logo appears with a white background, FAITH is a gray thread color and Christian School is red. This is for display purposes only. When you order a red polo with the logo embroidered, Lands' End knows to change the red text to black so that is more visible on the red polo. We have given them the correct specifications on changing the thread colors to coincide with the polo color.*)*
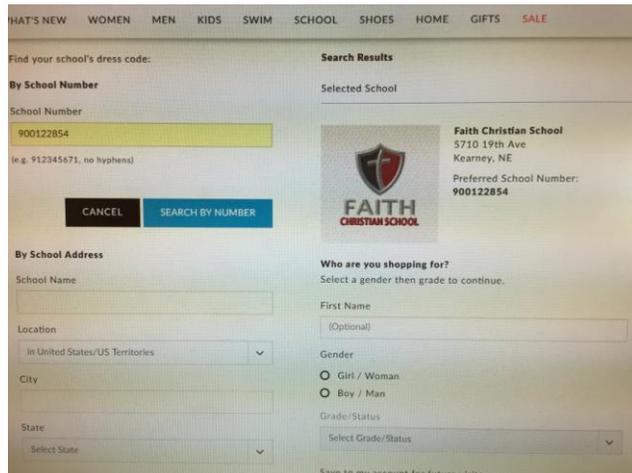
7. Type in the name of your first child, select proper gender, and grade. Click **SAVE SCHOOL**. If you have multiple children, you will have the opportunity to add additional students on the next page.

8. The next screen will appear as **PERSONAL SHOPPING ACCOUNT**. The first child you added will be listed below under **My Students**.
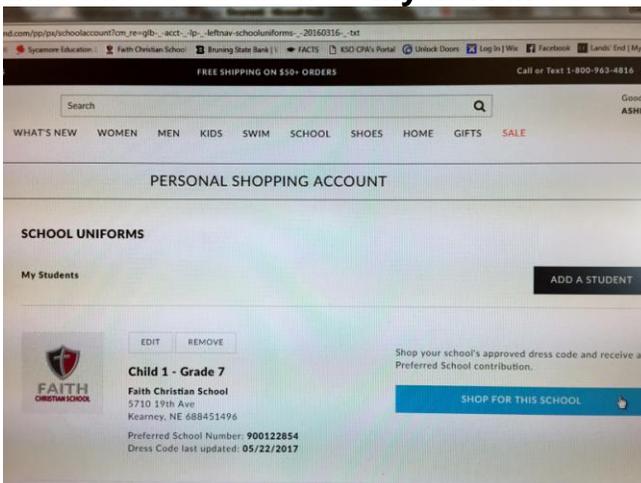
   If you have multiple children, locate the black box on the upper right that says **ADD A STUDENT**. Repeat step 7.

9. When you are finished adding all your children on the Personal Shopping Account page, you may begin shopping for the first child listed. Click on the blue box **SHOP FOR THIS SCHOOL.**

10. The next screen will display the child's info that you are currently shopping for. In the black box surrounding your child's info, you will find your additional children listed across as tabs. To the left of the screen you can select the age and size range for that child. If you scroll down, you'll see multiple clothing items that you can purchase later in addition to the red polo.
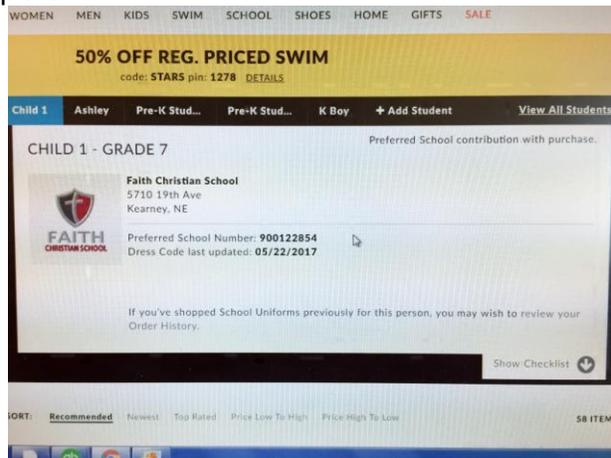
11. Look to the left side of the screen to select the correct age and size range, the search results will appear.
12. Scroll down to locate the polo labeled **School Uniform Poly Pique Polo*** or **School Uniform Unisex Rapid Dry Active Polo*.** Click on the item. Select color **RED.** *(*Please note: Toddler sizing is not available in these two options. If you need Toddler sizing, search for the School Performance Mesh Polo.*)*
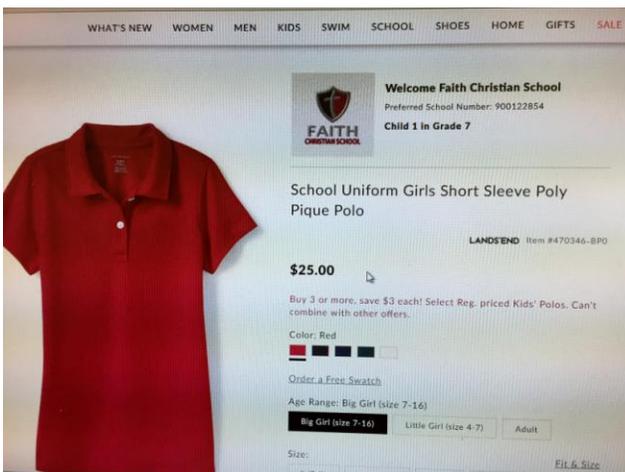

13. Select correct age and size range.
14. Scroll down to find the **Logo Preference** box. It should say FAITH CHRISTIAN SCHOOL LOGO/ 5.50
15. Scroll down, select the quantity and then click **ADD TO BAG**.

16. A preview of your shopping cart will appear*. If you need to shop for additional children, select **CONTINUE SHOPPING**; if not click **PROCEED TO CHECKOUT**. (*Please note: if you are shopping during the Free Logo promotion, the price of the logo will not show up as free until you go to the checkout page and enter the promotion code, unless you used the direct link from a promotional email.*)
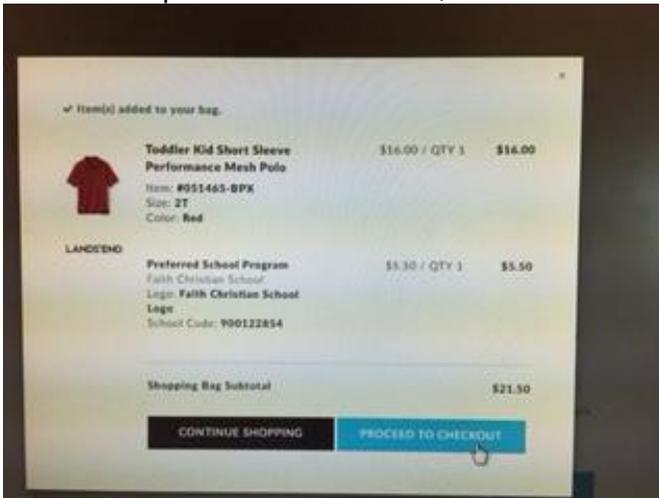
17. When you reach the checkout page, scroll down and look below the blue START CHECKOUT box. Find the black box **ADD PROMOTION** and click on it. 2 boxes will appear: one for the Promo code and one for the PIN. Enter the valid promo code and pin; then click the blue box **APPLY.** *The code displayed in the picture is an example for display purposes; it is not always valid.*
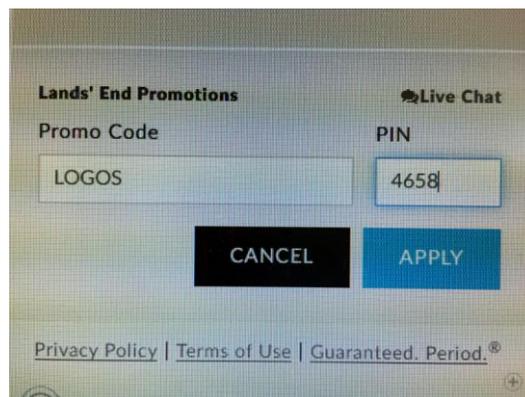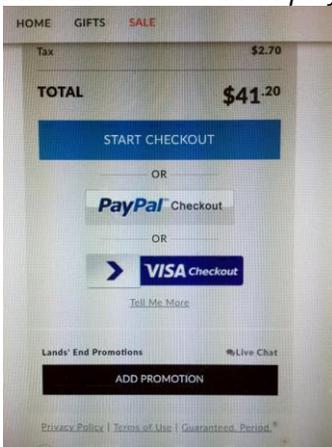
18. After applying the promo code and pin, Click the blue box labeled **START CHECKOUT** or you can use Paypal or VISA Checkout if you have accounts set up to do that.

   *When placing orders in the future, you can access your saved child(ren)'s profiles by first signing in to your account; if your Personal Shopping Account does not appear, you can click on SCHOOL---FIND MY SCHOOL— on the left of the screen you will see **My Account**. Click on School Uniforms. Your saved student profiles will appear. Repeat steps 9-18.

If you encounter problems when trying to order from Lands' End, please contact their customer service team @ 1-800-469-2222 and reference your student's Preferred School Number 900122854, grade level and gender.