

### How to order online.

**St Martins School** have an online shop on our website.

- Please visit our website ([www.theschooluniformspecialists.com](http://www.theschooluniformspecialists.com))
- In the top right hand corner, there is a password box for 1st time users, please enter **STM506** and click "LOGIN". Returning customers, please click "LOGIN HERE" (below the "LOGIN" button).
- New users will need to register by clicking on "REGISTER" then enter the requested information. Returning customers will be able to log into their account using the email and password used to set the account up with.
- Once registered, it will confirm the registration for **St Martins School**. Then all of the school's uniform will be available to view and add to your basket.
- After you have added all items you wish to buy into your basket, please click on "MY BASKET" at the top of the page. It will list all the items you have added to the basket, then click on "PROCEED TO CHECKOUT" at the bottom of the page.
- Please enter the Pupil's Name and Class/Year, then the delivery address or tick the deliver to the school option. Delivery can be made to your home address (a delivery charge will be added) or we can deliver orders free of charge to the school on a Wednesday every week. During peak season (June-Sept) this might be on a Thursday. (Please also note that school deliveries may not be offered during the summer holidays)
- On the final page, it will ask you to review the order. If all is ok, please tick the box to accept the terms and conditions then place your order.
- After you have clicked on " PLACE YOUR ORDER" on the next page please select the type of card you will be using to pay, then enter the Card Holders Name, Long Card Number (from the front of the card), the Expiry Date, and the last 3 digits of the Security Number from the back of the card. Then click on "CONFIRM CARD DETAILS"
- It will then review the transaction, if you wish to proceed please click on "CONFIRM ORDER"
- You will then be given your order number and you will see a "GREEN THUMBS UP" symbol (Below)

**Your order is not complete  
until you see this symbol**



**If you don't see the "GREEN THUMBS UP" your order has not gone through.**

- An email will be sent to confirm the order and another will follow to let you know when it has been dispatched.

The School Uniform Specialists