

ONLINE STORE INSTRUCTIONS

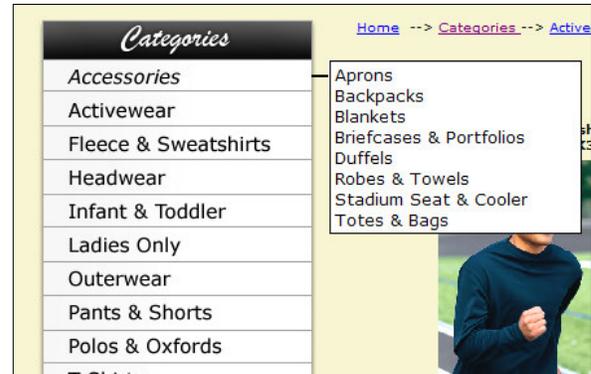
Listed below are detailed instructions to help you navigate and order on your online store.

We created *very* detailed instructions, but want you to know that ordering should be a quick and easy experience for you! Don't get bogged down in the details below... but they are there in case questions arise during your ordering.

DECORATING & ORDERING INSTRUCTIONS

➤ Upon entering the store there are a few ways to start viewing products:

1. The best way to view products is to use the Category box on the left hand side of the store. When you place your mouse over a Category, you'll notice the subcategories will "pop-out." **Click on the subcategory of your choice and it will take you directly to those products.**



2. You may also view products by clicking the link at the top of the store that says "Products." This will take you to a list of all of the Product Categories.

3. If you already know the product number or brand name, click on the "Search" link at the top of the store, enter your product information and click "Search" at the bottom of the page.

➤ Once you are within the subcategory of your choice **you can click on any of the products to view more detailed information on the item.** Click on the image or the "More Info" link to view more details. *(Also Note: Some categories have multiple pages of items – be sure to check for additional pages at the bottom of the list of products.)*

➤ You are now on a **Product Page**. What you see is a description of the item at the top, a large image of the item and a list of color choices along the left side. For the majority of items, **click on the color of your choice to view a picture of the item in a specific color.**



➤ As you move down the Product Page you will see the following:

Detailed description of the item

Brand Name of the item

Link that contains **Detailed Size Specs** for the product (this link will open in a new window and contains great information.)

Designer Notes: Moisture wicking double-layered poly mesh provides superior moisture control for the most active circumstances. When you're at peak performance level, so is Dri-Mesh™ Technology.

Fabric/Style: 3.5-ounce, 100% poly double mesh; double-needle on armholes, shoulder, bottom hem and side vents.

Price: US\$20.81

Some colors and sizes 2XL and up may have additional charges.

Color
Select

Size
Select

Decorating Option
Select

Sport-Tek
By Port Authority®

[Download specs](#)

Price: US\$20.81

Some colors and sizes 2XL and up may have additional charges.

Color
Select

Size
Select

Decorating Option
Select

Logo
[More Info](#)
Select

Decorating Location
[More Info](#)
Select

Decorating Option #2 (OPTIONAL)
Select

On the right side of the Product Page is where you will **Customize your item.**

First you will see the base price for the item.

The first drop down box is the *Color* selection box. Click on the box and select your color.

Next, select the *Size* for your item.

Now, choose your Decorating Option. You may purchase the item blank. **You may also purchase items Screenprinted or Embroidered.**

You now need to select the logo you want on your item. To view your logo options click on this box:



This will pop open a window that will contain logos with numbers next to each.

Finally, you have your Decorating Location. This is where you want your logo to be placed. Select an option from the drop down box.

Go back to the Logo Drop Down box and select your Logo Number.

- You will see there are several other drop down boxes below the ones mentioned above. If you wish to add another logo to you apparel item, select drop downs from “**Decorating Option #2 (OPTIONAL)**”. If you wish to add your Name, Team, or Team #, use the drop down boxes under “**Name, Team, or Team # (Optional)**”.
- The last drop down box is the “**Comments**” box. If you have any special requests, please enter them here.
- If you wish to buy more than 1 of the item change the “1” in the last box to your desired quantity.
- Finally, click “Order” to add your item to your shopping cart!

CHECKOUT PROCESS

- Once all of your items are in your Shopping Bag click on the button that says “Proceed to Checkout.”
- If you already have an account set-up with us, enter your e-mail address and password on the right. If not, click the “**Sign Up**” button on the left hand side.
- Fill out your information on the Sign Up Form.

GIFT CERTIFICATE & COUPONS

- If you have a Gift Certificate or a Coupon, enter the code at the bottom of the “Sign Up” page.

PAYMENT

- Once you have entered your information and any Gift Certificate’s or Coupon’s click the “**Continue**” button.
- Confirm that your order is correct and click the “**Order Now!**” button.
- Enter your Credit Card information as requested and click the “**Continue**” button.
- **Your Order Has Been Completed!** You will receive a confirmation of your order via e-mail.

Should you have any problems, questions or need further assistance please contact the online store provider direct at 262-551-8715 or toll-free at 877-247-7157.