



## On- Line Pre-Paid Ordering Process

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- ENTER YOUR DANCE STUDIO IN SEARCH BAR
- SELECT THE “ORDER FORM” LINK AT BOTTOM
- ENTER YOUR EMAIL
- ENTER YOUR CHILD'S 1ST AND LAST NAME. If you have multiple children, you may add additional names at this point
- START YOUR ORDER FOR YOUR 1ST CHILD( It will always show in “RED” what child you are ordering for on the package screen
- CLICK ON THE PACKAGE YOU DESIRE- HIT “ADD TO CART” BUTTON(or hit the “Return to Packages” button to change your selection.
- ADD PACKAGES TO YOUR CART – Don't worry . . You will be able to tell us what Song/Dance each package is for when you arrive at your check out screen
- ADD-ON ITEMS WILL THEN POPULATE FOR YOU TO PURCHASE  
(Travel mugs, Magnets, Bag Tags, Fun Paks, Sibling Portraits, etc)  
Specialty items such as Panoramics, Chalk, Blankets, Metal Prints, ordered on separate form available on Picture Day or from your dance studio 2 weeks before your picture day
- SELECT THE QUANTITY AND HIT “NEXT” AT THE BOTTOM OF THE PAGE  
“Keep Shopping” button is visible to purchase additional packages for your 1<sup>st</sup> child
- HIT “NEXT” AT THE CART ONCE YOU CONFIRM YOUR ORDER/CORRECTIONS.  
(If you have multiple children, no worries. It will ask you to duplicate the order for additional children or give option to “Customize” or start another order for another child.
- SELECT ITEMS FOR OTHER CHILDREN AND REPEAT STEPS & ADD TO CART
- CONFIRM ORDERS FOR ALL CHILDREN AND SELECT CHECKOUT
- ENTER “TEAM NAME”/”DANCE NAME” FOR EACH ITEM YOU ARE PURCHASING.  
You will do this for each child that you ordered for.
- ENTER PAYMENT INFORMATION