

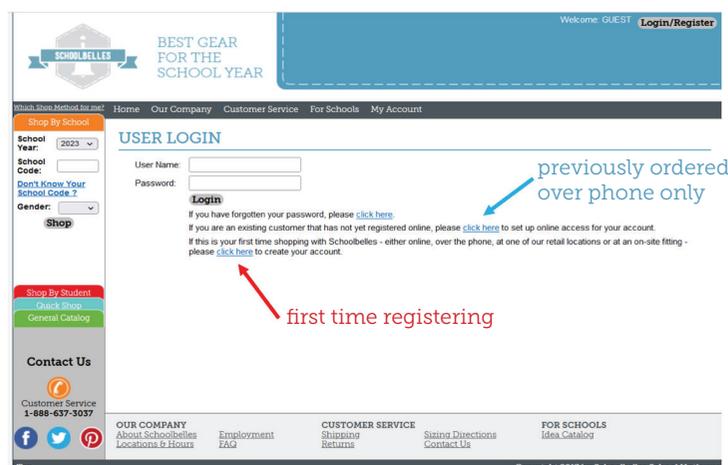


# How to Register Online at [www.schoolbelles.com](http://www.schoolbelles.com)



## 1. Login or Register

Upon entering into the website at [www.schoolbelles.com](http://www.schoolbelles.com), click on "Login/Register" in the upper right hand corner.



## 2. Registering or creating an online account

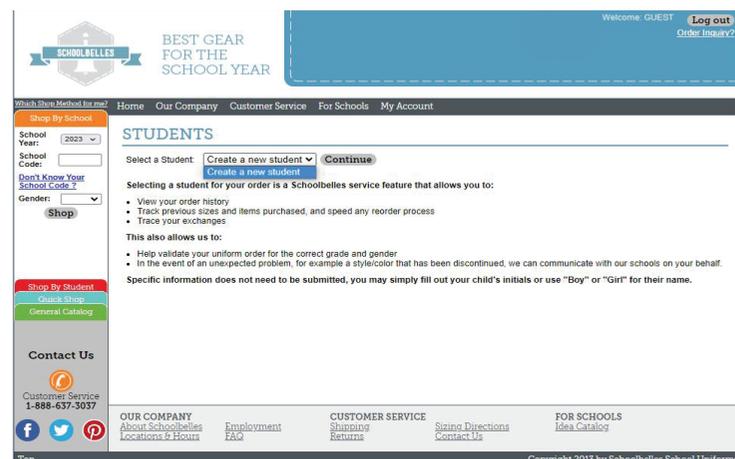
- If this is your first time registering, click on the **third "click here"** to create an account.
- If you have ordered over the phone, click on the **second "click here"** to create an online account.



## 3. Add Students

Once you have logged in, you will need to add the student(s).

- Click on "My Account".
- Select "Manage Students".



## 4. Create a new student

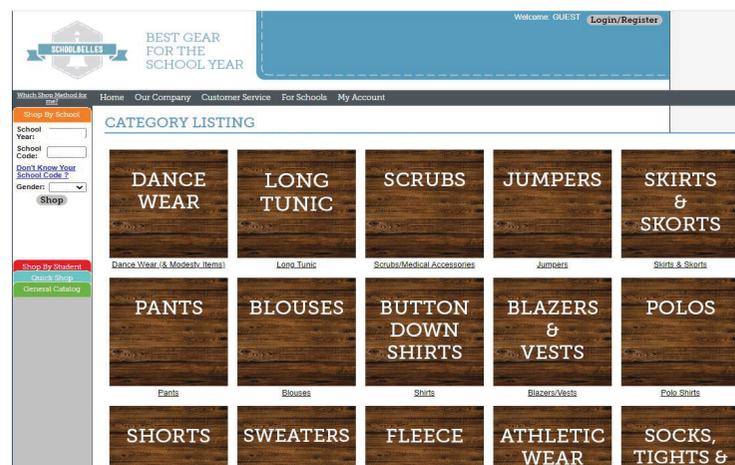
- Click on the drop down box and click "Create a new student" and then click "Continue".
- If you do not feel comfortable entering a child's name, you can just put initials.
- Enter school code, select gender and grade.
- When all fields are entered, click "Add".



## 5. Find your school's uniforms

Once you have entered the student's information, use the fields on the left column.

- Enter the school code and student's gender.
- Click "Shop". Hitting enter will NOT move you forward to the next page.



## 6. You are ready to shop!

- If you are looking to purchase polo shirts, click on the block for "POLOS".
- You will then be given the option for short sleeve (5705) or long sleeve (5706).