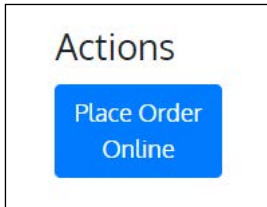


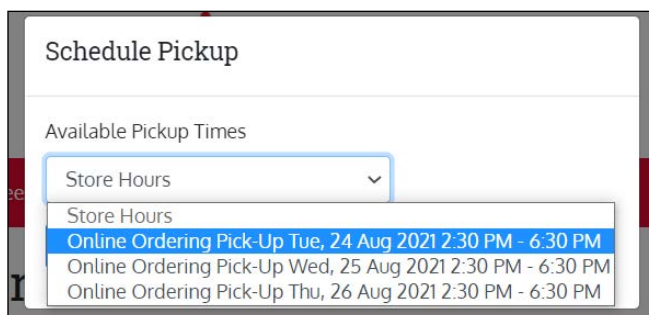
Online ordering has a selection of about 30+ items. Online orders will be available for pickup through our red, side door during store hours (Tuesday – Thursday from 2:30 – 6:00 PM). You do not need to make an appointment to pick up your order, but **please know that your order will count towards your 10 total for the school year** (1 of your 10 for the year).

Online Ordering Instructions

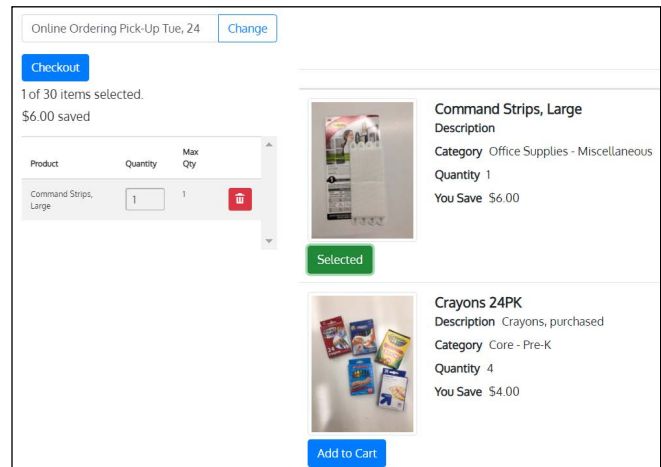
1. Click [HERE](https://teachersfreestore.com/Crayons/ttlogin.aspx) (or visit <https://teachersfreestore.com/Crayons/ttlogin.aspx>).
2. Login to your account.
3. Once logged in, scroll down until you see a blue button that says, “Place Online Order.”
4. Schedule a pickup time.



- **Note:** If you wanted to survey the items, you may select a time and then browse through the items. Your order is submitted only once the blue “Check Out” button is clicked.

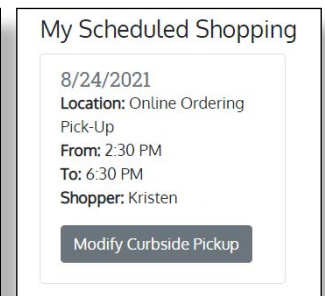
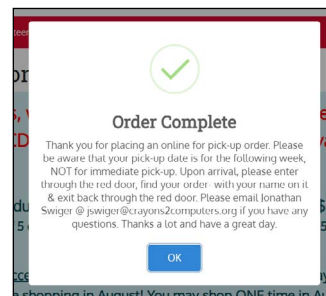


5. Select the items you want by clicking the “Add to Cart” button. Quantities can be adjusted in your cart to the left of the screen.
6. Click the blue “Checkout” button when you’re done!



7. You will see a pop-up on the screen saying, “Order Complete!” when you have successfully checked out. You will receive an email receipt containing all the items you ordered.

- If you forget your date of pickup, you will be able to see your scheduled pickup date when you log back in. You may modify this date as needed if there is availability.



If you have any questions about online ordering for pickup, please contact **Ned Haynes** at nhaynes@crayons2computers.org.