

SchoolSpeak 

Your School and You



Go Green

Do more with SchoolSpeak

Solution for Elementary and Middle Schools

Seminar Series
Online Orders

SchoolSpeak Confidential

Agenda

- Examples of Online orders
- Setup considerations
- Setup a new online order resource
 - Configure the settings
 - Make an order
 - Record payments and fulfillment
 - Record queries

Online Orders

- Some examples of online orders
 - Spirit Wear
 - Scrip
 - Yearbooks
 - Fruit sales
 - Supplies
 - Holiday items
 - Uniforms

Apple Orders

[Order](#) | [View My Orders](#) | [Search Order](#) | [Items on Sale](#) | [Query Order](#) | [Set up](#)

Please select the item (apple type) and enter the total quantity you wish to order. Press the "Add to Cart" button. When your order is complete, please print out your order, attach a check made out to "Queen of Apostles School," and drop it off in the office.

The last day to order is Monday, October 14 by noon. Apples will be available for pick up on Thursday, October 31, between 2:00 and 4:00 PM in the Community Center meeting rooms.

**** Thank your your interest in ordering. Unfortunately, we have already placed the apple order with the Chocolate Factory. We will most likely be holding another fundraiser in May. ****

** Select each item you want to buy, enter quantity and click 'Add to cart'.*

Select Item:

Item Quantity:

- ✓ A-Almond Obsession - milk - \$12.00
- A-Almond Obsession - dark - \$12.00
- B-Apple Pie a la Mode - \$12.00
- C-Apple S'mores - \$12.00
- D-Berries & Cream - \$12.00
- E-Bubblegum - \$12.00

[Item - \$Price]

Yearbook Orders

[Order](#) | [View My Orders](#) | [Search Order](#) | [Items on Sale](#) | [Query Order](#) | [Set up](#)

[Order your yearbook\(s\) now!](#)

Two ways to pre-order yearbooks:

A. Log on to www.schoolspeak.com and click on Yearbook on the left side menu. **Please put child's name and grade that you are buying yearbooks for in the Note box. If you are purchasing for faculty/staff, please also put faculty/staff name in the Note box.**

B. Fill out an order form and drop it off in the front office along with your payment (check or cash only) **Please write child's name and grade for easy distribution. If you are purchasing for faculty/staff as end of the year gift, please write faculty/staff name and grade.**

LAST DAY TO ORDER MAY 3, 2013

*****NO EXCEPTIONS AND NO EXTRA YEARBOOKS WILL BE ORDERED*****

Uniform Orders

[2013-14 P.E. Uniform Order Form](#) *(On-line Order Store)* [[Admin](#)]

[Order](#) | [View My Orders](#) | [Search Order](#) | [Items on Sale](#) | [Query Order](#) | [Set up](#)

Gym Uniform Orders Due Friday, March 14, 2014

Size Chart for Youth Items: YXS= 2-4, YS= 6-8, YM= 10-12, YL= 14-16 YXL - 18-20

Here are some of the pictures of the gym uniform:

Short Sleeve T-Shirt



Mesh Short



Setup Considerations

- Instructions to members
- Is there a discount that you would like to track?
 - By Percentage or amount, none
- What should happen to orders at the end of the year?
 - Keep or delete
- What items are you putting up for sale?
 - Gift cards, clothing, yearbooks
- And how much will you charge?
 - Pricelist

Considerations

- Will you track inventory?
- Delivery options
 - How will you get the merchandise to the person that ordered it?
 - Examples- Mail, parent pickup, oldest child take home
- Payment methods
 - Check, cash, online (maybe via Paypal)

Setup a New Online Order

- Scrip
 - Amazon gift cards in the amount of 25, 50 and 100
 - Price for each (face value)
 - Discount is \$5 per card – amount to the school
 - Inventory : 20, 10, 5 respectively
 - Delivery methods : Mail, oldest child brings home
 - Payment methods : Cash, Check, Paypal
- Let' s setup new online order

Additional Functionality

- Able to pay online or by manual updates
- Able to track inventory movement
- Able to assign to a parent to manage
 - Edit permission
- Works with goal tracking resource in SchoolSpeak via a csv download

QUESTIONS?

THANK YOU!!

Support Contacts:



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www.schoolspeak.com