

# Owl T-Shirt and Sling Bag Ordering Procedure

## Scouting the Zoo 2020

Begin by following this link:

<http://www.threeharborsscouting.org/event/2020-scouting-the-zoo-t-shirt-and-sling-bag/2659307>

### Step 1

1. Click "Register"

**2020 SCOUTING THE ZOO T-SHIRT AND SLING BAG REGISTRATION**  
Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

ption Group Participants Forms Cart

**CONTACT E-MAIL**  
Katie.schneider@scouting.org

### Step 2

1. Enter Unit and Contact Information
2. Click "Continue"

**CREATE/EDIT YOUR GROUP INFORMATION**  
Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

Description Group Participants Forms Cart

**GROUP INFORMATION**

*\*Indicates Required Field*

*(Example P123)*

\*Unit Type & Number:

\*Main Contact First Name:

\*Main Contact Last Name:

\*Email:

\*Address:

\*City:

\*State:

\*Postal Code:

\*Phone:

Alternate Phone:

### Step 3

1. Select the TOTAL number of items (both t-shirts and sling bags) for this order
2. Click "Continue":

The screenshot shows a navigation bar with five tabs: "Description", "Group", "Participants", "Forms", and "Cart". The "Participants" tab is highlighted with a red arrow. Below the tabs is a form titled "How many?" with a dropdown menu showing the number "10". At the bottom of the form are three buttons: "Go Back", "Cancel", and "Continue".

### Step 4

1. Select whether your total numbers of items includes just t-shirts, just sling-bags or both.
2. Click "Continue"

The screenshot shows a navigation bar with five tabs: "Description", "Group", "Participants", "Forms", and "Cart". The "Forms" tab is highlighted with a red arrow. Below the tabs is the text "I would like to order the following Scouting the Zoo items:" followed by four radio button options: "Owl T-Shirt(s)", "Zoo Sling Bag(s)", "Both Owl T-Shirt(s) and Sling Bag(s)", and "None". The "Both Owl T-Shirt(s) and Sling Bag(s)" option is selected. At the bottom are two buttons: "Go Back" and "Continue".

### If you are only ordering t-shirts, skip to step 6

### Step 5

1. Enter the number of sling-bags per color you would like
2. Click "Continue"

The screenshot shows a navigation bar with five tabs: "Description", "Group", "Participants", "Forms", and "Cart". The "Forms" tab is highlighted with a red arrow. Below the tabs is the text "How many Sling Bags would you like to order?" followed by "3 color options are available." Below this are three sections, each with a title and a calculation: "Sling Bag - RED" with a quantity of 2, price of \$14, and total of \$28.00; "Sling Bag - BLUE" with a quantity of 2, price of \$14, and total of \$28.00; and "Sling Bag - BLACK" with a quantity of 1, price of \$14, and total of \$14.00. At the bottom are two buttons: "Go Back" and "Continue".

## If you are only ordering sling-bags, skip to Step 7

### Step 6

1. Enter the total number of t-shirts by size
2. Click "Continue"

Description Group Participants Forms **Cart**

How many of each Owl T-shirt size(s) you would like to order:

Youth Small  
 x \$10 = \$0

Youth Medium  
 x \$10 = \$10.00

Youth Large  
 x \$10 = \$20.00

Adult Small  
 x \$10 = \$0

Adult Medium  
 x \$10 = \$0

Adult Large  
 x \$10 = \$10.00

Adult XL  
 x \$10 = \$0

Adult 2XL  
 x \$10 = \$10.00

Adult 3XL  
 x \$10 = \$0

Adult 4XL  
 x \$10 = \$0

[← Go Back](#) [Continue →](#)

### Step 7

1. Confirm total order
2. Select "Checkout"

SHOPPING CART

Description	Amount
TEST MODE NOTHING IS SAVED 2020 Scouting the Zoo T-Shirt and Sling Bag <a href="#">Edit</a>	\$120.00
4/11/2020 - 4/30/2020	
10 @ \$0.00	
2 Sling Bag - RED	\$28.00
2 Sling Bag - BLUE	\$28.00
1 Sling Bag - BLACK	\$14.00
1 Youth Medium	\$10.00
2 Youth Large	\$20.00
1 Adult Large	\$10.00
1 Adult 2XL	\$10.00
<b>Subtotal</b>	<b>\$120.00</b>

Discount Codes  [Apply](#)

[Keep shopping...](#)

[Cancel](#) [Checkout →](#)

### Step 8

1. Complete payment steps
2. T-shirts and Sling-bags will be handed out at the 2020 event

Please e-mail [ScoutingTheZoo@gmail.com](mailto:ScoutingTheZoo@gmail.com) with any questions or issues that you encounter.