

## Sarasota Christian School Order Instructions

**Please read this *carefully* for the smoothest ordering process.**

1. Go to [www.jessicaoverholt.com](http://www.jessicaoverholt.com) and click Client Login.
2. Select Sarasota Christian School from the main menu.
3. Enter the password that you received in the notification e-mail. *E-mail me if you've forgotten it!*
4. Choose the appropriate gallery and find the photos of your child.
5. To select your child's photos, begin by clicking the **Select Photos** button in the upper right hand corner of the page.
6. Before selecting, you can view an enlarged preview by hovering over the photo and choosing the magnifying glass. Then, click on the photos of your choice. *You can choose more than one! And don't forget the class photo if you're interested!*
7. Mouse over the **Buy** button at the top of the page and click **Select Product for (#) Photos**. A pop-up window will open showing all of the packages and products.
8. Select the package you are interested in and click **Continue** to build that package. *You can add more packages/products later.*
9. Drag the photos into the placeholders. **\*\* Please view the steps below for building packages with multiple children.**
10. Click **Add to Cart**.
11. Select **Preview and Configure** to customize each of your images, i.e. cropping, black and white, and sepia options.
12. To purchase another product, click **Continue Shopping** and follow instructions from step 8.
13. Select **Checkout Now** if you are satisfied with your selections and want to go directly to the shopping cart to finalize your order.

**There are no refunds or returns on photos. Please review your cart carefully before purchasing.**

**\*\*** If you have children in different classes, you may build a single package with images from other classes. This option will only be approved for children in the same household. Please follow these steps:

1. Add the first child's photos to the placeholders within a package and save the incomplete package by clicking **Add to Cart**.
2. Click **Continue Shopping**. Click **Sarasota Christian School** at the top of the page. Navigate to the desired class and repeat steps 5 - 6.
3. Mouse over the **Buy** button and choose to add the images to the current product.
4. Drag the second child's set of photos into the blank placeholders until the package is complete.
5. Click **Save**, and navigate to the shopping cart to check out or select a new product from the buy button to keep shopping.