## **Character Counts T-shirt Ordering Step-by-Step Guide!**

All students will receive a character counts t-shirt to be worn for field trips, vocal programs, special days at school or anytime you feel like spreading some Horizon spirit!! Please follow the instructions below to order your shirt. To help defray the cost of the shirts, we are asking parents to donate \$8.00 toward the cost of your child's shirt. In addition, if you would like to help purchase a shirt for a child who may not be able to afford one, any donations would be greatly appreciated. Thank you in advance for your support!

\*\*Everyone must order a shirt online, even if you are not able to make a donation (in this case, simply select \$0.00 in the drop-down box) so that we order correct sizes- thanks!!

\*\*If you have more than one child, don't forget to order a shirt for each child!! (3)

Go to this link: http://pmapparel.com/horizon-2

Click on the box that says Horizon Product Line: Character.

Click on the red "Required Form" box.

Select: Parent or Student and use the drop-down to select your teacher/grade and shirt size.

Select amount you are willing to donate for your shirt and additional shirts.

Click "add to cart". (a note in green will appear at the bottom of the screen to indicate that the shirt has been added to your cart.)

After completing the required form for your Character Counts t-shirt, you can click back to "character" to purchase additional child/adult Horizon shirts (in gray or black), and an all school poster.

You can also click back to "Horizon" and enter the "Fan Gear" store to purchase additional Johnston Dragon spirit wear!

Once you have made all of your selections, click on the cart icon (at the top of the page by P and M's phone number) to go to your cart. (Or you can click on shopping cart when it appears at the bottom of the page after you add your last item to your cart.)

IMPORTANT: When you click on cart, you will first be shown a cart preview!! You will not be able to make adjustments to quantity on this page, but when you click on the "go to cart" button, you'll be able to make changes!!

You can checkout as a guest.

Select shipping method. Select shipping method you would like for additional products purchased. Any character counts merchandise will be distributed by the school.

Enter your information and make any necessary adjustments to your cart. Check the box to accept the terms of service and click "complete".

Remember: All orders must be complete by Friday, September 8<sup>th</sup>!

All orders will ship on or before September 25<sup>th</sup>. Character Counts tshirts will be held by teachers and come home the day of the all-school photo. The all school photo posters are distributed at Fall parent/teacher conferences.

Questions?? Call P&M Apparel at 515-984-7740 or e-mail Sandra Mrachina at <a href="mailto:sandy@pmapparel.com">sandy@pmapparel.com</a>