



KINGSWAY
CHRISTIAN COLLEGE

UNIFORM SHOP PRE-PAID ORDERING FORM
GUIDE
LAST UPDATED: 19/10/2015

INTRODUCTION

The purpose of this document is to assist in filling out the Uniform Shop Order form and sending it back to the school.

REQUIREMENTS

- Internet connection
- Email Access (preferibly using Microsoft Outlook)
- Adobe Reader. A copy of the Adobe Reader can be downloaded by clicking [here](#).
NOTE: Other PDF viewers may also be used, but this guide is designed around the use of Adobe Reader 11.x.

The use of mobile devices such as iPhones, iPads and Android is currently not supported. Even though the PDF document may download, most of the fields will not be fillable. Please use either a Windows or Mac Computer. This guide has also designed around the use of Windows devices, however the concepts on a Mac are the same, so please adjust accordingly.

FILLING THE FORM

- Once the form has been downloaded, open it up in Adobe Reader. All required fields are highlighted in red, so be sure to fill these out.

Secondary School - Pre-Paid Order Form

Parent's First Name:	<input type="text" value="John"/>	Form Teacher:	<input type="text" value="Mr Smith"/>
Parent's Surname:	<input type="text" value="Doe"/>	Year Level:	<input type="text" value="9"/>
Contact Number:	<input type="text" value="9999 9999"/>		
Student's First Name:	<input type="text" value="Jane"/>		
Student's Surname:	<input type="text" value="Doe"/>		

- Select the quantities and sizes of items that wish to be ordered.

QTY	GENDER	DESCRIPTION	SIZE	UNIT PRICE	LINE TOTAL
1	M	White Shirt-Open Neck & Logo	4 (\$22.00)	\$ 22.00	\$ 22.00
	M	Elastic Back Pull On Grey Shorts			
2	M	Zip Front College Grey Shorts	6 (\$38.30)	\$ 38.30	\$ 76.60

- At the bottom, select the payment method, and add in any comments.

Please Note: This is NOT a tax invoice		TOTAL	\$ 98.60
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<p>PAYMENT DETAILS</p> <p><input type="checkbox"/> Cheque - Made payable to 'Kingsway Christian College Uniform Shop'.</p> <p><input checked="" type="checkbox"/> Credit Card - Please call me when order is ready for payment.</p>	<p>COMMENTS</p> <p>Please advise my daughter when ready for collection.</p>
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Once complete please click the 'Submit' button and follow the instructions OR email to uniform.shop@kcc.wa.edu.au

SUBMITTING THE FORM

Once the form has been filled it needs to be sent back to the school. This can be done in two ways.

1st - Using the submit button at the bottom of the page (works best when using Microsoft Outlook, and on Windows ONLY)

2nd – Saving the document and attaching it to an email.

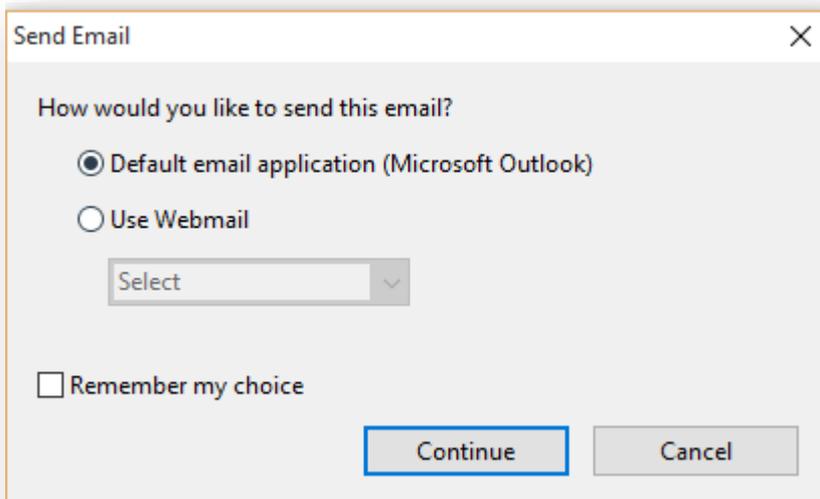
Both of these methods are described below. Considering the vast majority of webmail clients out there, only saving the document will be described.

SUBMIT BUTTON

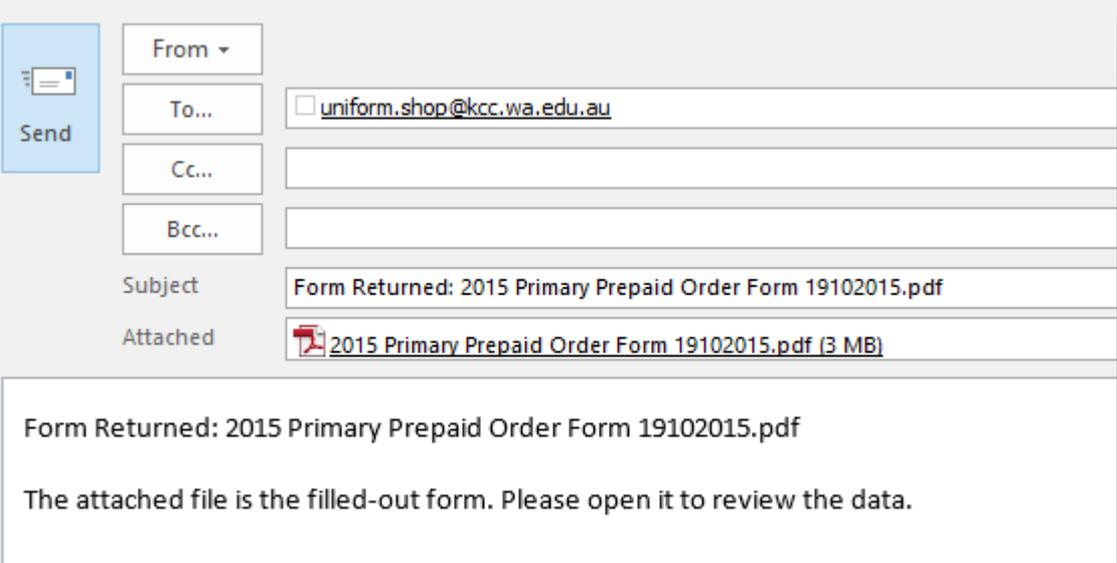
1. Click Submit at the bottom of the PDF document.



2. Select “Default email application”



3. Microsoft Outlook should automatically pop up with the email address, subject and attachment prefilled.
Add in any additional information and then click send.



The screenshot shows the 'New Email' window in Microsoft Outlook. On the left is a blue 'Send' button. The main area contains the following fields:

- From:** A dropdown menu.
- To:** A text box containing the email address uniform.shop@kcc.wa.edu.au.
- Cc:** An empty text box.
- Bcc:** An empty text box.
- Subject:** A text box containing the text 'Form Returned: 2015 Primary Prepaid Order Form 19102015.pdf'.
- Attached:** A text box containing a PDF icon and the text '2015 Primary Prepaid Order Form 19102015.pdf (3 MB)'.

Below the fields is a large white text area containing the following text:

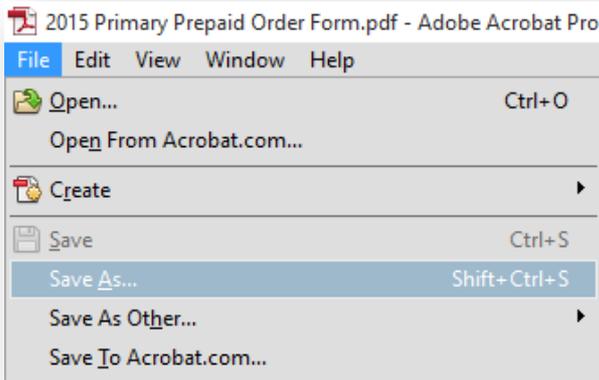
Form Returned: 2015 Primary Prepaid Order Form 19102015.pdf

The attached file is the filled-out form. Please open it to review the data.

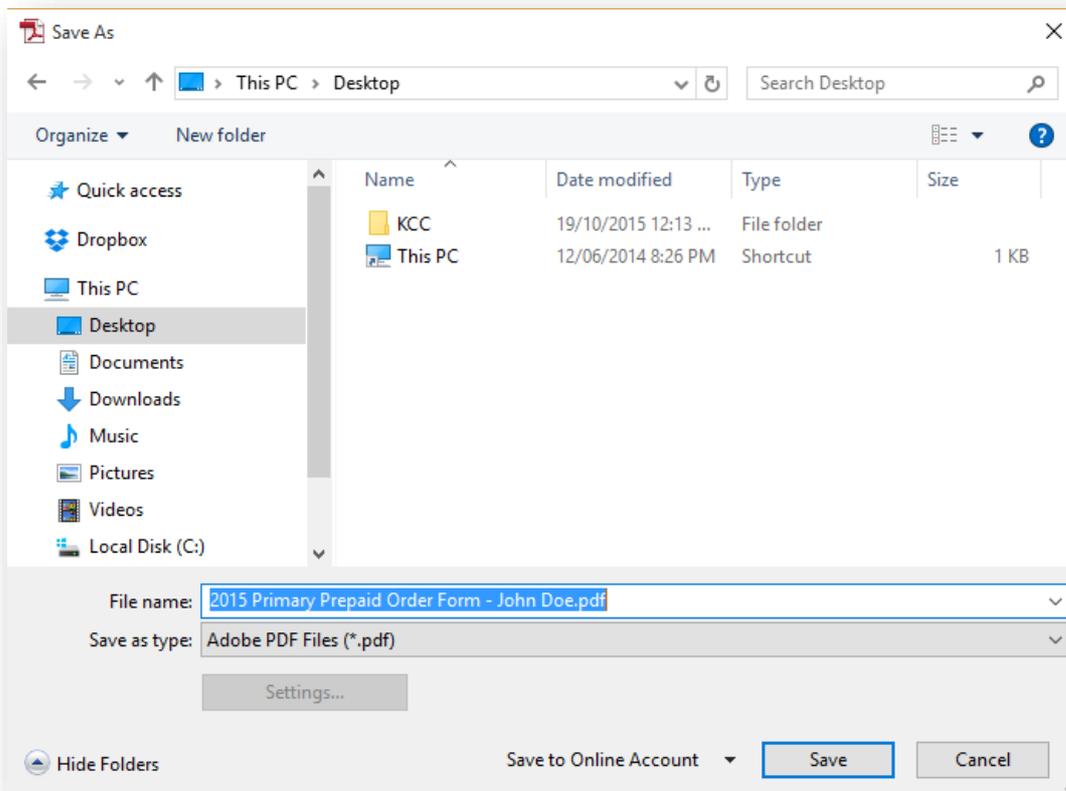
4. Check the 'Sent Items' mailbox in Outlook to verify it has been sent successfully.

SAVING THE DOCUMENT AND ATTACHING TO AN EMAIL

1. Click File > Save As



2. Save the document to the desktop and give it a name.



3. Log into your email account and compose a new email, attaching the saved PDF document from the desktop as described in step 2.
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