

Your online ordering *playbook*

Now you can order your Cap & Gown and Graduation Supplies online, anytime at HIGHSCHOOL.HERFFJONES.COM

LET'S GET STARTED

- Log on to www.highschool.herffjones.com.
- Enter your school name at the top where it says "Find your high school..." and select your school.
- On the next page displayed, click on the bar in the middle that says "SHOP GRAD PRODUCTS".

ONE-STOP SHOPPING ~ PICK A PACKAGE

- The first page displayed will be our announcement packages, an easy way to bundle everything in one easy step.
- The "MASCOT PACKAGE" has everything you need: announcements, apparel, keepsakes, and the only Announcement Package that also includes the required cap and gown items.
- To create your own package or order just the required Cap & Gown Package, scroll to the bottom of the page and select the green arrow that says "SHOP INDIVIDUAL PRODUCTS INCLUDING CAP AND GOWN" and this will take you to the Cap & Gowns page.

ORDERING YOUR CAP & GOWN

- Once you reach the Cap & Gowns page, you will see four packages.
- **Cap & Gown Package A includes the required items you need for graduation.** It is located at the bottom of the page. To order this package, just click on the text under the package image and a window will pop up where you can enter the gender, height, and weight for the student. Then select "ADD TO CART".
- If you would like to get a few keepsakes and apparel along with your cap & gown, Packages B, C, and D offer these options along with the required items included in Package A. Just click on the text below the package you would like and select "ADD TO CART" on the next page displayed.
- Each student will need to select one of the Cap & Gown packages (or the Mascot package mentioned above).

ORDERING ADDITIONAL ITEMS

- If you would like to order additional items you can continue on to Announcements & Accessories, Invitations & Thank You Notes, and Senior Keepsakes.
- Each of these pages has the green arrow at the bottom to continue to the next page.

CHECKING OUT

- Once you have made all your selections and added everything to your cart, it's time to checkout.
- The easiest way to checkout is to select the shopping cart icon in the gray menu bar near the top right side of every page, next to the LOGIN button.
- Clicking on the shopping cart icon will drop down a window that shows your current Subtotal and has a "CHECKOUT" button that will initiate the checkout process.
- During the checkout process you will need to enter your student's information (not your own except for billing) and select any personalization options and apparel sizes needed based on the selections made.
- Just follow the prompts to complete your checkout.
- You will receive an email confirmation with your order number and order details.
- And that's it...you're all done!



A Varsity
ACHIEVEMENT
Brand

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