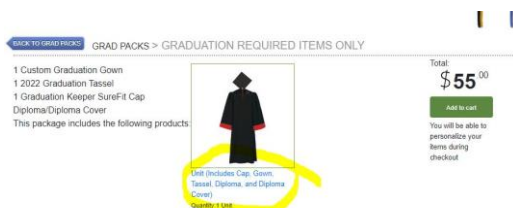


Class of 2022 Cap and Gown Orders

1. Log onto the Herff Jones site: herffjones.com
2. In the top left corner, click on “Graduation”
3. Scroll down and click on “Caps & Gowns”
4. Scroll down to the bottom of the screen, and you will see “Personalize your experience! Enter your school name here:” Type in Maryville High School and hit “enter”
5. An option will pop up to click on “Maryville High School Maryville, TN” – Click on this option
6. If you plan to purchase the required items only (cap, custom gown rental, tassel, diploma cover), scroll down to “Caps and Gowns” and click on “Shop Caps and Gowns.”
7. Click on “Shop grad products”
8. Scroll down to the bottom of the screen and click on the green bar that says “Continue shopping to checkout.”
9. The second item that will be displayed on the screen is “Graduation Required Items Only” for \$55. Click this option.



10. This “Graduation Required Items Only” package will be visible on your screen; however, before adding it to the cart, you must indicate the size by clicking on the blue text that says, “Unit (Includes Cap, Gown, Tassel, Diploma, and Diploma Cover).”



11. Next, a box will pop up that allows you to select Gender, Feet, Inches, and Weight. If your student is measured at school and knows which gown size fit best, all you need to enter here is Feet and Inches.
12. Once this information has been added, you can add your items to the cart.

If you have any questions, please call or email Maria Greene at Maryville High School

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