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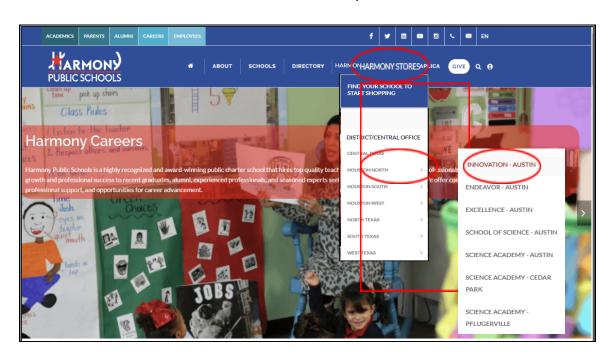




Harmony Public Schools Website

To navigate the <u>Harmony Website Home Page</u> page to start your shopping experience simply click on the **Harmony Stores** button and a drop-down menu appears with **FIND YOUR SCHOOL TO START SHOPPING**. Click on your childs' location and click on the campus your child attends; in the sample below, we selected:

Central Texas location and Innovation-Austin campus.







Campus Main Page

Now you are in your child's campus, which in this example **School of Innovation-Austin** is shown in the picture below. Click on the **Harmony Stores** button at the top and a pull-down menu appears displaying the different stores. When you hover over a store (Store 1, Store 2, or Store 3) another pull-down menu will appear next to it with the product or products the store offers. In the picture below; you see when you hover over the following stores will appear:

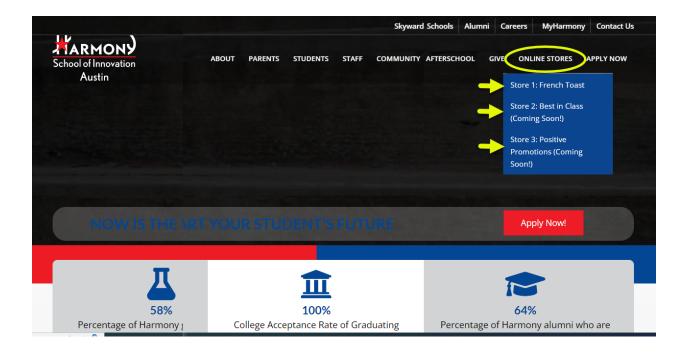
Store 1: French Toast, Student Polo Uniforms

Store 2: Best In Class, School Supply Packages

Store 3: Positive Promotions, Spirit Shirts, PE Uniforms, Backpacks & Lunch Bags,

Staff Polos, Cardigans/Sweaters, Jackets and more...

Simply click on the store you wish to purchase your product(s) from. (See the **Table of Contents** to learn more about the different **Harmony Stores**).





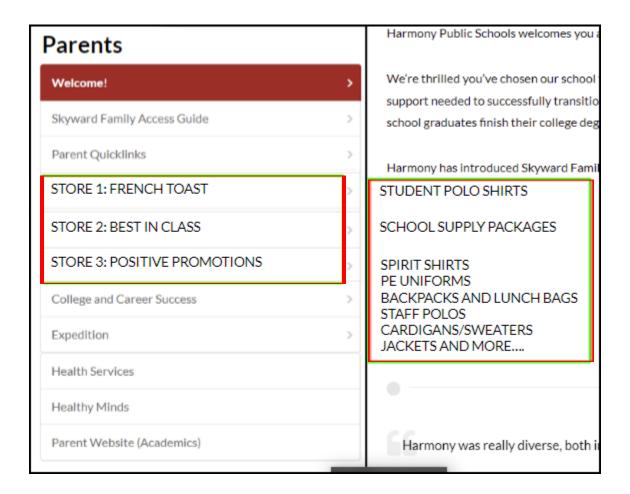


Parents



On the **Harmony Website** (Main Page), click on the **Parents** button as shown on the picture.

When you click on **Parents**, you will see the different stores and as you hover each store another menu will appear displaying the product(s) for the store. Simply click on the store you want to purchase your items and you are directed to the store you selected.

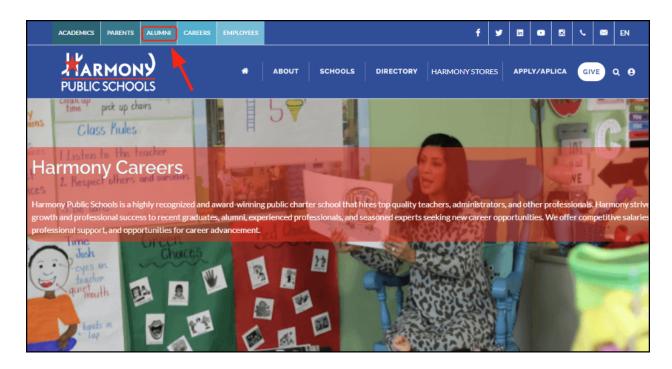




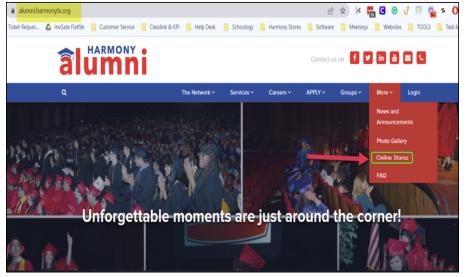


Alumni

On the <u>Harmony Website</u> (main page), click on the **Alumni** button at the top of the page as shown below.



Now you are on the **Harmony Alumni** page. Click on the **More** button as shown and a pull-down menu will appear listing the **Harmony Stores**. When you click on the



Harmony Stores
button another
drop-down menu
appears with the
different stores. Click
on the store you want
to purchase products
from and you are
taken to the store of
your choice.

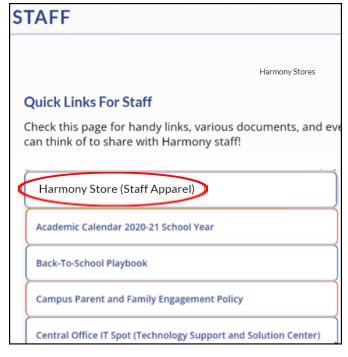




Employees

On the **Harmony Website** (home page), click on the **Employees** button at the top of the page as shown below.





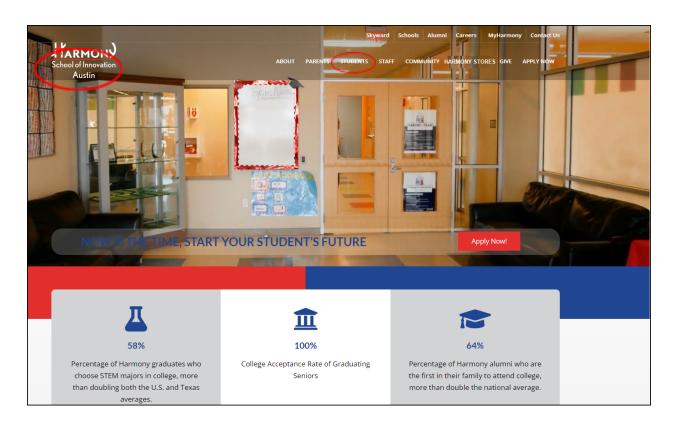
Now you are on the Harmony
Employees page. At the bottom of the page you will see Harmony Store
(Staff Apparel). Click on the button and you will be taken to the Positive Promotions page to make your apparel purchases and more.





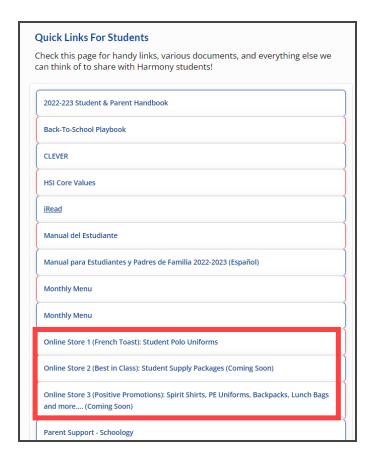
Students

On the campus page as shown below (**School of Innovation-Austin**), click on **Students**.



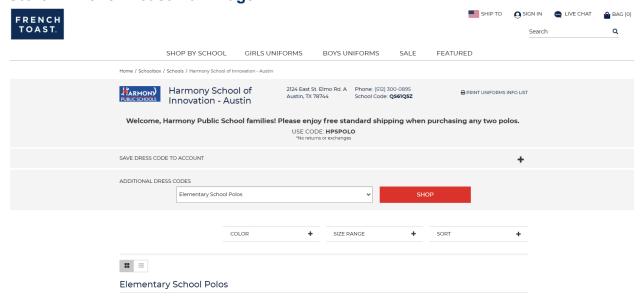






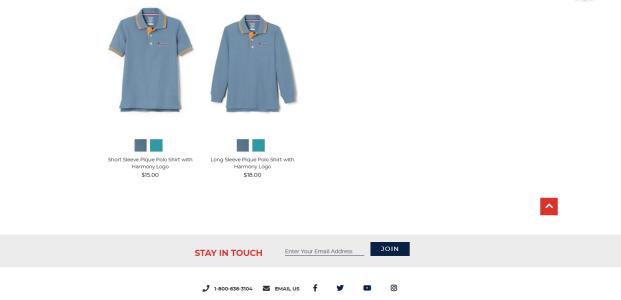
Now you are on the **Students** page. At the bottom of the page you will see **Store 1: French Toast, Store 2: Best In Class and Store 3: Positive Promotions**. As you hover over each store another drop-down menu appears showing you the products you can purchase in that particular store.

Store 1: French Toast Main Page









French Toast: Log In

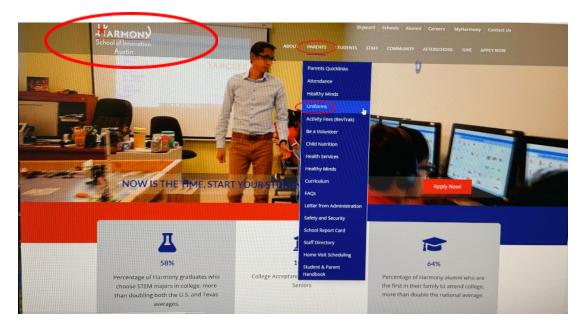
In the Harmony Website, click on **Schools** at the top of the page and a **Drop-Down** menu appears. Now select the district your child belongs to and another **Drop-Down** menu appears. Finally, click on the school your child attends and now you are in the **School** your child is enrolled in.







Now you see the school you selected which in this case you see **Harmony School of Innovation - Austin**. Now click on **Parents** and a **Drop-Down** menu appears. Click on **Uniforms** and now you are directed to the **Harmony School of Innovation-Austin** store where you can purchase your child's school polo uniforms.

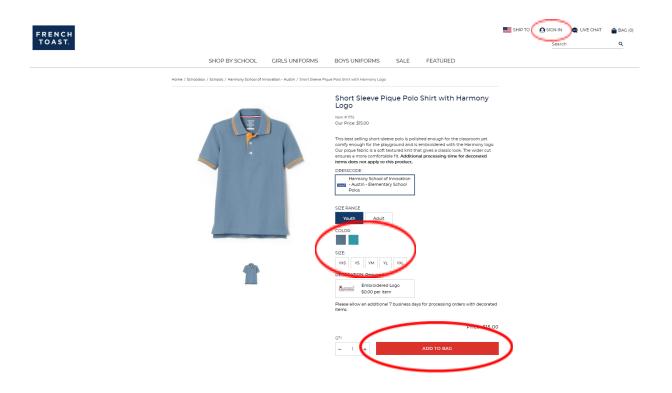


French Toast: Cart

Once you are in the **French Toast School** page, you should **sign in using your email address and password** as shown on the next picture. Now, just make your selections (ex.: shirt color, size and quantity) and click on the **Add To Bag** to purchase your item.







French Toast: My Orders

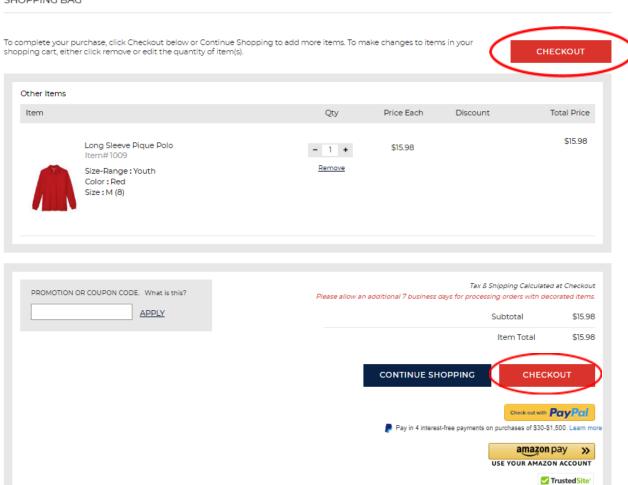
Once you have purchased your items and want to look at your cart simply click on the **Bag** icon on the Top-Right hand side of the screen. Review your item(s) and if everything looks fine, click on the **Checkout** button at the top of the screen or at the bottom of the screen.







SHOPPING BAG



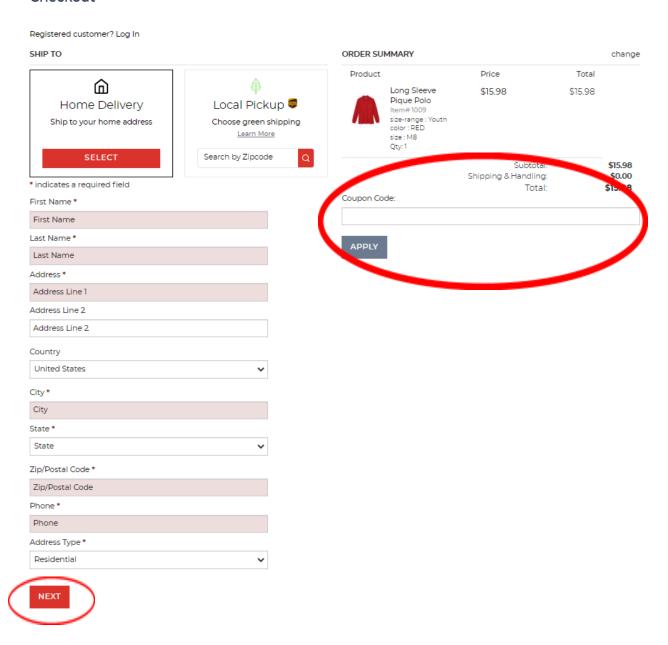
CERTIFIED SECURE





Fill out the information with your credentials and if you have a **Coupon Code** enter the code and click **Apply**. Now click on the **Next** button at the bottom left-hand side of the page.

Checkout

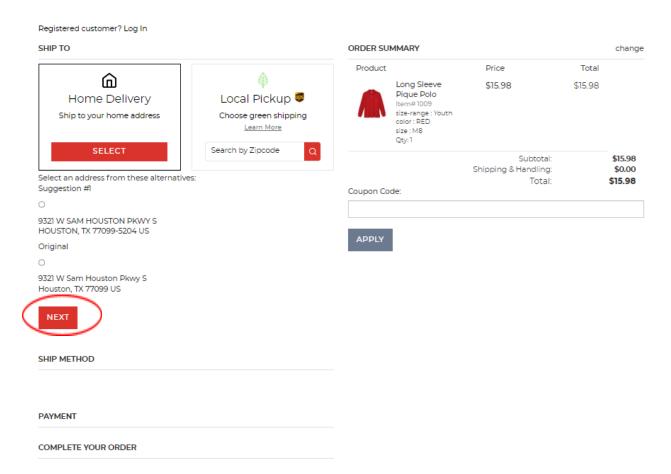






Now select whether you want your item(s) delivered to your **Home** or **Campus**. Remember, an additional fee will be added to your total for delivering your item(s) to your home. Click on the **Next** button.

Checkout

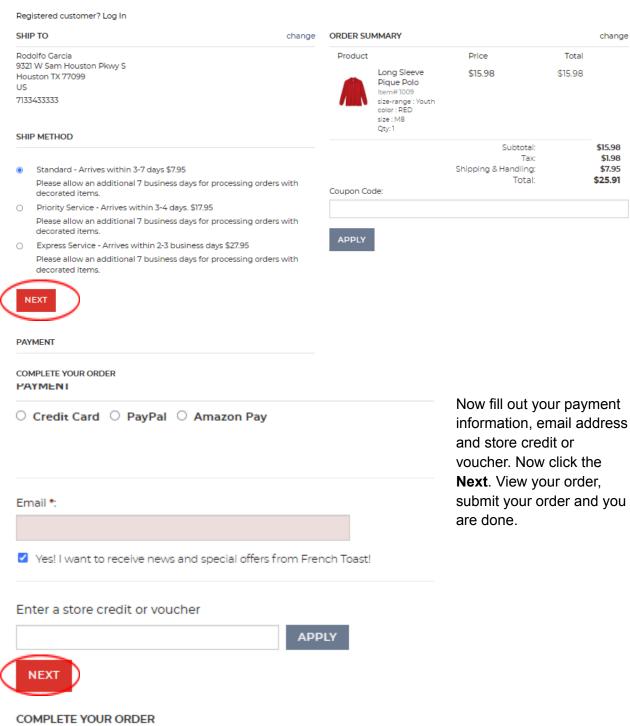






Select the delivery option and click on the **Next** button at the bottom.

Checkout





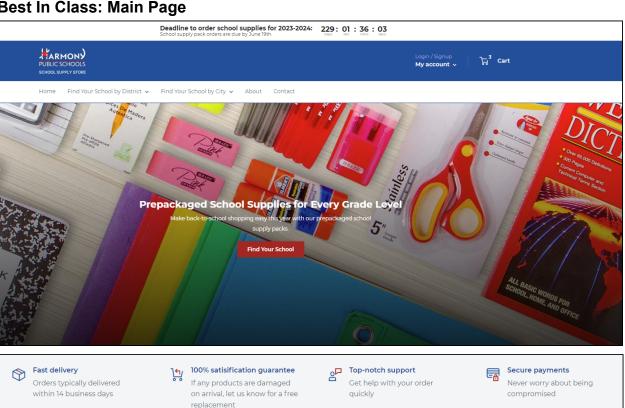


French Toast: Questions/Concerns

If you have any questions or concerns, call (800) 636-3104 or email French Toast at schoolbox@frenchtoast.com

Store 2: Best In Class

Best In Class: Main Page



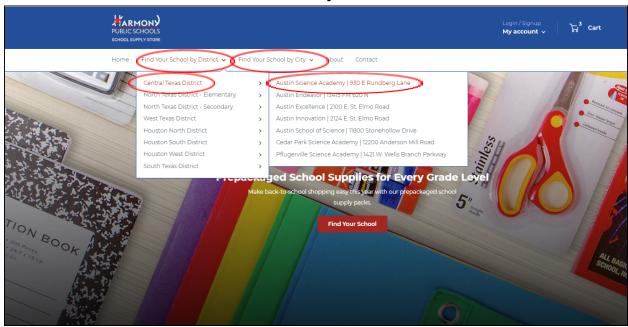




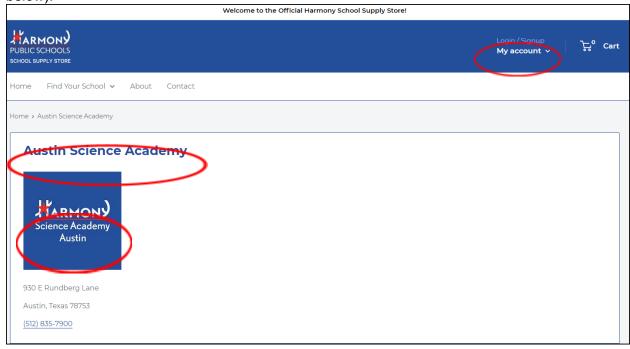


Best In Class: Log In

In the Harmony Portal, click on **Find Your School By District** or **Find Your School By City** at the top of the page and a **Drop-Down** menu appears. Now click on the district your child belongs to and another **Drop-Down** menu appears. Finally, click on the school your child attends and now you are in the **School** your child is enrolled in. For this example we will use the **Central Texas District: Austin Science Academy**.

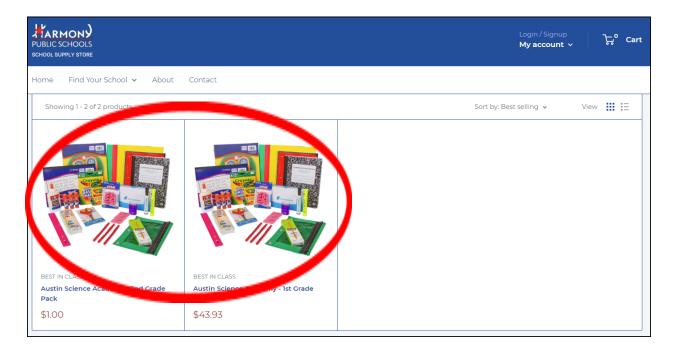


Once you click on your child's campus, your childs' campus page appears, which in this case is **Austin Science Academy** (as shown in the picture below). First thing you want to do is **Login/Sign Up** for an account at the top right-hand side of the page (as shown in the picture below).







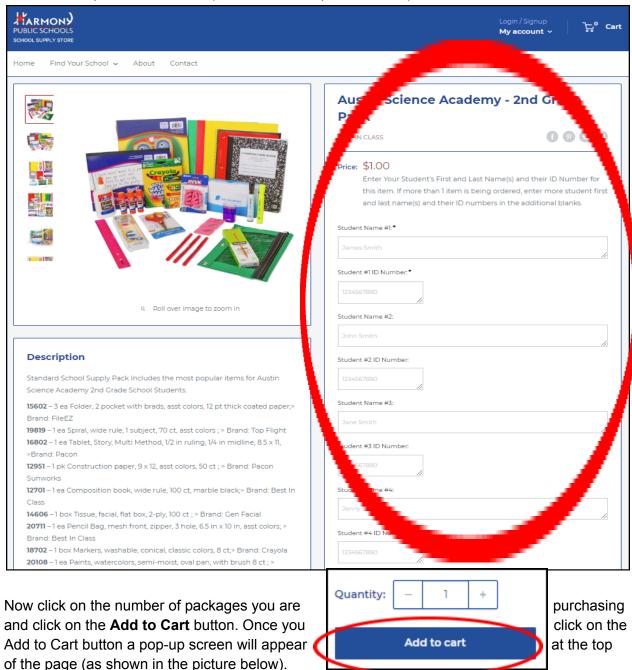


Once you have clicked on your child's campus, you will only see the school supply packages for the specific school you selected by grade level (**see the picture above**). Simply click on the package you want to purchase and another screen appears.





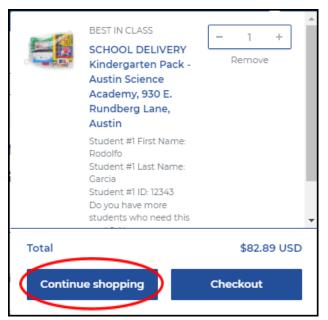
Fill out the required information (as shown in the picture below).





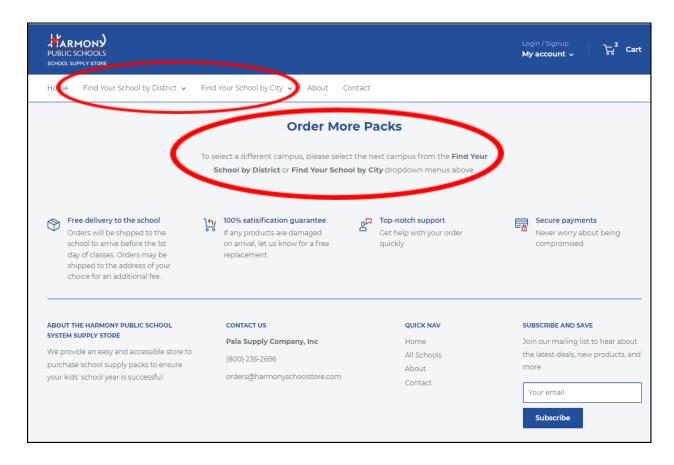


Continue Shopping



Once you have added your child's school supply package to your cart and wish to add another child's school supply package from another campus click on the **Continue Shopping** button (as shown on the picture to the right).

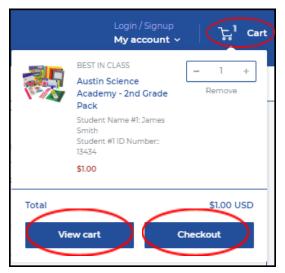
As you can see on the picture below, all you have to do is click on the **Find You School By District** or **Find Your School by City** buttons to continue your purchase for your second child from another campus.







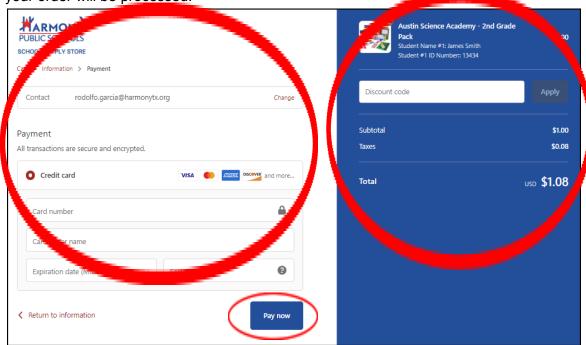
Best In Class: Cart



To view the items you have selected, simply click on the **Cart** button and a drop-down window appears listing the items as shown in the picture to the right. Click on the **View Cart** button to see the item you have selected to purchase or click the **Checkout** button to continue the purchasing process.

Another screen will appear showing you the **Contact Information** and **Billing Address** (as shown in the picture below). Once again you will see the item you are purchasing. When you are ready to make your purchase, simply click on the **Continue to Payment** button at the bottom.

A final screen will appear. Simply fill out your payment information and click on **Pay Now** at the bottom (as shown in the picture below) and your order will be processed.







Best In Class: My Orders

When you log in to your child's campus. Simply click on the **Cart** at the top of the page to see the item(s) you have purchased.



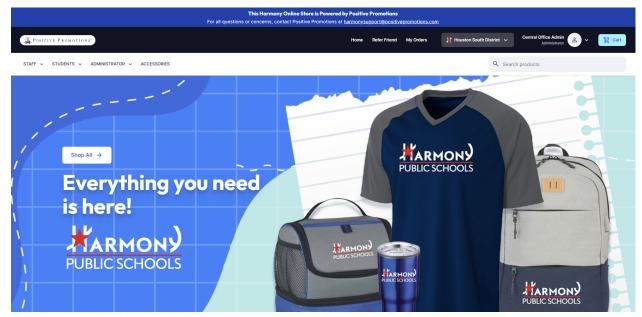
Best In Class: Questions/Concerns

Contact **Best In Class** at <u>(800) 236-2696</u> or email <u>orders@harmonyschoolstore.com</u> for all your questions or concerns.

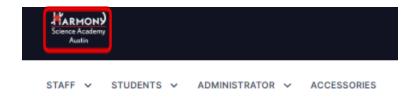




Store 3: Positive Promotions

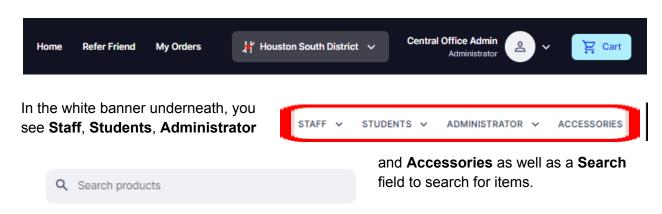


Positive Promotions: Log In



In the Harmony - Positive Promotions Portal (as shown in the picture on the left), you should see your campus name on the top-left corner of the screen.

On the right-hand side of the screen, you see **Home**, **Refer Friend**, **My Orders**, **Campus Name** with the drop-down menu, **Log-In** button and **Cart** button (as shown in the picture below).

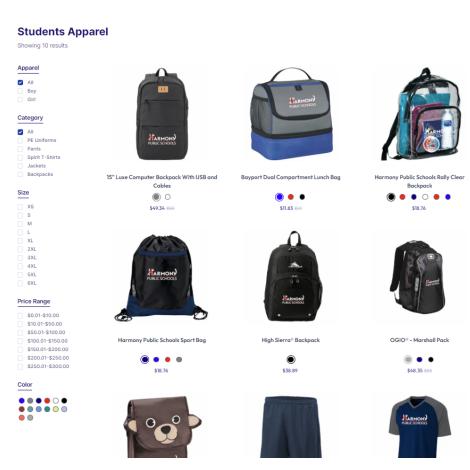




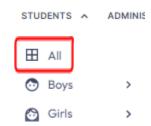


Purchasing Products

If you are a parent, simply click on the **Students** button at the top-left hand side of the screen and a drop-down menu will appear where you can see **All** products, **Boys**, or **Girls**, as shown on the picture to the right.



You can click on **View Details** (see picture on the right) to see more details about the product including **Product Description**, **Price**, **Size**, **Color**, and **Quantity** as shown in the picture below as well as **Add to Cart**.



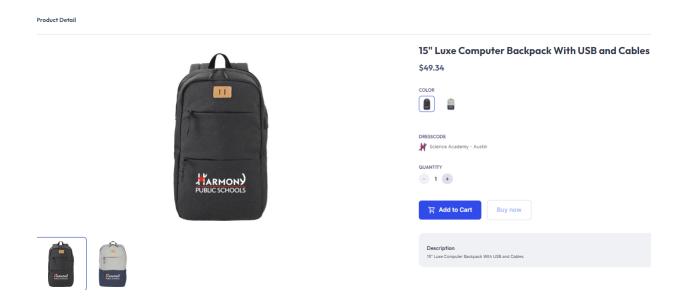
When you click on **All**, all products for students will be listed as shown on the left.



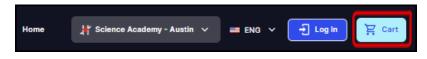








Positive Promotions: Cart



Click on the **Cart** button to see your purchases and make any changes as needed as well as to make sure you are in the

right campus.

<u>Click here</u> to see a short video on how to **Add Items to Cart** and **Check Out Items**.





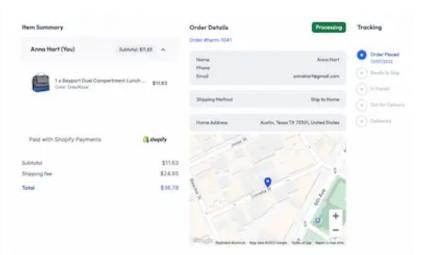
Positive Promotions: Track My Orders

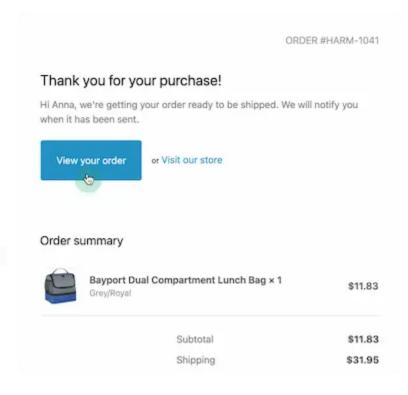
How to Track My Order

Track your order with a few clicks

Option 1: Track Your Order After Checkout

- After completing your order, click on the "Continue Shopping" to return to the Harmony Store.
- On the Harmony Store, click "My Orders" to see your orders.
- Select the order you want to track and click "View Details."





Option 2: Track Your Order From Email

- After completing your order, you will receive a confirmation email from Positive Promotions.
- The email includes a link to your order details. Click "View your order".
- You will be redirected to your order details.





ORDER #HARM-1041

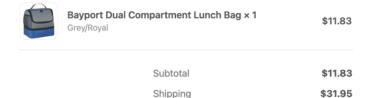
Thank you for your purchase!

Hi Anna, we're getting your order ready to be shipped. We will notify you when it has been sent.



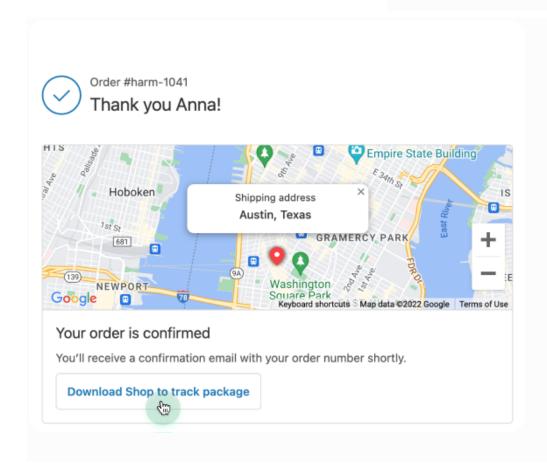
or Visit our store

Order summary



Option 3: Link Through Text

- After completing your order, click "Download Shop to track package".
- Fill in your mobile number. When done, click "Submit".
- You will receive a text message containing a download link to the Shop app. (Shown on the picture below)
- Sign in with the email you previously used on checkoutand your orders will automatically be imported.
- After logging in, your order will then appear as shown in the picture below.







Positive Promotions: Questions/Concerns

Contact **Positive Promotions** at (800) 635-2666 or email <u>service@positivepromotions.com</u> for all your questions or concerns.