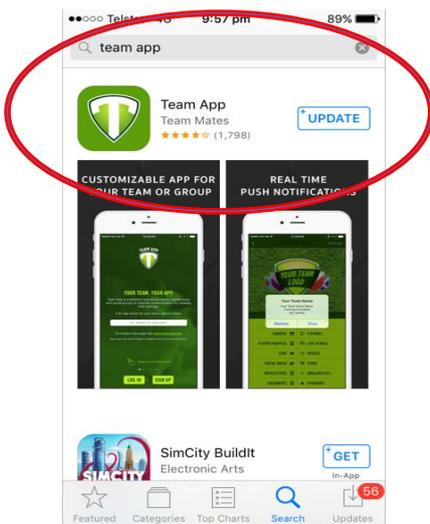


## How to order from the uniform shop online

Recently we have been setting up and testing an online uniform shop through the Team App website. We are excited to now be launching it!

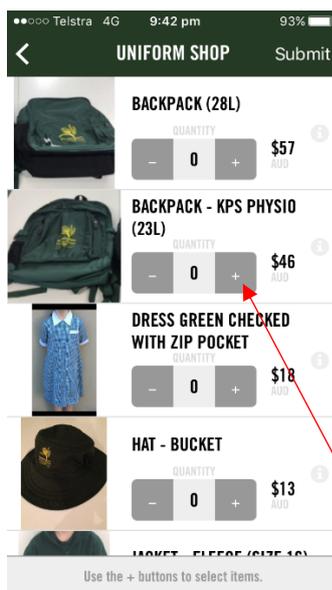
Please follow the steps to place an order online:

1) Visit the website at <https://kensingtonps.teamapp.com/> or download the 'Team App' on your smartphone and type in 'Kensington Primary P and C' in the " search for your team" box. The icon looks like this.



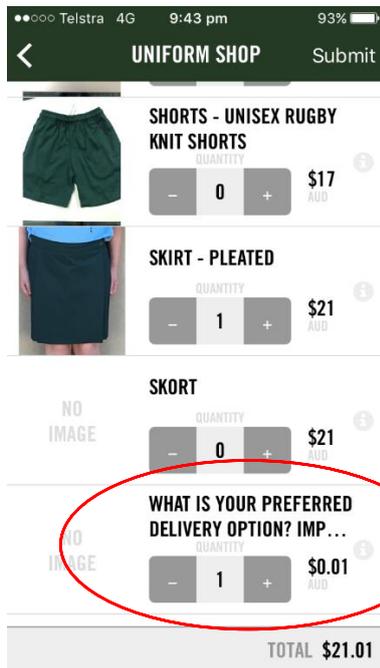
The Kensington Primary School P&C homepage looks like this. There is no need to log in or sign up to purchase online.

Once in the Kensington Primary School P&C page select 'uniform shop' from the menu.



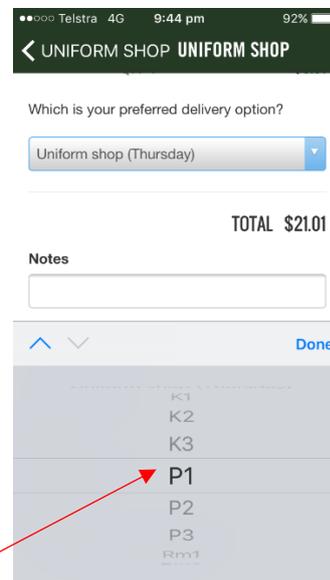
3) Select the uniform items that you would like and using the + or - buttons select a quantity. (The sizing options are on the following screen.)

4) It is important to select the 'what is your preferred delivery option?' at the bottom of the page to be able to enter your child's classroom in the following screen or to opt for pick up of orders at the shop on a Thursday morning. Just always make Quantity 1 here as shown below.



5) Select 'checkout' on a PC or 'submit' on smartphone applications.

6) Select sizing for each item



7) Select classroom or uniform shop pick up.

8) Please add your name, contact details, and credit card details here by following the prompts.

9) When you are finished click 'purchase' to complete the order.

10) The order will then be processed by the uniform shop and will be ready the **following week**.

NOTE: This is assuming the items you order are in stock at the uniform shop. If not, you will be sent an email informing you of approx. delivery date. We try to keep as much stock on hand as possible but I'm sure you can appreciate the P and C do not have funds to keep up large stock levels.

**Additional Information :**

-Uniform stock is limited and bulk orders are made several times throughout a year. There is a 2 week turnaround time on non-printed items, and up to 6 weeks on items with the KPS logo/ other printed or embroidered items. A parent email will be sent out reminding you to place an order before a bulk order is made, and in time for sports carnivals etc.

-This app is free to all users. Because of this there is occasional advertising.

-There is a **uniform shop FAQ** page on the main menu of the website/app for further information and you can make enquiries to the email address [kensingtonpspc@gmail.com](mailto:kensingtonpspc@gmail.com) attention Fiona Patten, uniform coordinator, if there are any problems.

-There will still be the usual paper order forms available in the school reception for those that do not wish to purchase online. Simply fill these out as you have done previously and place them in the P & C box in reception.

-Please be patient as there are bound to be some teething problems as this new system is first rolled out.

Happy shopping!