



REGISTERING ONLINE

1. Go to **www.alintaapparel.com.au**
2. On the bottom right you will see a customer log in box. Click on “register”
3. You will now have the registration page up. In the school field type “(your school’s name)” then click “verify” – you cannot enter any further details until this step is finalised.
4. Complete the rest of your details on this page then click “register” at the bottom of the page
5. The system will advise you that your registration is now complete. Click on “continue”.
6. You will be returned to the Alinta home page – you can now enter your email address and password into the **Customer Login** section at the bottom right of the page.
7. You will now be in the SCHOOL section of the site (you will notice the school logo on the top right of the page).

BOOKING A FITTING APPOINTMENT

8. To book a fitting appointment, click on “Book a Try”.
9. Dates shown in **orange** on the calendar are days where appointment times are available. Click on your preferred day to view available times to the right of the calendar.
10. Available appointment times will show up white with the words “create booking” to the far right side. Click on “create booking” to choose that time slot.
11. **If you make a wrong booking you MUST click on “cancel my booking” to then choose another time slot, as you can only book one appointment per person.**

VIEWING UNIFORM PRICE LIST

12. On the left side of the home screen, you can click “price list” for details of the uniform and pricing.

SHOPPING ONLINE

13. Enter your email address and password into the **Customer Login** section at the bottom right of the page.
14. You will now be in the SCHOOL section of the site (you will notice the school logo on the top right of the page).
15. Click on “SHOPPING” at the top of the screen.
16. Choose which uniform (girl/boy, age group) that you want.
17. To build an order, find the clothing you want to buy, select a size from the drop-down panel, and then click “Add to Cart” (below the image of the clothing).
18. You will be transferred to the “SHOPPING CART” screen for each garment. Enter the quantity you want. If you have selected the wrong garment, click “remove”.
19. If you wish to purchase more clothing, click “Continue Shopping”. If you have chosen all the clothing you want, click “Checkout” to organise payment.
20. Choose the shipping format you want, then click “Next”:
Pickup from school: enter your name and phone number
Home Delivery: enter address and phone number
Ensure you complete the special instructions if required.
21. Enter your Credit Card details, then click “Next”, and confirm your order by clicking “Continue”.
22. An invoice will now be dispatched to your login email address, and the clothing you have purchased will be organised for you, according to your details.

***** All uniforms are kept at the Uniform Shop Premises. Unless your selected garment is out of stock, all garments will be shipped the next working day your School’s Uniform Shop is open.**

***** You must keep a copy of your ALINTA RECEIPT – the Eway receipt is for your credit card, but the Alinta receipt is for your actual clothing purchase and will be needed for refunds/exchanges and warranty purposes.**