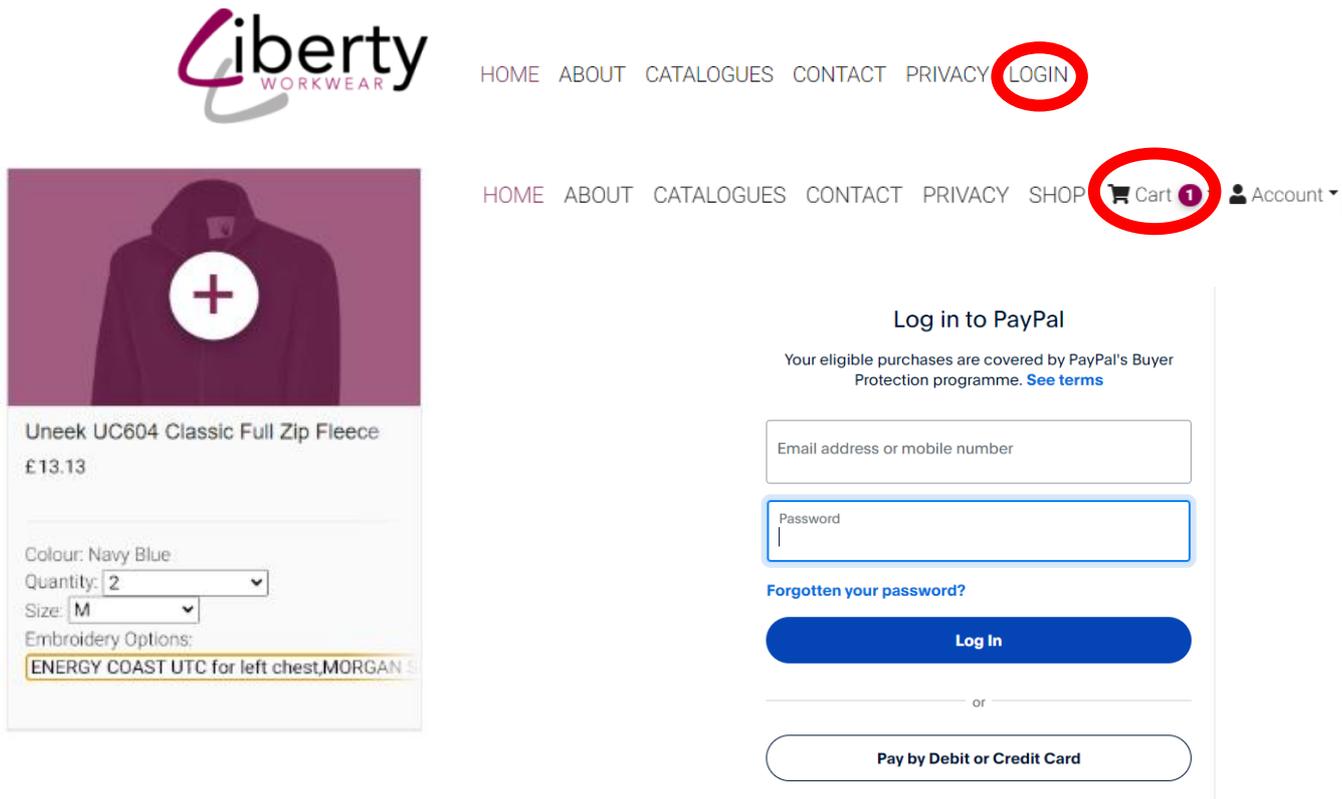


## Ordering Instructions for Uniform

<b>Year 10 and 11 (Blue uniform)</b>	Username: info1@energycoastutc.co.uk
	Password: ENE004L1berty
<b>Year 12 and 13 (Grey/Black uniform)</b>	Username: info2@energycoastutc.co.uk
	Password: ENE005L1berty

Website for ordering [www.libertyworkandleisure.co.uk](http://www.libertyworkandleisure.co.uk)

- Click LOGIN (top of the page)
- Enter email address as above depending on year
- Enter password for correct year (this is case sensitive)
- Click sign in
- Hover over required item, choose quantity, then size, then embroidery.
- Once all 3 are selected click the + symbol to add to your basket.
- Once all items required are added to your basket click on 'Cart'
- You can delete anything wrongly added here, if happy click 'CHECKOUT'
- Billing address and Delivery address **SHOULD** remain as the schools **DO NOT CHANGE THIS**
- Add students name to Order Reference and Man Pack Name
- Scroll to the bottom of the page and click PayPal Checkout
- A new box will open to login to PayPal or give you the option to pay by card.
- Once paid order will be submitted.



The screenshot shows the Liberty Workwear website interface. At the top left is the Liberty Workwear logo. A navigation menu includes links for HOME, ABOUT, CATALOGUES, CONTACT, PRIVACY, and LOGIN (circled in red). Below the navigation is a product card for 'Uneek UC604 Classic Full Zip Fleece' priced at £13.13. The product options are: Colour: Navy Blue, Quantity: 2, Size: M, and Embroidery Options: ENERGY COAST UTC for left chest, MORGAN S. To the right of the product card is another navigation menu with HOME, ABOUT, CATALOGUES, CONTACT, PRIVACY, SHOP, Cart (with a red circle around the cart icon and a '1' in a red circle), and Account. Below the navigation is a 'Log in to PayPal' section. It includes a message: 'Your eligible purchases are covered by PayPal's Buyer Protection programme. See terms'. There are input fields for 'Email address or mobile number' and 'Password'. A link for 'Forgotten your password?' is present. A blue 'Log In' button is at the bottom of the form. Below the form is an 'or' separator and a button for 'Pay by Debit or Credit Card'.