

Ordering Instructions for Uniform

Year 10 and 11 (Blue uniform)	Username: energycoastutctyear10-11@outlook.com
	Password: ENE004
Year 12 and 13 (Grey/Black uniform)	Username: energycoastutctyear12-13@outlook.com
	Password: ENE005

Website for ordering **www.libertyworkandleisure.co.uk**

- Click ACCOUNT LOGIN (top of the page)
- Enter email address as above depending on year
- Enter password for correct year (this is case sensitive)
- Click Login
- Click STORE top of the page or SHOP NOW Centre of page.
- Select size and quantity then add the items to basket
- Once all items required are added to your basket click on BASKET, top of page.
- You can delete anything wrongly added here, if happy click 'CONTINUE TO CHECKOUT'
- Billing address and Delivery address **SHOULD** remain as the schools as everything will be delivered there.
- You can change to your own email address and also add your contact number.
- Add students name to PO Number and Man Pack Name, these fields are required so you cant check out till filled in.
- Once Filled in Click Continue at the bottom of page
- This will take you to the payment page where you can pay with a PayPal account or with a Card (this is also through PayPal but you don't need an account)
- Once paid order will be submitted.
- The order will be sent direct to the school and they will let you know when it can be collected. This is usually within 2-3 weeks of placing order.