## How to Order Graduation Cap, Gown, and Tassels

PLEASE READ \*\* Payment for cap and gown is due at pick-up in the John A. Logan College Bookstore. Cap & gown package will cost \$43.77 and extra tassels are approximately \$5.00 each. If you fail to order by the March 26<sup>th</sup> deadline, the package price will increase to \$60.08.

1) Click on Find My School/Group Store

Jostens	Find My School/Group Store	Our Collections	Pro Sports	School Culture	
		Ma			

2) Type John A Logan College and Illinois and select John A Logan College in the results section as shown below:

	ND MY SCH(			
Q	John A Logan College			
Q	Illinois	SEARCH		
i Can	't find your school/group? ∨			
SHOWI	NG 1-1 OF 1 RESULTS			
	John a Logan College   Carter	ville, IL, US		

3) Click "Shop" under the Graduation Caps & Gowns image as shown below:

## Sarah Chloe | **Graduation Caps & Standard Ring** Graduation Affiliation Collection Announcements Accessories Jostens Gowns

## SHOW YOUR VOLUNTEERS PRIDE

4) Click "Student" under "SELECT YOUR COLLECTION":

-			Order Status	Working With Jostens
100l Store	SELECT YOUR COLLECTIO	N		$\times$
200 0	Student			rob
aps &	Collection	Announcements	Accessories	Josten:
	SHOP	SHOP	SHOP	SHOP

- 5) Click "Associates Cap, Gown, Tassel w/Yeardate Charm"
  - Note the Associates Tassel w/Standard Yeardate Charm option is for an additional tassel if desired. You will receive one with your cap, gown, & tassel package.



<u>Associates Cap, Gown, Tassel</u> <u>w/Yeardate Charm</u>



```
Associates Tassel w/Standard
Yeardate Charm
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6) Enter height and weight and select "Add to Cart" ASSOCIATES CAP, GOWN, TASSEL W/YEARDATE CHARM

	Height (required) Info Reset  Please select
	Kudis Steelin     Weight (lbs) (required)     Provide your weight in pounds.
(TOTATIN)	(3 characters max.)
	ORDERING & DELIVERY INFORMATION
	<ul> <li>Online ordering deadline: March 26, 2023</li> <li>Pick up regalia at the John A. Logan Bookstore during business hours.</li> <li>Payment is required at the time of pickup. Late orders will uncur an additional fee.</li> </ul>
Q	618-985-6418 the Bookstore

7) Enter the graduate's First and Last name and select "Check Out".

You have <b>1</b> item in your ca	art	CONTINUE SHOPPING UPDATE CART CHECKOUT
Please fill out the inf	ormation below to help us distribute your products.	
<b>T</b>	Associates Cap, Gown, Tassel w/Yeardate Charm JOHN A LOGAN COLLEGE (CARTERVILLE, IL)	\$0.00 Qty: 1 Edit Remove
	Height: 5ft 8in Weight (lbs): 175 Student / Recipient First Name: * Student / Recipient Last Name: *	Ships to John a Logan College (Carterville, IL) Online ordering deadline: March 26, 2023 Pick up regalia at the John A. Logan Bookstore during business hours. Payment is required at the time of pickup. Late orders will uncur an additional fee.
	Jutens	SUBTOTAL FOR 1 ITEM
	0.	Order Subtotal: \$0.00 Does not include tax or Service & Delivery Fees
		СНЕСКОИТ

Existing Josten's customers may log in.
 New customers can either click the "CONTINUE AS A GUEST" button or Click the "Create one today" link to create a new account.

My School Store Our Collections Pro Sports School Culture	0	ί
NEW CUSTOMERS	LOGIN	
Proceed to checkout and you will have an opportunity to create an account at the end if one does not already exist for you.	Sign in to speed up the checkout process	
CONTINUE AS A GUEST	Email:	G
	Please enter your email address Password:	
	Forgot your password?	

Don't have an account? <u>Create one today</u>

9) Enter Contact Information and click "CONTINUE":

First Name: *	estions about your order. Last Name: *	Shipping to PO Boxes is not available for <u>some products</u> .
First Name,	Last Name.	
Email: *	Phone	
Address: *		
City: *		
State/Province: *		
Postal Code: *		×
onur obaci		
Country: *		
United States		×
MAKE SUPE V	OU GET YO <mark>ur</mark> stuf	FI
Your package may be retu the appropriate boxes and	rned to us as undeliverable if you do I double-checking the information fo	<ul> <li>A provide a complete and accurate address. Save time and avoid frustration by entering the address information in r typos and other errors. <u>Address Tips</u> and may be shared with your school.</li> </ul>
	o your sales representative, school,	

10) Review your order summary for accuracy. *Check the box to create an account for easy future checkout.* Click the "SUBMIT ORDER" button to place your order.

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	Associates Cap, Gown, Tassel w/Yeardate Charm		2407 F24	
	JOHN A LOGAN COLLEGE (CARTERVILLE, IL)	9	)ty: 1	\$0.00
-	Height: 5H Bin Weight (Ibs): 175 Recipient: Shannon Newman	Ships to John a Legan Coll Online ordering deadline: M Pick up regalia at the John business hours. Payment is required at the	larch 26, 20 A. Logan Bo	123 okstore during
	•	uncur an additional fee.		
	<ul> <li>The descent provides the VI In</li> </ul>	Total		\$0.00
	Service & Delive	Tax		\$0.00
	Order	Total		USD \$0.00
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