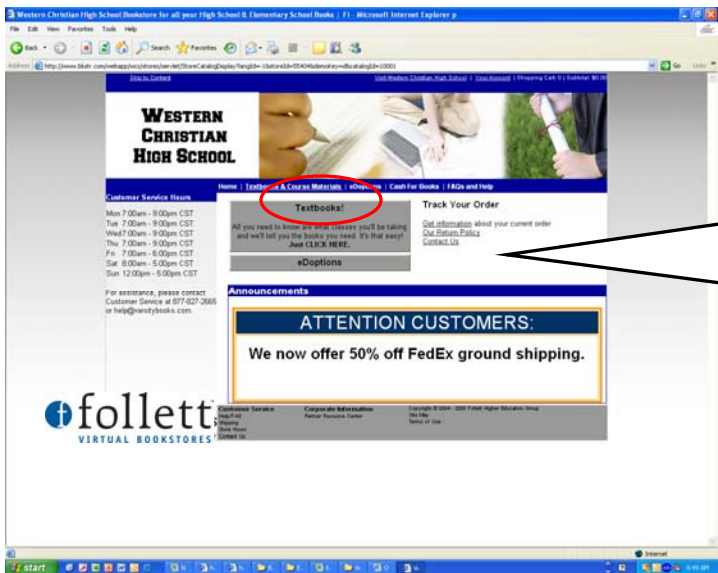


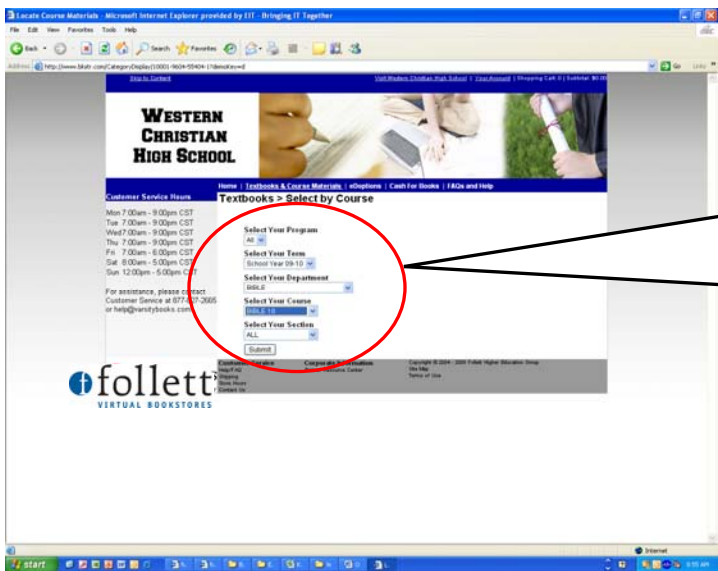


WESTERN CHRISTIAN HIGH SCHOOL VIRTUAL BOOKSTORE ORDERING GUIDE

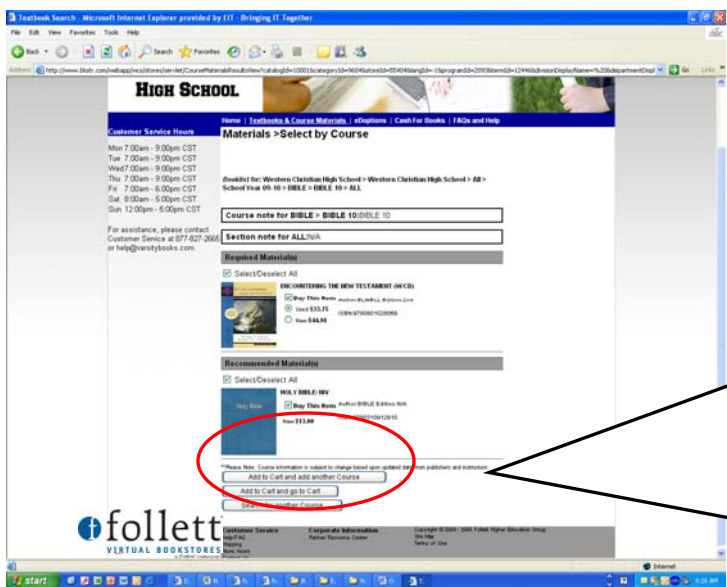




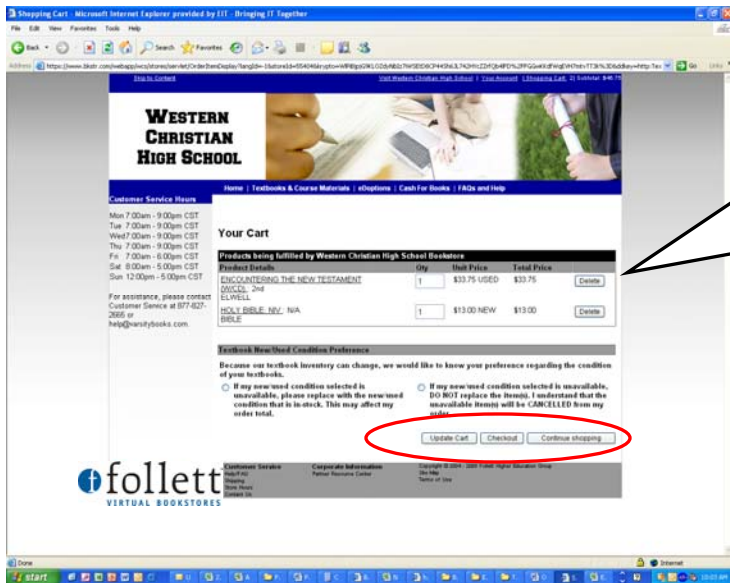
1. Type the bookstore URL: www.westernchristian.bkstr.com into your computer's web browser
2. You will be directed to the school's virtual bookstore.
3. Click "Textbooks!"



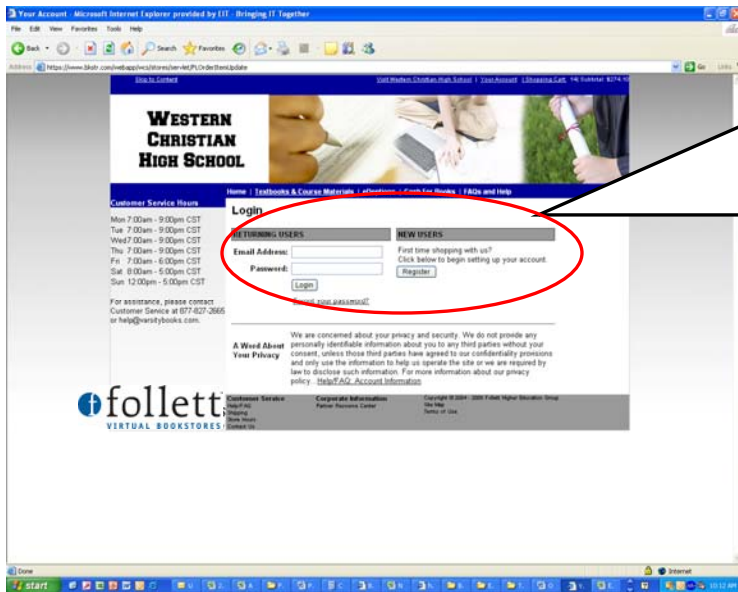
1. Following your Course schedule, select your **Department, Course** and **Section** to view the materials.
2. Click "**Submit**"
3. You will be directed to a screen of the materials required for that course.



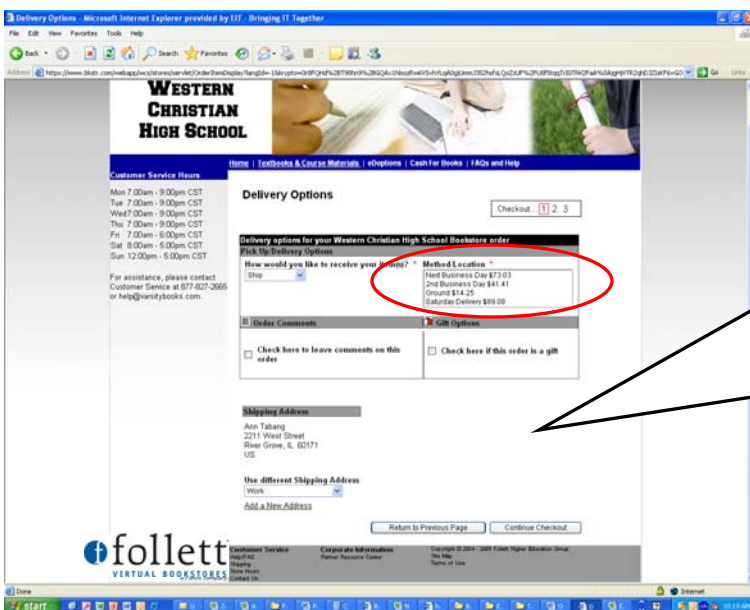
1. Select the materials needed for the specified course and click "**Add to cart**"
2. If you wish to Add course materials for another course, click "**Add to Cart and add another Course**" at the bottom of the screen.
3. When you have selected all course materials for all of your scheduled courses, click "**Go to Cart**" at the bottom of the screen.
4. You will be directed to a screen of your cart's contents.



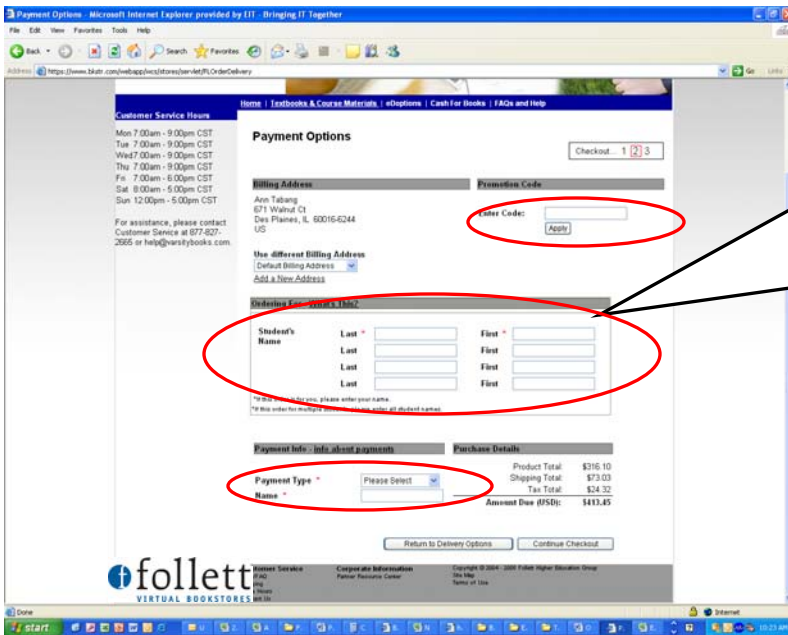
1. Review the contents of your cart. If your order is accurate and complete, choose one of the two **Textbook New/Used Condition preferences**.
2. Click the **Checkout** button.



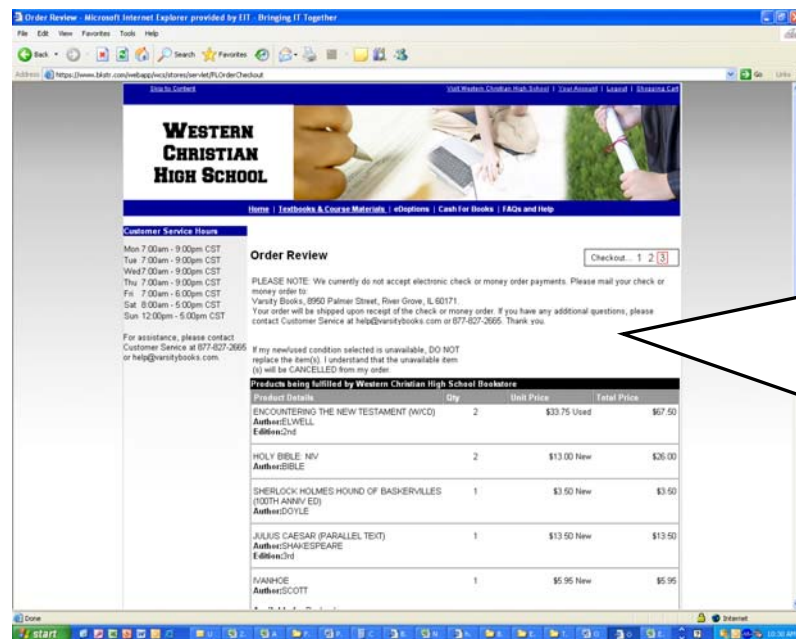
1. Click on the **Register** button under "New Users" to set up your account or enter your Email Address and Password and click on the Login button.
2. If you are a new user, fill out the account form and click "**Create Account**"
3. You will be directed to the "Delivery Options" page.



1. Select your preferred **method of shipping**.
2. If the shipping address is correct, click on the **Continue Checkout** button.
3. You will be directed to the "Payment Options" page.



1. Enter a promotion code if applicable and student name(s).
2. Select **Payment Type** and click on the **Continue Checkout** button.



1. Review the details of your order and then click on the **Complete My Order** button.
2. An electronic confirmation will be sent to the e-mail address that was entered when you registered as a new user or the e-mail address that is entered when logging in as a returning user.

Thank you for shopping at Western Christian High School's Virtual Bookstore!



If you have any questions regarding the ordering process, please contact Customer Service, toll-free at **(877) 827-2665** or via e-mail at **k12customerservice@fvb.follett.com**