



# Class of 2022 GRADUATION ORDERING



**OBLIGATORY ORDERING.** All graduating seniors are **required** to order caps, gowns, tassels, & medallions.



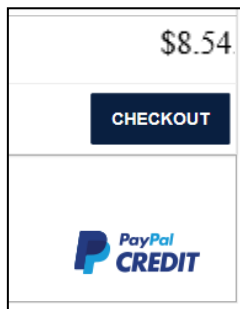
1. Go to <https://www.jostens.com/apps/store/customer/1067080/Western-School-of-Technology/>. Under “**SHOW YOUR WOLVERINES PRIDE,**” click on the tile of “**Graduation**” and at the bottom, click “**SHOP NOW**”.
2. Find and click on “**Cap, Gown, Tassel & Medallion**” for **\$16.85** for **\$16.85** (not all those other pricier packages on the previous pages).
3. Select the “Height,” “Weight,” and “Color.”
4. Then click “**NEXT: ADD AN ANNOUNCEMENT →**”.

**OPTIONAL ORDERING.** Seniors **may** order graduation announcements **if desired.**



5. If you would like to buy announcements “**OFFICIAL SCHOOL ANNOUNCEMENT: +\$37.25**” and other merchandise like “**APPAREL,**” feel free to do so. Then click “**NEXT:**” to move on.
6. If you opt not to buy announcements or merch, you may click “**NO THANKS**” and “**NEXT:**”.

**PAYMENT.** When you complete the obligatory and/or optional ordering, follow these instructions to **pay.**



7. At “**REVIEW**,” confirm your order and your “**Student / Recipient First Name:** Student / **Recipient Last Name:** .” Click “**CHECKOUT**” to proceed to pay by credit card or Pay Pal.
8. “**NEW CUSTOMERS**” need to “**CONTINUE AS A GUEST**” to enter information and “**CONTINUE**” to enter credit card information. On the next page, you should uncheck “**EMAIL SUBSCRIPTIONS**” and under “**SAVE YOUR INFORMATION,**” check “ **Create Account.**” and read the instructions.
9. Finally, “**SUBMIT ORDER**” and “**Print Receipt.**” Record your login credentials below for when you check your order later. **Be sure to keep your receipt (as proof of ordering!) and this flyer in a safe place where you can find them.**  
(username: \_\_\_\_\_ & password: \_\_\_\_\_)

**DUE DATE.** **All orders must be completed by January 28.** Before this deadline, your cost for the obligatory ordering is only \$16.85. However, after the deadline, the price increases to \$45! So please order no later than **January 28!**

**DELIVERY.** Announcements will be delivered by Jostens to Western soon after you order them; they may be ordered all spring. Caps, gowns, tassels, and medallions will be shipped to Western in the spring; after all obligations are met (textbooks, ProBook, fees, etc.), they will be given to you.