



GMN Scouts Web Store

User Instruction Guide

Version 1.3
February 2021

Table of Contents

Introduction	2
Getting to the site	3
The Main Badges page	4
Ordering a badge	5
Other items	7
Checkout	8
Address information	8
Shipping information	9
Payment information	10
The Search function	11
The Shopping Cart.....	11
Privacy Policy	12
Returns Policy	12
Pickup.....	12

Introduction

This user guide is to illustrate how to use our GMN Scouts Online web store to order anything we have on offer (including badges, uniforms and other items).

This web store works on PCs, tablets and mobile phones. For the best experience, a tablet or PC sized screen is recommended.

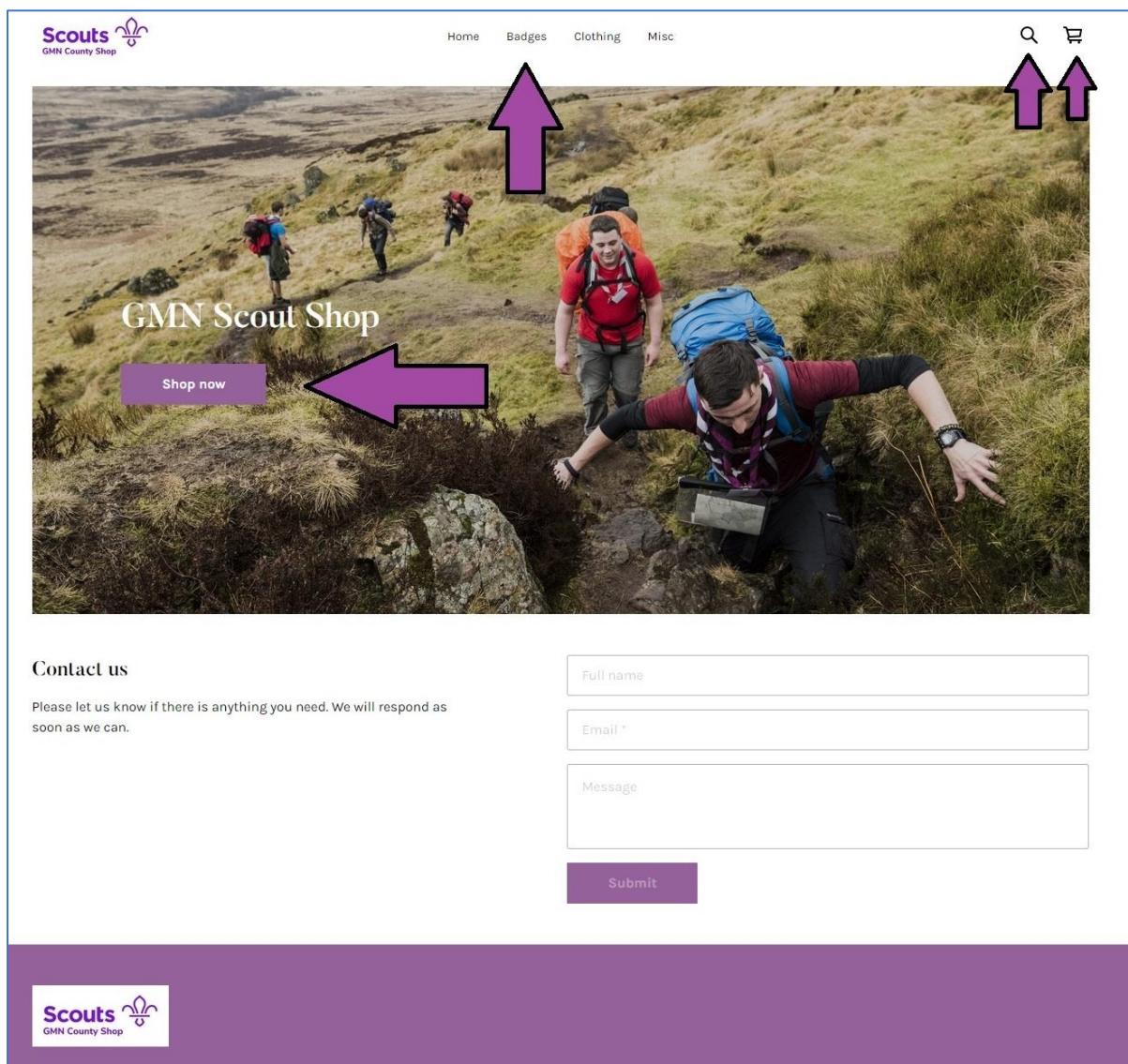
If you have any questions, please contact a member of the shop staff using the form on the web site.

Getting to the site

Open any modern Browser (Chrome, Firefox, Safari etc.) and type in:

<https://gmnscoutshop.square.site/>

There is no logon and you will be taken to a page that looks like this (without the arrows):



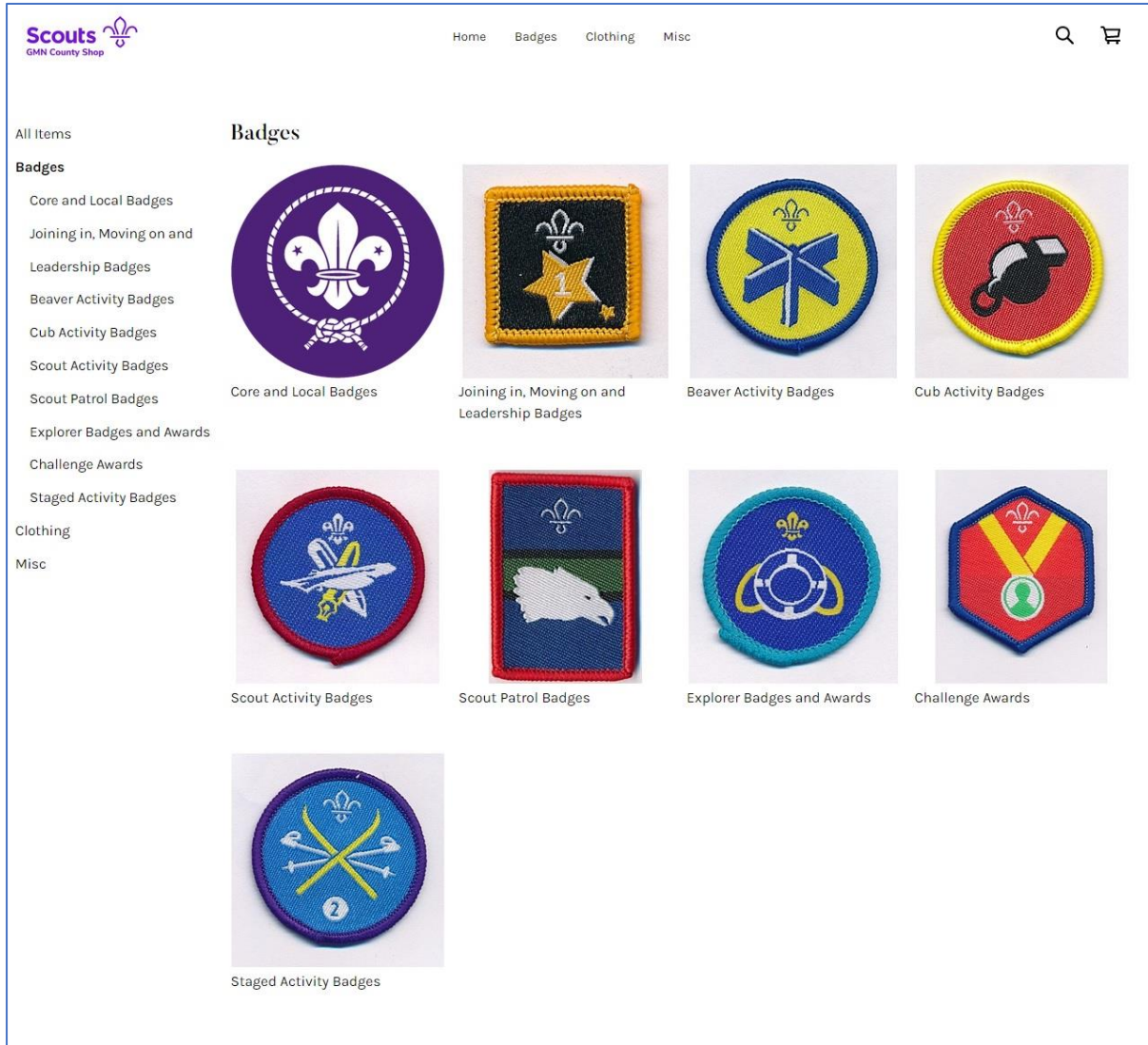
To start shopping, click on the “Shop Now’ button or one of the menu items at the top. The ‘Shop Now button takes you to the Badges page, but if you want to go directly to Clothing or Misc., click on the relevant menu item.

If you have any questions or would like to request stock we do not have, this Home page is where you can submit a message to the shop administrators.

At the top right are two small buttons. One is a search function and the other will show your shopping cart. These are covered later in the guide.

The Main Badges page

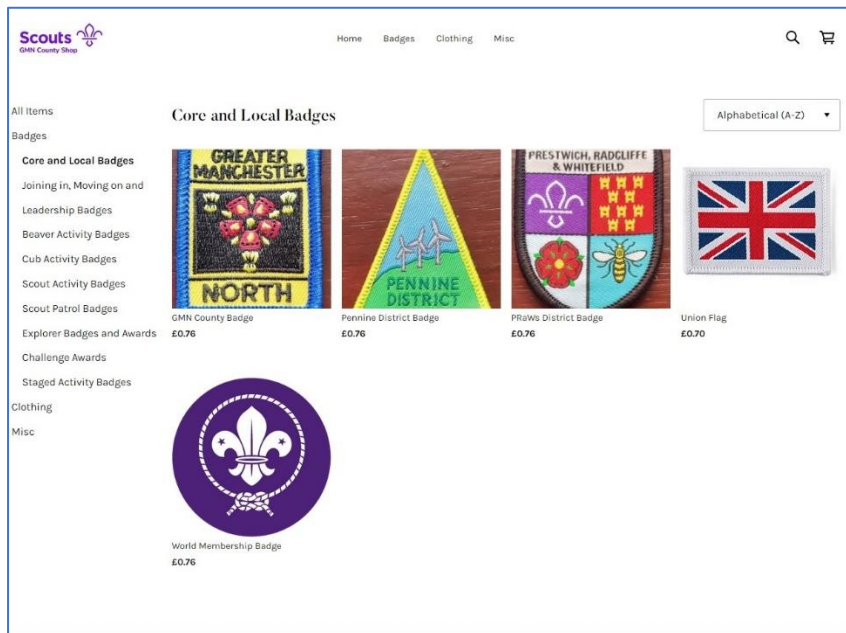
Once you have clicked on Shop Now or clicked on the Badges menu item, you will see a page that looks like this:



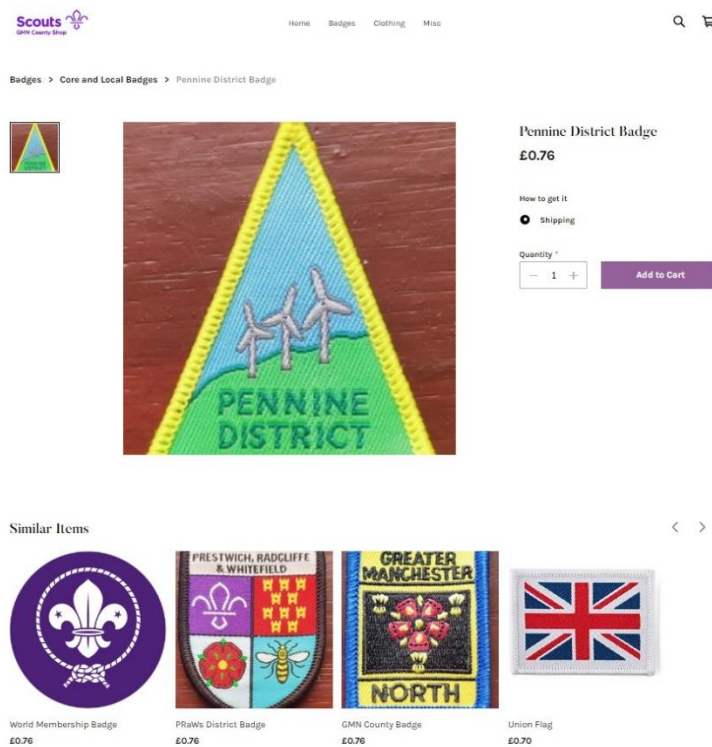
On the left are more menu items leading to a list of the relevant badges. These are duplicated by the large buttons. Click one of the badge buttons or select an entry from the menu on the left to display badges to order.

Ordering a badge

For example – if you had pressed ‘Core and Local Badges’, this screen would appear:

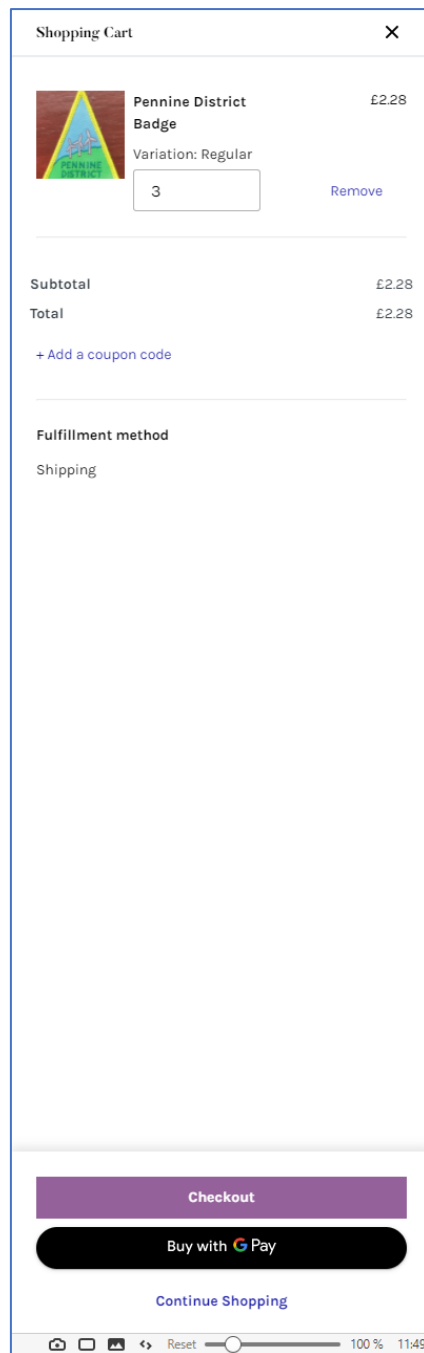


Click on the badge to order and this screen appears:



Modify the quantity to match what you wish to order and then click ‘Add to Cart’. Note that you cannot order more items than we have in stock.

On the Right side of the screen, this will appear:

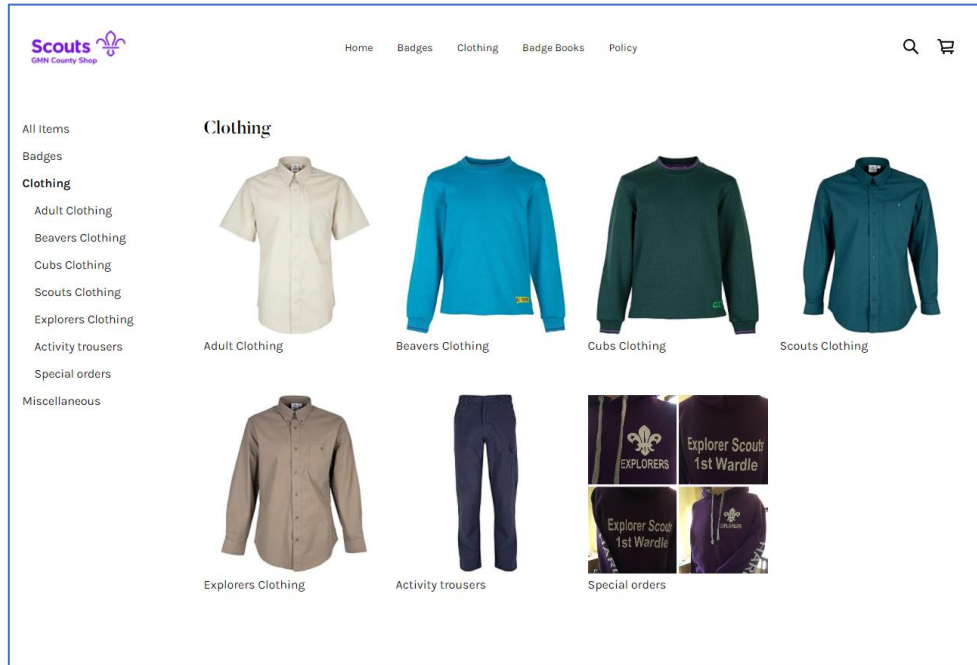


Click Continue shopping to add more items or click Checkout to open the checkout page

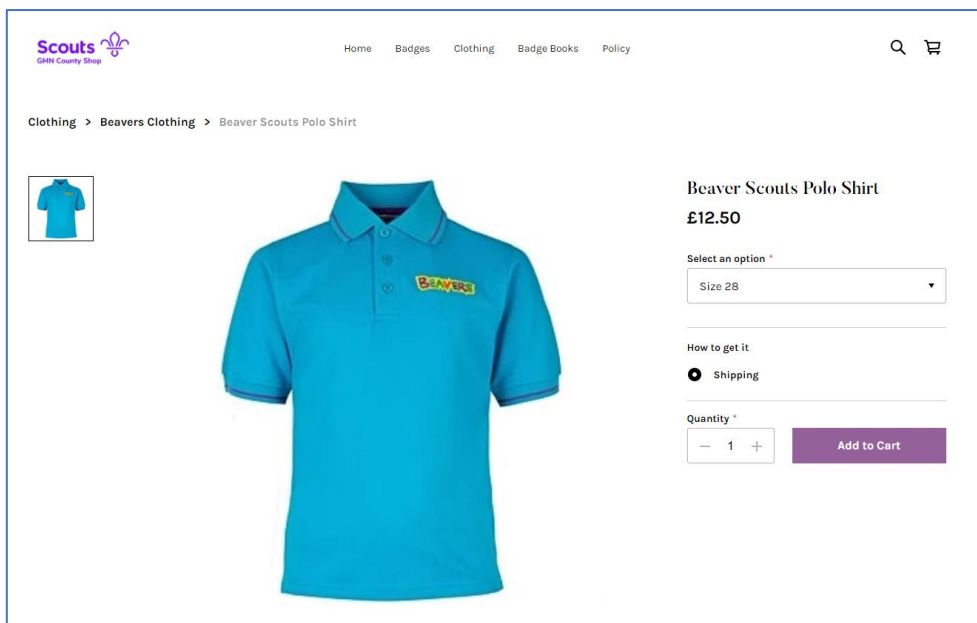
To remove an item from your cart, just click 'remove' next to the item you no longer wish to purchase.

Other items

We also stock clothing and other items. To choose them, select it from the main menu and a window will appear like this:



Select the relevant group. Once there. Select the item and, if necessary, the size as shown here:



Click 'Add to Cart' to add it to your shopping basket.

Checkout

Address information

When you are finished adding items and have clicked the 'checkout' button, this screen will appear:

The screenshot shows a checkout page with the following sections:

- YOUR DETAILS**: A text input field containing the email address `anemailaddress@pennine-gmn.org.uk`.
- SHIPPING INFORMATION**: A series of input fields for `Firstname`, `Surname`, `Address1`, `Address2`, `Town`, a country dropdown menu (currently showing `England`), a `postcode` field, a country dropdown menu (currently showing `United Kingdom`), a phone number dropdown menu (currently showing `+44 ...`), and a phone number input field containing `1234567`. A **Next** button is located below these fields.
- ORDER SUMMARY**: A table listing items and their prices:

Pennine District Badge	3 x £0.76
Variation: Regular	
GMN County Badge	4 x £0.76
Variation: Regular	
Subtotal	£5.32
Shipping	--
Taxes	£0.00
Order Total	£5.32
- SHIPPING METHOD**: A section for selecting a shipping method.
- PAYMENT INFORMATION**: A section for entering payment details.
- REVIEW & SUBMIT ORDER**: A section for reviewing the order and submitting it.

Enter your address information and click on Next. Note that we do save this information to make it easier the next time you place an order.

Shipping information

From this screen:

The screenshot displays the checkout process for the Scouts GMN County Shop. It is divided into several sections:

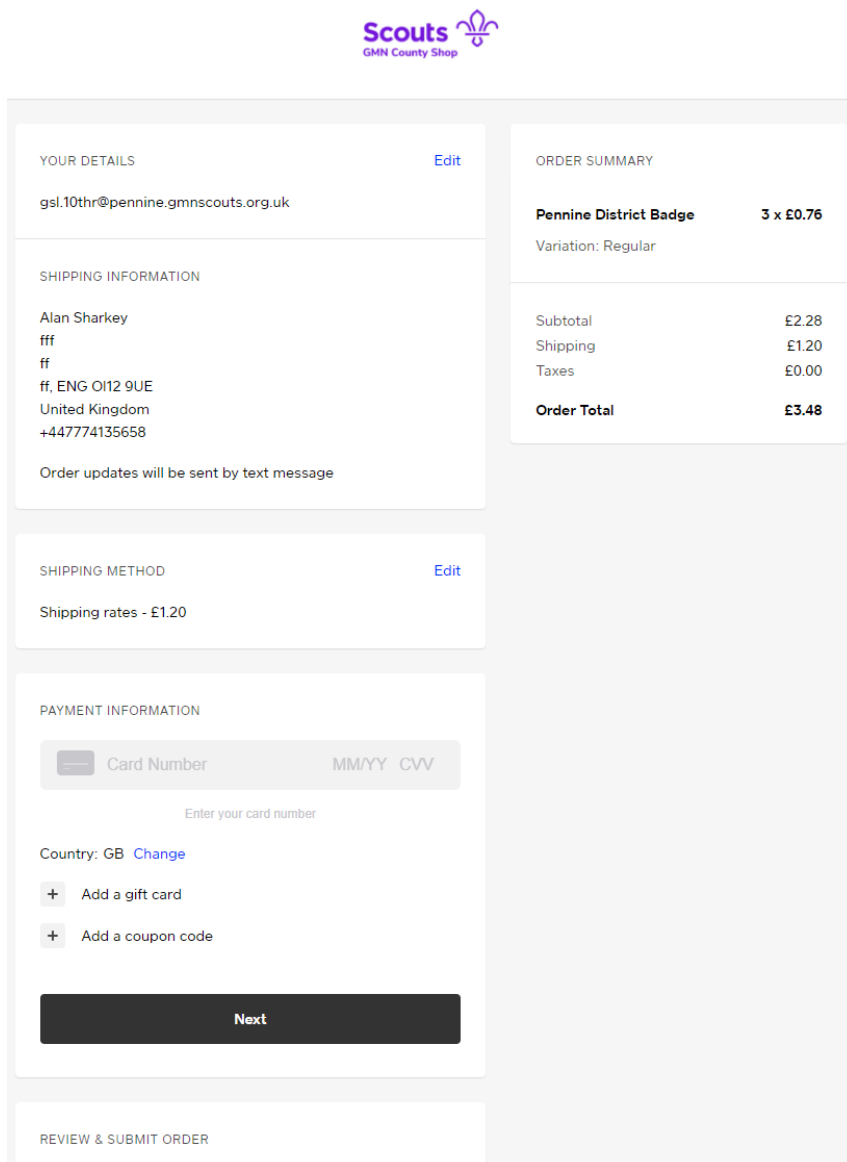
- Scouts GMN County Shop** logo at the top center.
- YOUR DETAILS** section with an **Edit** link. The email address is `gsl.10thr@pennine.gmnscouts.org.uk`.
- SHIPPING INFORMATION** section containing the recipient's name (Alan Sharkey), address (fff, ff, ff, ENG OI12 9UE, United Kingdom), phone number (+447774135658), and a note: "Order updates will be sent by text message".
- SHIPPING METHOD** section with a radio button selected for **Shipping rates** at **£1.20**. A **Next** button is located below this section.
- PAYMENT INFORMATION** section, currently empty.
- REVIEW & SUBMIT ORDER** section, currently empty.
- ORDER SUMMARY** section on the right, showing:
 - Pennine District Badge** 3 x £0.76
 - Variation: Regular
 - Subtotal: £2.28
 - Shipping: --
 - Taxes: £0.00
 - Order Total: £2.28**

The shipping rate will depend on what you ordered. If it is only badges, it is one rate. If any other items are included, then it's a different rate.

The click Next to enter Payment information

Payment information

From this screen:



The screenshot shows the Scouts GMN County Shop checkout page. At the top, the Scouts logo and 'GMN County Shop' are displayed. The page is divided into several sections:

- YOUR DETAILS** (with an [Edit](#) link): Shows the email address `gsl.10thr@pennine.gmnscoouts.org.uk`.
- SHIPPING INFORMATION**: Shows the recipient's name (Alan Sharkey), address (fff, ff, ff, ENG OI12 9UE, United Kingdom), and phone number (+447774135658). A note states: "Order updates will be sent by text message".
- SHIPPING METHOD** (with an [Edit](#) link): Shows "Shipping rates - £1.20".
- PAYMENT INFORMATION**: Includes a card number input field with a CVV field, a "Country: GB" dropdown with a [Change](#) link, and two options: "Add a gift card" and "Add a coupon code". A prominent black **Next** button is at the bottom.
- ORDER SUMMARY**: A table showing the items and totals:

ORDER SUMMARY	
Pennine District Badge	3 x £0.76
Variation: Regular	
Subtotal	£2.28
Shipping	£1.20
Taxes	£0.00
Order Total	£3.48
- REVIEW & SUBMIT ORDER**: A section at the bottom for final review.

If you have a discount code, click on 'Add a coupon code' and you can then enter the code to get the correct discount. Note that discount does not apply to postage charges.

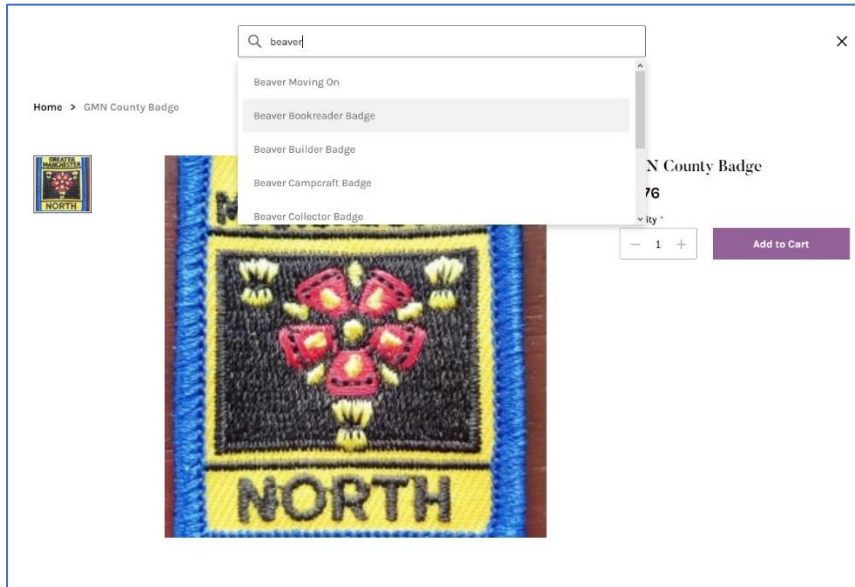
Enter your credit or Debit card number, expiry date and CVV code.

The last screen asks you to validate all the information. Once you press 'Submit' the order is sent to us and an email sent to you.

If you do not wish to proceed, just press the 'Back' button on your browser and the checkout will be cancelled. The items will stay in your shopping cart.

The Search function

At the top of every page is a small picture of a magnifying glass. This is the search function and allows you to find items without going through the menus. Click the button and type something in. A list similar to that shown below will appear.



Select an item to go directly to that page to order it. Click on the little 'X' at the top right to cancel the search.

Note If you cannot find an item using Search, it will be available through the menus.

The Shopping Cart

At any time, you can click the small cart icon at the top right of every page to show off your shopping cart. Here you can adjust quantities, remove items or just checkout.

Privacy Policy

The web site uses cookies to store the current state of your shopping cart and to remember the address information and card information if you agree. We do not save any other personal or financial information.

Returns Policy

Any returned items must be in re-saleable condition (as new) and we will not be covering your postage cost unless the mistake is proven to be our fault.

Pickup.

At this moment, due to the pandemic situation, we cannot do pickup from store orders. When this situation changes, we will announce this on our web site (<https://gmnscouts.org.uk>).