

## Online Shop User Guide

# #makeityours

### **Step 1**

ADM opens online shop for set period

College shares online shop link via email & social media to all students

College informs members of how shop works

- Delivery 2-4 weeks after shop closing date
- No orders can be accepted if not placed by closing date
- Orders delivered to the College and distributed to students via staff

### **Step 2**

ADM close shop & process orders on date specified

ADM notifies students of any shortages within 7 days

ADM confirm expected delivery date to students within 7 days

### **Step 5**

ADM dispatch orders to college

Text message sent to staff contact confirming dispatch

### **Step 6**

College receives orders

Staff distributes orders to students

Happy customers who provide testimonial & images for ADM to use via social media.

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