

PICTURE DAY ORDERING INSTRUCTIONS

- Click on link: <https://www.cassidaystudios.com/orders.php>
- Click on first time order
- Enter school code

Orange Ave - 334
Brookside – 004
Bloomington –557

- Click “I Understand” to prompt
- Enter password. The password is your child’s student ID. You can get this ID from Power School located under the grades and attendance tab. It is the same ID they use to buy lunch.
- Enter your email

For your first child

- Select your child’s photo by clicking the picture
- Select the picture you would like in the yearbook. Separate option box below picture.
- Use pull down menu to select package
- When done choose the orange purchase button
- Add to cart
- You can add more picture options or choose check out
- Enter Billing information and student information
- Scroll to bottom and click review order
- You have the option to:
 - clear order
 - add another student or place order
 - place order
- If this is your only order then click PLACE ORDER

ADDING A SECOND / THIRD CHILD

*orders for children at OAS, BAS and BPS can be done on-line together which will activate the 3rd child free option. Just put in the correct school code for each additional child.

- **clickadd another student.** DO NOT be alarmed. It will bring you back to the beginning. All your information is saved for your first child
- Click on first time order
- Enter school code

- Click "I Understand" to prompt
- Repeat steps for placing your first child order.

Adding a 3rd and 4th child - 3rd and 4th child is FREE – pay attention to code
YOU MUST HAVE 2 ORDERS IN THE SHOPPING CART BEFORE THE FREESIBLING CODE IS ENABLED. ALL LAST NAMES MUST BE THE SAME. This is case sensitive as well so please make sure you enter all your kids last name information exactly the same.

- click add another student. DO NOT be alarmed. It will bring you back to the beginning. All your information is saved for your first and second child.
- Repeat steps for your first and second child.
- Fill out the Student information on the right hand side. The credit card information was saved except for the security code.
- Enter credit card security code
- In Coupon code directly underneath the credit card security code, enter **freesibling** (all one word) make sure your computer does not auto correct
- Click review order

Repeat steps for 4th child

When done hit PLACE ORDER

You will then get a entire order summary for CASSADY STUDIOS via email. In addition you will get a receipt from the credit card company for each individual order.