

**Dear Parents:**

May 20, 2008

We are changing the way Scrip is ordered. You will now key in your own order on line. This will save the System volunteer hours, streamline our operation, and save printing the Scrip order sheet each week <go green>. It will offer you more vendor selections, offer more denominations, and let you view orders. You will also have until Monday mornings at 9:00 A.M., to get your order & check into the campus office. Thank you for your cooperation during implementation of this new procedure. You only need to set up an account the first time, after that go to page two. Please contact us if you do not have on line access.

## **Shop with Scrip**

**Please follow these directions to order Scrip as of 5/20/2008**

**At Great Lakes Scrip**

**Go on line to: [www.glscrip.com](http://www.glscrip.com)**

**Waukesha Catholic's Non-profit organization 8AL3CL461142**

**Log on to [www.glscrip.com](http://www.glscrip.com)**

**In the upper right hand corner choose: Shop with Scrip**

- **In the orange box-choose "Not a Member?" To set up an account (You must have an email address to order)**

- **Fill out the screen: (\* Update info at new school year)**

- Email address

- Choose a password and write it down

- First Name

- Last Name

- Gender

- Year of Birth

- \*Student Name - Use this field to designate how you want the Scrip sent home (if you want it sent home with your child-type the child's name & grade or type in "Pick up at the school")

- \*Teacher Name - Use this field to designate your child's Campus (PLEASE put SCHOOL Name in this field-St Joseph 6-2, St Mary 1-1, or St William K5)

- Complete the remaining address

- **Review & Accept the agreement - I accept**

- **Screen Two - Join a Non Profit**

- **Our - Waukesha Catholic - Number 8AL3CL461142**

**When this is successful you will see**

**Manage Non-Profits: Waukesha Catholic School System**

**You can now choose PLACE AN ORDER (see Order Scrip on the back)**

After the account is set up (from page 1)

Log on to [www.glscrip.com](http://www.glscrip.com)

In the upper right hand corner choose: Shop with Scrip

- In the orange box - enter email & password  
Select "Order Scrip" (blue Tab across the top of screen)  
Choose Waukesha Catholic System / Next

- **New Order Page**

- All the vendors are organized by category -

You may have to look in a couple of categories to find what you want or you can type the vendor name in the 'search products' box and select **GO**.

- Enter a quantity & press **ADD TO CART** after each selection. The shopping cart status shows up in grey on the left

- When your selections are complete, press **CHECK OUT**

**Check out - double check your order.** There is a restocking charge for un-wanted items. There are **LOTS** of vendors we do not have in Wisconsin, make sure you are ordering what you want. There is a **RETAILER** list at the top that gives you all the details.

- **ORDER CONFIRMATION** - print out and send in this confirmation to the office with your check. Your order will not be placed until a check and copy of the order is received. Make sure your child's school and how you want the Scrip to come home (with child or pick up in office) is on the form.

- **Order deadlines-get copy of order & check into the Campus office by Monday at 9:00 A.M.**

#### **NOTE TO CURRENT USERS OF [wcsonline.org](http://wcsonline.org) SCRIP ORDERING**

- Payment by account withdrawal - For all current users of Scrip-On-Line through the [wcsonline.org](http://wcsonline.org) - this is no longer being used as of 5/20/2007. You must order at [glscrip.com](http://glscrip.com). If you wish to use the auto withdrawal, email a copy of the **ORDER CONFIRMATION** screen to [scrip@wcsonline.org](mailto:scrip@wcsonline.org). Steps to do this:
  - At the order confirmation screen (on [glscrip](http://glscrip.com)), **SELECT ALL**
  - **COPY** and **PASTE** to a Word document
  - Add to the bottom- "Use my auto withdrawal for payment"
  - Select **FILE - Sent to - MAIL RECIPIENT** as attachment
  - Send to [Scrip@wcsonline.org](mailto:Scrip@wcsonline.org)