

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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