

GENERAL PICTURE ORDERING INFORMATION

Instructions for Ordering Online:

1. Go to the Caldwell webpage at caldwellacademy.org and click the **School Picture Link** on the opening page. This link will take you directly to the Caldwell Academy access page for the pictures.
2. Once you are on the access page, enter the Caldwell password(PASSWORD CAN BE EMAILED TO YOU AND FOUND ON THE END OF THE YEAR LETTER FROM MR. GUTHRIE -the password is case sensitive) and then click "submit" to reach the Caldwell Homepage.
3. The instructions for ordering pictures are listed at the side of the Homepage followed by the various galleries. Scroll down and click the **"Portrait Gallery" you wish to view**. Enter your email address and Caldwell's password.
4. View the slide show or click on "Back to Light Table" to look at individual pictures.
5. Click on any image that you wish to view.
6. To save the image for later consideration, click on **Favorites** on the right side of the screen.
7. To purchase the image, click **Cart** on the right side of the screen.
8. Once you have added to your cart, a drop-down menu should appear to select a print size.
9. Once you have selected your print size, add it to your cart. Once you have added the option to your cart, it is saved, even if you leave the gallery to view additional galleries, or come back another day.
10. To check out, go to **My Cart**, and then click on **Check Out** at the bottom of the screen.
11. You will receive an email confirmation with your order information.
12. If you have questions, concerns during the ordering process, please use the "Contact Us" link on the webpage.
13. If you wish to view additional galleries, closeout the gallery you are in (**do not click on the "Home" link**) by closing your current window, this will take you back to the Caldwell gallery home page. Choose a new gallery and re enter your same email and password.