



### **STEPS TO PLACING AN ORDER WITH CS DIRECT AS A TEAM MEMBER**

**CLUB NAME:** Portland CC

**USERNAME:** pcc

**PASSWORD:** pcc

**ORDER CLOSES: 27 Feb 2012**

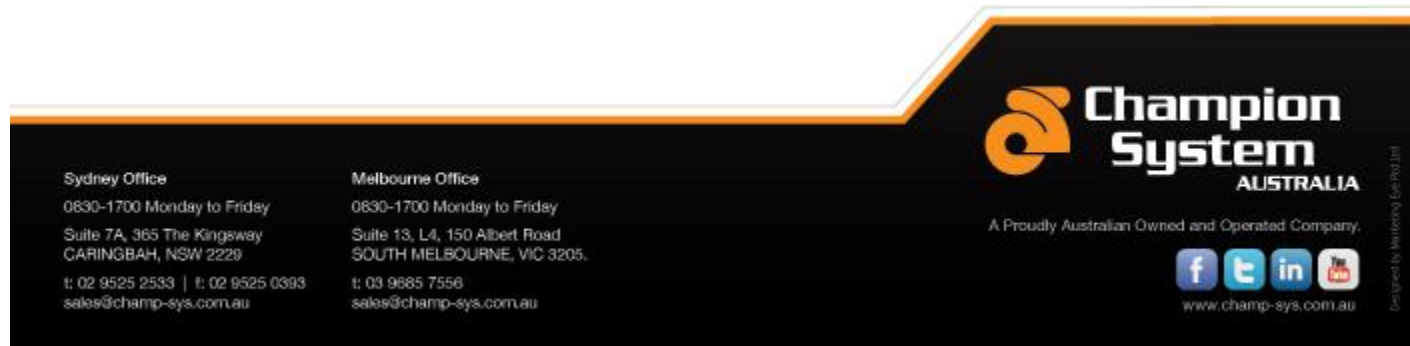
**IMPORTANT NOTE:** You can order **ANY ITEMS** from our range. Even if a proof is not visible or has not been approved by your team administrator, you can still order. The design will be created and approved by your team administrator prior to production

1. Go to [www.champ-sys.com.au](http://www.champ-sys.com.au)
2. Click on **ORANGE** on the top left of the home page. DESIGN AND ORDER PORTAL LOGIN. Then click the GREEN CS direct login box.
3. Fill in your username and password as provided by your team administrator listed above.
4. Fill in your email address, your **OWN** password and the other details.
5. Read terms and conditions and agree.
6. A series of drop down menus will appear. This is the order form. If you want to look at the **proofs** you can move to the right hand side of the page – the items are in **BLUE and UNDERLINED**. Click on any of these to check out the proofs.
7. Select any of the drop down menus to select what items and the size and the quantity you are after. If the proof for what you want to order is not there it is ok this will be designed at a later stage. Once finished click the green **SUBMIT** button
8. What you just ordered will appear on the screen – check it. If you need to adjust click **BACK** at the bottom of the page and make adjustments, If you are happy click **CONFIRM**
9. At this stage your order is **SAVED**.






10. The next step is to make payment. **Your order will not be produced unless the goods are paid for.** Fill in the details as per any other online store. Credit Cards are the only method of payment acceptable.
11. Once paid your order is confirmed and will be made.

IF IT IS EASIER, FOLLOW THESE STEPS ON YOU TUBE AT <http://youtu.be/jsrtNV-uLC4> OR CALL OUR OFFICE ON **9525 2533**.

**Thanks – the Champion System Team**



The footer banner features a dark background with an orange and white geometric design on the left. It contains contact information for Sydney and Melbourne offices, the company logo, a tagline, social media icons, and the website URL.

<p><b>Sydney Office</b> 0630-1700 Monday to Friday Suite 7A, 365 The Kingsway CARINGBAH, NSW 2229 t: 02 9525 2533   f: 02 9525 0393 sales@champ-sys.com.au</p>	<p><b>Melbourne Office</b> 0630-1700 Monday to Friday Suite 13, L4, 150 Albert Road SOUTH MELBOURNE, VIC 3205. t: 03 9885 7556 sales@champ-sys.com.au</p>	<p> A Proudly Australian Owned and Operated Company.     www.champ-sys.com.au</p>
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