T76 SOP: T-Shirt Ordering

Revision:

Date	Author	Version	Revision Notes
08/21/2022	Jonathan Morton	V1.00	Original Draft

Purpose:

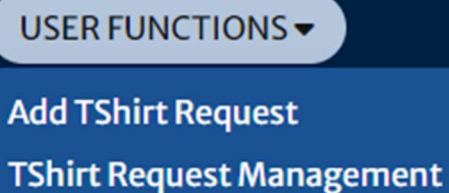   Creating and verifying T-shirt orders on troop website.

Procedure:

1) Go to https://www.troop76tn.org/index.php
2) If not logged in, log in using Sign In button in upper right corner.

Sign In | Register

    1) If you do not have an account, please register your account following the guide in the
       Register Section
3) Go to the Sign In Section
4) Once Signed in, hover your mouse over the User Functions dropdown.

USER FUNCTIONS ▾

5) Move your mouse down and select Add TShirt Request

USER FUNCTIONS ▾

Add TShirt Request

TShirt Request Management

6) Go to the Creating Orders Section

Sign In:

1) Upon going to https://www.troop76tn.org/signin.php you should see a form that looks like this:

2) Enter your username in the username box, and your password in the password box.

3) If you forgot your password, click the Forgot Password? Box on the bottom of the form.

4) If you want the site to automatically sign you in for 30 days, check the Remember Me box.

5) Once you have put in your info, submit the login info using the Submit button.

6) If you see the error message "Email has not been validated. Please use the validation email to validate" on the red bar (near the top), please check your email. If you do not see an email from no-reply@troop76tn.org, go back to the sign in page (https://www.troop76tn.org/signin.php) and go to step 7.

   If you DO NOT see this message, skip steps 7-10.

7) On the bottom bar of the login form, click the Resend Verification Email button.

8) Check your email for an email from no-reply@troop76tn.org called Email Verification. Click the link in the email
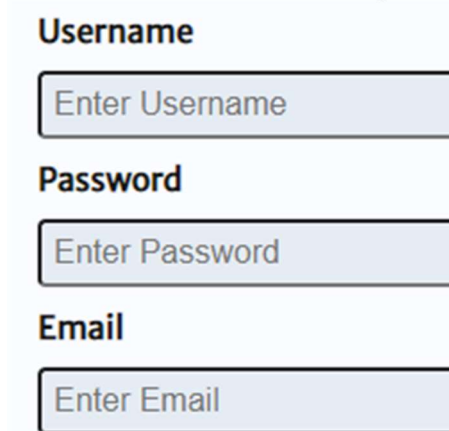
9) Click the "Click Here to Signin" button

Click Here to Signin

10) Follow from step 1 again
11) You should now be signed in.

Register:

1) You should see a form asking for a username, password, and email.

Username

Enter Username

Password

Enter Password

Email

Enter Email

2) Fill out the username box with the username you want. If it is taken, you will need to use another email.

Username

JohnDoe

3) Fill out the password box with the password you want to use.

Password

••••••••••

    a) If you see an alert box up, your password does not meet the site requirements.

! Please match the requested format.
Must contain at least one number and one uppercase and lowercase letter, and at least 8 or more characters
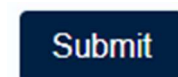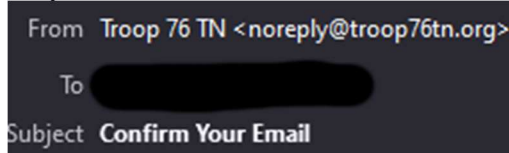
4) Fill out your email in the email box.

Email

johndoe@gmail.com

5) Press the submit button once you have filled out all the information.

**Submit**

6) Check you email. If you see an email from noreply@troop76tn.org with the subject Confirm Your Email, then move to step 7.

From   Troop 76 TN <noreply@troop76tn.org>

To

Subject **Confirm Your Email**

   a) If you do not see an email, check the site again. If you see a red box that says "Message could not be sent. Mailer Error: …", then the email failed to send. Try registering again
   b) If you see a green box that says "Email sent. Check email for validation instructions", but see no email, then there may be an issue with you mailing provider. This is not something we can control.
7) The link should look something like https://www.troop76tn.org/confirm_email.php?uid=<uid>&identifier=<random letters and numbers>. If it does, click on it to confirm your email.
8) You should now see a page that says "Your Email has been confirmed" with a button that says Sign In. Press the sign in button.
9) Follow the Sign In section to sign in

Creating Orders:

1) At the top of the home page, you should see a tab with dropdowns with options such as Scouts, Parents, Events, etc.
2) Hover over the User Functions dropdown, and move your mouse down to click on the Add TShirt Request Button

USER FUNCTIONS ▼

Add TShirt Request

Add TShirt Request
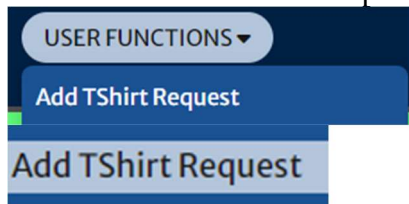
3) Select a size of shirt and the amount of them you want in that size

Size (1)

L

Quantity (1)

1

4) If you need more than one size, you can use the other 3 provided sections to do so. Just make sure that the number next to the size is the same number next to the quantity.
5) Once done with your order, press the Save button at the bottom of the form

Save
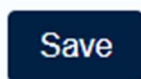
6) Next, you will be redirected to a page that shows your orders, what you ordered, states, and the ability to edit and delete your order. This page can also be accessed from the User Functions dropdown by pressing the TShirt

Request Management button.

TShirt Request Management

7) Check back periodically to check the status of your order.
   a. Received means that your order has been received and will be shipped shortly.
   b. Shipped means that your order has been shipped and will arrive shortly.
   c. Completed means that your shirt has arrived and should be in your possession