

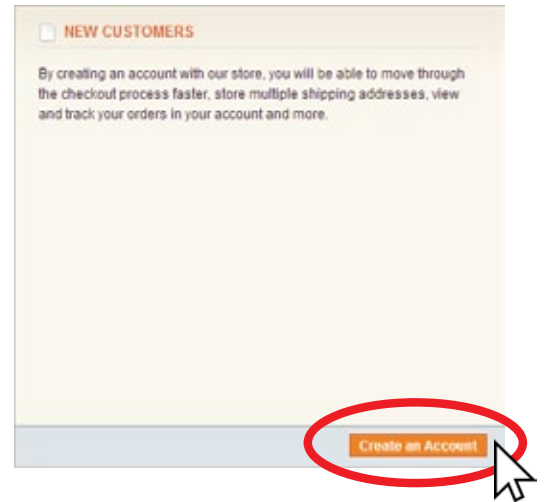
1.

- To begin, please go to: [www.giftstotheyanks.org](http://www.giftstotheyanks.org)
- Next, go to the top right corner under the Search bar, and click "Log In."



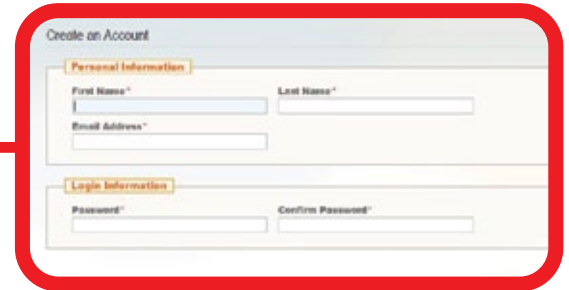
2.

- Under the New Customers box, please select "CREATE AN ACCOUNT."



3.

- As a NEW CUSTOMER, please fill in all the required fields by providing:
  - your First Name and Last Name
  - your Email Address
  - your American Legion ID



- Once you have filled in all the fields, click



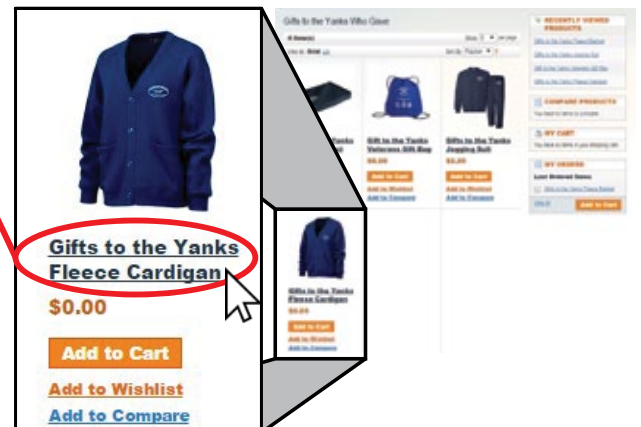
4.

- On the next page, please click:

**CLICK HERE TO BEGIN SELECTING YOUR ITEMS.**

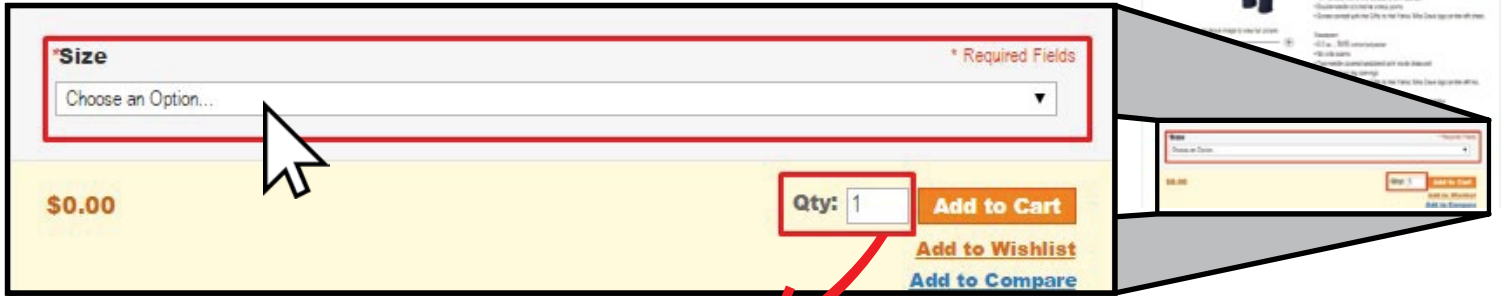
5.

- You will be directed to the Product page.
- Please click on the NAME of any product.



6.

- Look for the SIZE box below the product images.
- Select the size you need.



- Type in the QUANTITY that you need.
- When you have chosen the size and quantity that you need, click **Add to Cart**
- The item will be added to your cart, and you will get a GREEN message at the top.



7.

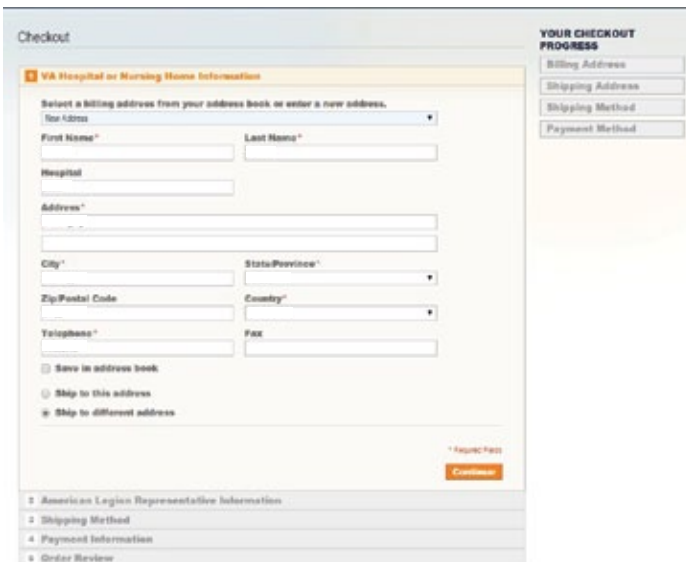
- To select more gifts, click the "Gifts to the Yanks Who Gave" link. It is located under the American Legion logo.



- If you are ready to checkout, go to the right side of the webpage, and click the CHECKOUT button.



8.



- You have reached the Ccheckout page.
- Please refer to the "How to Checkout" handout in order to proceed with your order.

# HOW TO CHECKOUT - Gifts to the Yanks who Gave

1.

- Under “American Legion Representative Information,” fill in your personal information, even if you may not be a representative.

## 1 American Legion Representative Information

- Make sure to have “Ship to different address” selected.

Hello Rep,  
\*PLEASE MAKE SURE TO CHECK "SHIP TO DIFFERENT ADDRESS"!\*  
 Save in address book  
 Ship to this address  
 Ship to different address <--PLEASE SELECT THIS!

- Next, click “Continue”

Continue



2.

- Under “VA Hospital or Nursing Home Information,” fill in the information for the hospital or nursing home. If the order is for homebound veterans, replace the hospital name with “Homebound”

## 2 VA Hospital or Nursing Home Information

- Do NOT click any of these boxes. Please leave them empty.



Hello Rep,  
PLEASE DO NOT CHECK THIS BOX!  
 Save in address book  
 Use Billing Address <-- Do NOT select this box.

- Next, click “Continue”

Continue



3.

- Under “Shipping Method,” you do not need to do anything.
- Please click “Continue.”

Continue



4.

- Under “Payment Information,” you do not need to do anything. You will NOT be charged.
- Please click “Continue.”

Continue



# HOW TO CHECKOUT (Page 2)

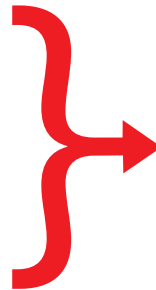
5.

- Step 5 is your "Order Review."

5 Order Review			
Product Name	Price	Qty	Subtotal
Gifts to the Yanks Jogging Suit	\$0.00	2	\$0.00
Size			
L			
Subtotal			\$0.00
Shipping & Handling (Free Shipping - Free)			\$0.00
<b>Grand Total</b>			<b>\$0.00</b>

- Please fill out the required information:

- number of Male Veterans
- number of Female Veterans
- Legion District
- Legina Post #
- Legion Division



Male Veterans\*

Female Veterans\*

Legion District\*

Legion Post #\*

Legion Division\*

6.

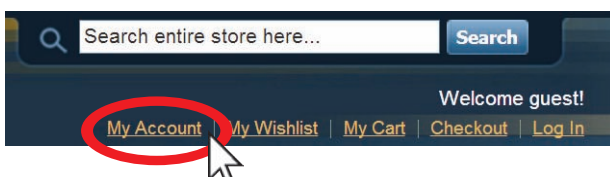
- Once you have filled in all the required information, click on "Place Order."



- You are all done!

7.

- To review any past orders, go to "My Account" under the search bar.



- Select "My Orders" on the left side of the web page to view the orders you have made.

