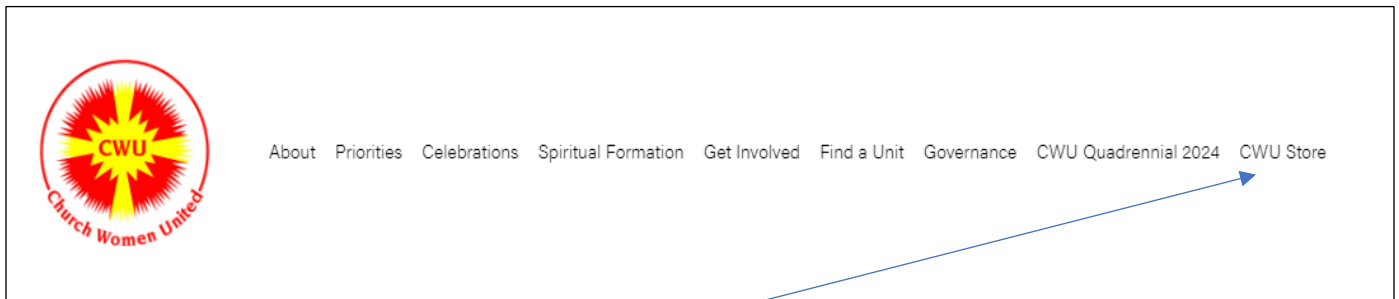


INSTRUCTIONS FOR DOWNLOADING DIGITAL CWU CELEBRATIONS MATERIALS
FROM THE CHURCH WOMEN UNITED, INC. WEBSITE
www.churchwomenunited.net

1. Go to www.churchwomenunited.net .



2. Click on the tab: CWU Store

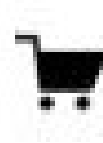


3. Click on the item you want to purchase and press the button: “Add To Cart”



4. Click the next item you want, press the “Add to Cart” button, and repeat the process for each item you wish to purchase. **If you select one of each item, you will have a total of 10 items in your cart.**

5. When you finish selecting items to purchase, and you are ready to check out, click on the shopping cart in the upper righthand corner of the screen.



6. Review your selections. You can DELETE and REMOVE any item from your shopping cart by clicking on the “X” next to the value of each item.



7. When you are ready to complete your order, click the checkout button and follow the prompts (instructions) to complete payment.



8. After payment is processed, you will receive a PDF of each document to download. **Download each item only one time.**



9. Save your downloads as files on your electronic device. Be sure to name your files, such as “CWU Celebrations 2024.”



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10. **Once you have purchased the download(s), you can make as many copies as you wish for your own purposes.**
11. Once you have downloaded your documents (files) and saved them to your electronic device, you can transfer your files to a portable flash drive to take with you to a different location for printing or to an event venue.



IMPORTANT INFORMATION

Individuals and local unit leaders are asked to purchase downloadable materials for their own purposes. State presidents and/or regional coordinators are asked to refrain from purchasing digital materials and sharing with local CWU units throughout a state.

Although the cost is minimal, each purchase generates income for National CWU.

State presidents and/or regional coordinators are asked to assist individuals by telephone who are experiencing difficulty with online ordering and purchasing. Information that needs to be collected from each purchaser includes: purchaser's name, billing address, city, state, zip, phone number, credit card information (including the expiration month/year and CVV/CVC number).

Questions? Contact: Sandy Meyer, Chair, CWU Celebrations Committee
cwu.sandy@gmail.com • 952.270.1157