

## NAIS SCHOOL PHOTO 2015-16 ONLINE ORDERING USER GUIDE

**Step 1** : Visit <u>http://schoolmaster.hk</u>; click "User Login" on top right corner



**Step 2** : Input the following information on the login page:

- 1. School Id : nais
- 2. User Id : student ID (given by school)
- 3. Passwords : YYYYMMDD student's birthday, i.e. YearMonthDate
- 4. Click Login button on right bottom corner.



## Step 3 : Input "Your Information"

1. Please check and input information "Email", "Tel" & "Address".



2. Click Update to confirm data.

## **Step 4** : Image Selection:

1. Click on the image to see enlargement.





- 2. Confirm choosing image by clicking "Select".
- 3. Click one more time to "Unselect"
- 4. Selected images will be blurred.





**Step 5** : choose the product you want for EACH selected image.

- One image can choose more than 1 product item.
   (3 Packages; 5 Photo Options and 10 Souvenirs available for selection)
- Click the selected image to see available product items.
- Put the "quantity" of selected product item and then click "Confirm".



 You can go "Back" to previous page or "Check Out"







**Step 6** : Please carefully read through the Terms and Conditions, Agree by clicking check boxes.

ct Informatio	n	Terms & Agreement	
Surname	Balu	School Photo will be offered under the following	
Firstname	Suri	Only ONE identical IMAGE will be process     NO Cash Changes or Receipt will be give     No Cash changes or Receipt will be give     S. Photos will be processed upon COMPLE <sup>*</sup> payment is received. Incomplete order / payment	
E-mail	1	unsuccessful submission and may cause dela process.	
Phone	1	<ol> <li>Cancellation or modification of order deta administration charge.</li> <li>Service to shoot &amp; edit absent student inti- be \$500/image by advance payment.</li> </ol>	
ontact Person	Please enter Contact Person.	<ol> <li>6. Satisfaction guarantee for all individual ph school or, one time free re-take at our studio o</li> </ol>	
	1	2015 from 10:00am to 3:30pm by advance ap 7. School portrait does not serve for passpo 8. Photo product will be tuned and cropped	
Address		✓ Lagree above terms and conditions.	
		Deh ver set:	
		A. Orders with full-payments received before ready for school distribution around Dec 7, 20 B. Late payment and erfore received from (	
	Please enter Remarks / Opinions.	<ul> <li>b. Late payment and orders received from C</li> <li>2015 will be delivered to school on Jan 29, 20</li> <li>C. Date on POST CHOP will be taken as ord</li> <li>D. Local mailing service for max. 1 kg is ava</li> </ul>	
Remarks / Opinions		Surcharge and, one time post-delivery service Kong correspondence address. Returned ph months only for studio collection. E. Late orders received between Jan 1, 201	
		have \$150 handling charge. Upon completion service will be arranged to student's local corror	
Delivery		<ul> <li>max. 1 kg.</li> <li>F. Late surcharge for orders after Feb 28, 20</li> <li>upon request</li> </ul>	
Payment		V Jarma abava daliyami amaamant	

**Step 7** : **DELIVERY** \_Orders and Payment received by studio before 1<sup>st</sup> & 2<sup>nd</sup> cutoff date will have ONE time free local mailing service for max. 1 kg.

Delivery		•
	Studio Pick Up	
	Local Mailing	

## Step 8 : PAYMENT

Payment	-
	Paypal Bank deposit Cheque



**Step 9** : Your order is listed on bottom of page. Click "Submit" to continue.

School memory-torever			н	
Contact Information		Terms & Acreement		
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Electronic Call		& conditions:		
Finaname Sun		submission and may cause	a delay in the ordering	*
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Phone 1		<ol> <li>Service to shoot &amp; e</li> </ol>	edt atsent student into	_
Contact Person Passes and an C	Ionfact Person.	payment.	countrage by advance	-
1		<li>b. Satisfaction guarante photo images taken at sch</li>	tool or, one time free	
And along		from 10:00am to 3:30pm b	by advance	- 11
Address		Delivery Agreement:	s conditions.	
	/i	A. Orders with full pays Sep 30, 2015 will be ready	ments received before for school distribution	
Photos order Herrie	rka / Opinions.	around Dec 7, 2015. B. Late payment and or	rders received from	
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	4	C. Date on POST CHO order received date.	OP will be taken as	
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Order Herns				
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Step 10: Confirm order by clicking "OK".



INVOICE will be sent to you by Email with Delivery and Payment details written.

Feel free to contact us if you have any queries: By email: <u>cs@schoolmaster.hk</u> By tel: 2880-5000