

## Support Clover Garden Online 24/7

Scrip Makes It EASY!

YOU Make It Count!

*Online Ordering Instructions for New Users*

### Register and Join Our Group

- **To begin**, log on to **www.scripzone.com**.
- Click on **New User** and fill in **All Information**.
- Click **Accept and Create User**.
- Complete **Name and Address Information**.
- Click **Finish**
- **Join Group** Screen will appear
- **Insert your Group Id : 336586CGS**
- Click **Join Group**.
- Your group will appear in the table at the bottom of the screen.

### Placing Your Orders

- If once registered you would like to immediately place an order:
- Follow link to '**Go to Place an Order.**'
- 251658240251657216**For future orders, follow links on ScripZone Home Page: My Zone My Orders New Order or on ScripZone Home Page Options Menu Navigate from: Start a New Order.**
- Select your **group, team, and method of payment**.
- Click **Set Information for this Order**.

### Begin Shopping

- Three options are available for your on-line shopping:
  - **Shop by Category** – Choose the category you would like to see all available retailers in that area.
  - **Scrip Suggest** – You begin typing the certificate choices pop up for you.
  - **Certificate List/Details** - Choose your certificate from a list and the guidelines for the card are also displayed.
- When finished, click on **Shopping Cart** and please **review your order**.
- Make any changes necessary and click **update cart** and proceed to **checkout**.
- Click **Place Your Order**. A new screen with the details of your order will appear.
- **Print** this page for your records.

### Payment & Shipping

- **Payment by check is available only to local supporters. Please send your check in to the school made out to **Clover Garden Scrip**.**

**About Security** We take your security seriously. Communications with your browser is completed over an encrypted communication platform for security reasons. Most modern browser will allow you to use encrypted communications when you navigate our site. You may not be able to access our site if you are using an old browser (5 years old or more). If you have a problem accessing our secure site, please send an email to: [support@scripzone.com](mailto:support@scripzone.com).

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