

How to order your 2023 Girls Inc. of Santa Fe Printed Galentine's, Valentine's, and Palentine's Products and Printed Cards

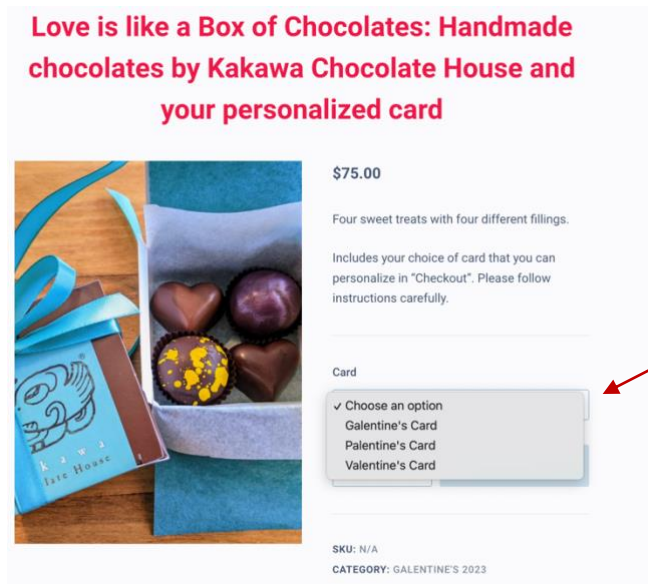
These instructions do not apply for ordering E-Cards.

This is a step-by-step guide to placing your online order, and having your items shipped to those on your list.

1. Go to <https://galentines.girlsincofsantafe.org/>, where you will see...

**Welcome to your favorite winter fundraiser for Girls
Inc. of Santa Fe**

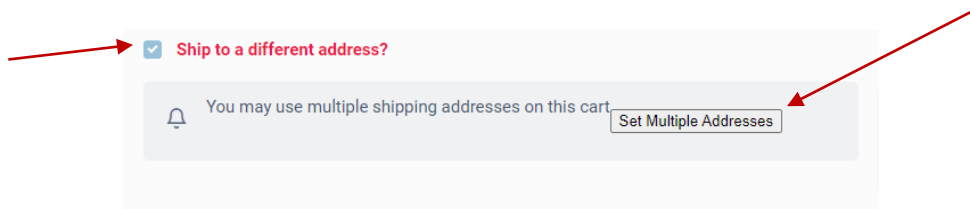
2. On this page, scroll down to see our 2023 Galentine's Gifts options.
3. Click on one of the product images to learn more about the product. You can select the quantity you desire AND select the type of card you would like. (You will have an option to personalize your card/s in **"Checkout"**). Then click on the button called: **"Add to Cart"**



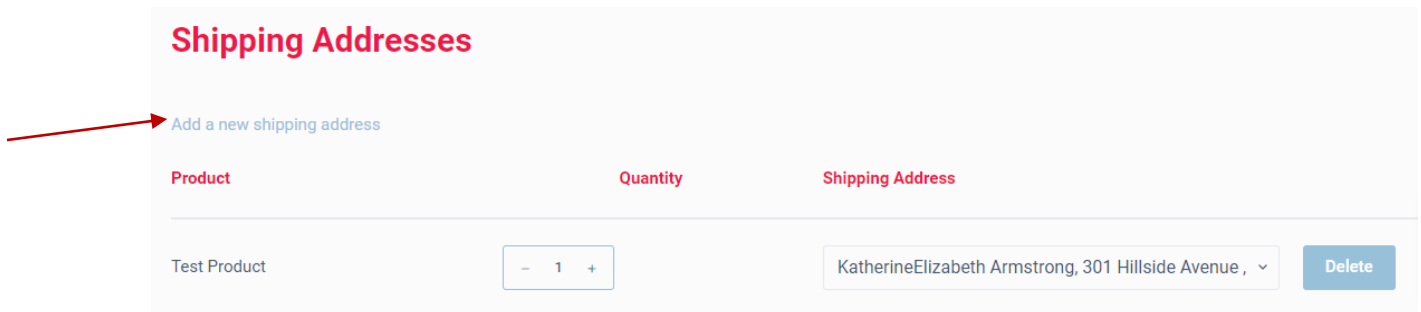
Note: If you would like to purchase multiples of the same product (ie: chocolates) and would like to apply a different card type for each please select quantity 1 and choose a card from the dropdown menu. Repeat this process, to choose the same product again and apply a different type of card.

4. Check the cart icon in the upper right corner of the screen to see the number of products in your cart.
5. Click on "View Cart" to review the items in your cart for accuracy.
6. If you want to add more products to your cart, scroll down to the bottom of the page to see other products OR click on the "Galentines" logo on the top left corner of the page to go back to the products page.
7. To choose and personalize the card you wish to send (included with all products) click on the button: "Proceed to Checkout".
8. Complete your billing address, phone number, and valid email.

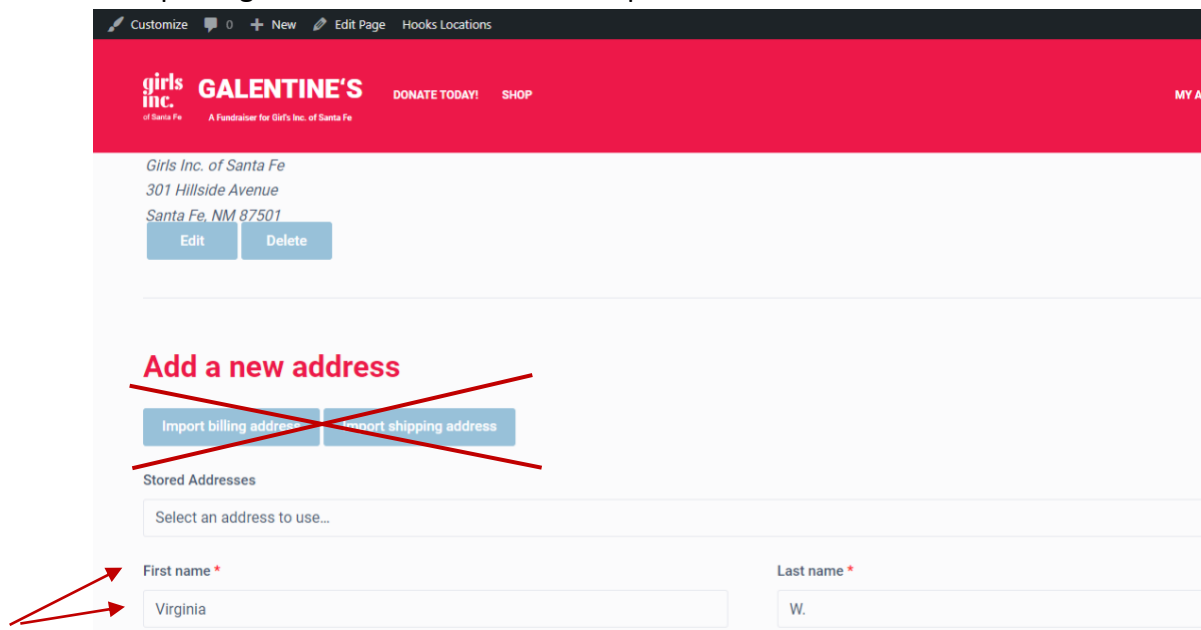
9. To receive the monthly GISF newsletter please, please check the option check box.
10. If you want to ship your items to **multiple addresses**, please check the checkbox next to **“Ship to a different address?”** and click on **“Set Multiple Addresses”**.
 - a. **Note:** The checkbox for **“Ship to a different address?”** refers to the Galentine items/cards you which to send to other addresses other than your own address.



11. You have now been directed to the **“Shipping Addresses”** page where you will see a list of your products with a drop down menu to select which shipping address you would like to use. If you have not placed orders before through this site, **you will need to add the shipping address you wish to send each product to.**



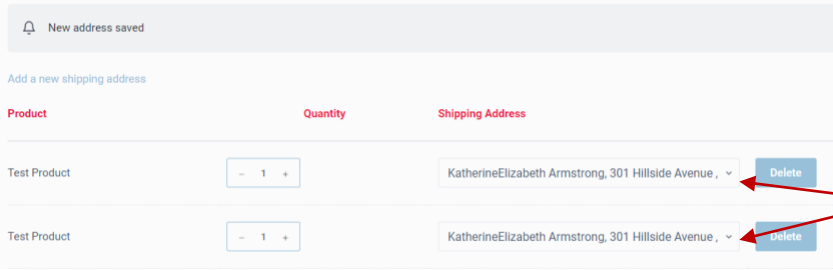
12. Here you have the option to import addresses. *I do not recommend this option unless you are familiar with importing bulk amounts of data into a platform.*



13. Where you see the text box for **“First Name”** (above) please type in the first name of the individual you would like to send a gift to. Continue by typing in the last name and shipping address for this individual. Then click on the button: **“Save Address.”**

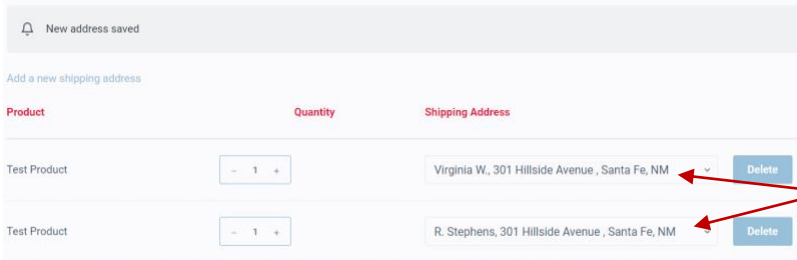
14. You will automatically be directed back to the shipping addresses page where you can use the drop down menu next to the product you want to send and find the new address you just saved.

Shipping Addresses



Drop down where you can change to the shipping address you saved in step 13.

Shipping Addresses

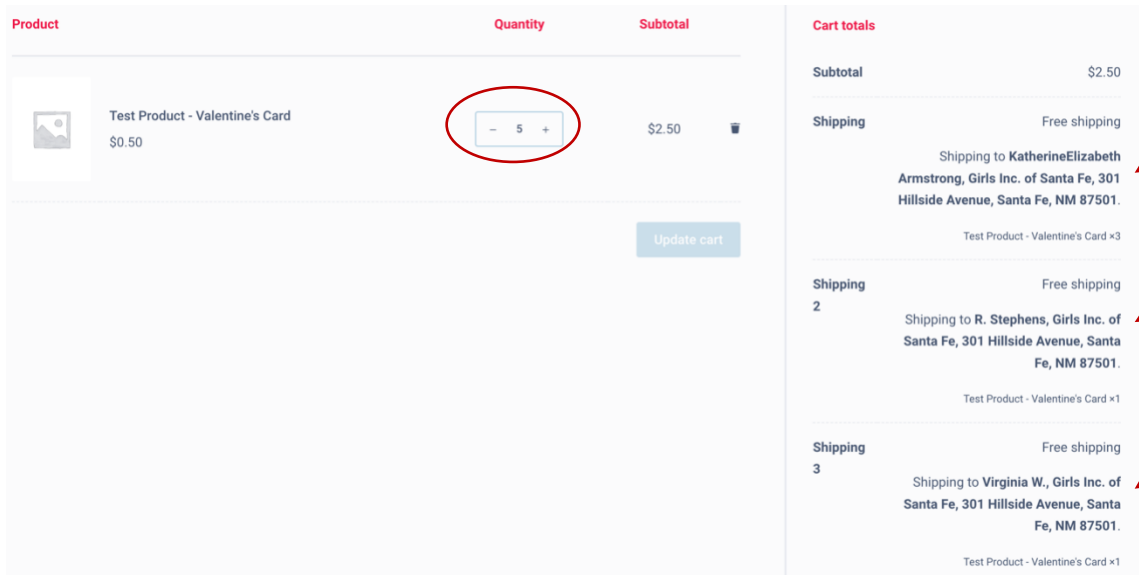


Drop down where new shipping addresses have been selected from step 13.

15. To save more shipping addresses and assign to the rest of the products in your cart, please repeat steps 10 – 14.

16. Review each of the products and corresponding shipping addresses on the Shipping Page and click the button called: **“Update”** and then the button called: **“Save Addresses and Continue.”**

17. Review your shopping cart. Confirm the total number of products. Confirm shipping addresses.



18. Click **“Proceed to Checkout”**, where you can personalize the cards you have chosen and pay for your products.

19. On the checkout page add personal messages for the cards you selected back in step 3. Note the card type and quantity, the recipient, and the address. Where the text box says “Note” personalize your card! See examples below.

Your order

Product	Subtotal
Test Product - Valentine's Card x 5	\$2.50
Subtotal	\$2.50
Shipping Methods	\$0.00

Test Product – Valentine's Card x 3
KatherineElizabeth Armstrong
Girls Inc. of Santa Fe
301 Hillside Avenue
Santa Fe, NM 87501

Note

Dear Ken-

Happy Valentine's Day!

Love, KE

Free shipping
[Modify address](#)

Test Product – Valentine's Card x 1
R. Stephens
Girls Inc. of Santa Fe
301 Hillside Avenue
Santa Fe, NM 87501

Note

Hi R!

Happy Valentine's Day!

Hugs, KE

Free shipping
[Modify address](#)

Test Product – Valentine's Card x 1
Virginia W.
Girls Inc. of Santa Fe
301 Hillside Avenue
Santa Fe, NM 87501

Note


Dear Virginia,


I hope you have the happiest of Valentine's Days!

Warmly, KE

20. On the checkout page, add your credit card information and click on the “**Place Order**” button.

● Pay with credit card / debit card

Card number
1234 1234 1234 1234 

Expiration CVC
MM / YY CVC 

Save payment information to my account for future purchases.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order

21. The next page you see will be a summary of your entire order, including the names of your order recipients, their addresses, and your message to each.
22. Expect two emails to be delivered to your email address. One will be a credit card receipt for your order. The second will be an itemized summary of your order.

That's It!
Happy gifting to your friends and family!