



Online Ordering Information for School Coordinators:

- Each personalized order has an "Online Order Code" unique to each artwork/child. The Online Order Code is located on the front cover in the box carried by the blue bird. It is also on the back under the Return Payment date.
- The online ordering site is: <http://order.arttoremember.com>. This URL is also shown on the brochure in the same locations as the Online Order Code.
- After entering their Online Ordering Code, parents will be asked to identify which school their child attends. Parents will be able to order after correctly answering this security question.
- Parents may order the items they choose and checkout as a guest. Alternatively, they may create an account that will allow them to add artwork in future years and/or from additional children and store their children's artwork year after year.
- The total collected from online orders will be netted out in your final invoice, *i.e.*, you will owe only the amount not already collected by AtR online. After we have entered all of your school's orders, your AtR Program Coordinator will be able to provide total order amount and approximate your school's profit.