Terrapin Treats Web Ordering Instructions
(Ver. 1.2 6/13/13)

Pick Up Service Only
(*) Recipient will be notified as to when and where to pick up their Treat. Please allow two working days for order to be completed.

Celebration ($29.99)
- Custom Inscribed Layer Cake, Candies, Cake Slicer, Mylar Balloon, Plates, Forks, Napkins
- Show/Hide Options To Order

Ice Cream Social ($25.99)
- Famous Maryland Dairy Ice Cream®, Topping, Ice Cream Scoop, Bowls, Spoons, Napkins
- Show/Hide Options To Order

Cozy Comfort ($36.99)
- Microwavable Meals, Soup-In-Hand®, Cup-A-Hoodie®, Tea Bags, Honey, Lemon, Mug, Toothbrush
- Show/Hide Options To Order

Study Break ($29.99)
- Mug, Starbucks Frappuccino®, Starbucks Double Shot®, Hot Chocolate, Cookies, Candy, Gum, Highlighters®, Pencils, Pens, Post-It Notes®
- Show/Hide Options To Order

Getting Started ($39.99)
- UM T-Shirt, Pop Tart®, Nutri-Grain Bar®, Oatmeal Express®, Breakfast Cereal, Post-It Notes®, Index Cards, Pens, Pencils, Spiral Notebook, Scotch Tape®, Markers, Highlighters®
- Show/Hide Options To Order

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Payment and Refund Policy Privacy Policy
For Customer Service call 301-314-7424 from 8:00am to 4:00pm Monday through Friday.
Note: All transactions are in US dollars. Doing Business As: UMCP Terrapin Treats. Send feedback to terptreats@umd.edu
Placing an order:

From the home screen, click on “Show/Hide Options To Order”. The item options drop-down boxes will appear. These options must be selected and filled in before you can place the order. When you have made your selections and filled in the “Inscription(s)” box(es), click the “Add To Cart” button to place your selection in the cart. Note: The “Celebration Basket” is the only menu item that includes one mylar balloon. The default balloon style is “Happy Birthday”. You may change the selection at no additional cost and or add more balloons for $3.50 each. After you click “Add To Cart”, the drop-down box minimizes to reveal your other menu choices if ordering more than one. Please note: All menu selections require a valid pickup date, inscriptions where indicated and any other custom information necessary to fill your order properly.
Checking Out:

As you add your selection(s) to “My Shopping Cart”, you will see them listed along with the estimated price with sales tax. When you have completed the selection process, you may click “>> Check Out”. The “Customer Information” page will appear. All required* information must be entered. If you need to make any corrections click “Reset” and enter your information again. When you are finished, click “Submit” which will take you to the “Student Information” screen.
Checking Out Continued:

You must then fill in all the required* information of the recipient. When completed clicking the “Submit Button” will take you to your “Order Summary” page. Here you can review the student, customer and item details. At this point you may change the entered information by clicking on the “Update Student” and “Update Customer” buttons. You can also change your item selection by clicking on the “My Shopping Cart” box. When you are done verifying your entered information, clicking “Finalize Purchase” will take you to the secured “Payment Screen”.

* indicates a required field

Student Information:
- Student Name: David Smith
- Phone Number: 301-555-1212
- Email Address: d.smith@hotmail.com
- Campus Address: 123 Main Campus Commons
- Local Address:

Order Summary and Finalize Purchase

Customer Information:
- Name: Michael Smith
- Email: m.smith@umd.edu
- Phone: 301-314-9045

<table>
<thead>
<tr>
<th>Treat Name</th>
<th>Price</th>
<th>Quantity</th>
<th>SubTotal</th>
<th>PickupDate</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebration</td>
<td>$29.99</td>
<td>1</td>
<td>$29.99</td>
<td>04/18/2013</td>
<td>- Inscription for Card: Happy Birthday and enjoy you...</td>
</tr>
</tbody>
</table>

- Sub Total: $29.99
- MD Tax (6%): $1.80
- Total: $31.79

Update Customer  Update Student  Finalize Purchase  Cancel
Checking Out Continued; Payment Screen:

The “Customer Information” box is pre-populated. You may change this information if you wish. In the “Payment” box, select your “Credit card type”, “Name on the card”, “Card Number”, “CW” and “Expiration Date” of the card. Click the “Complete Payment” box. You can then print a copy of your order. You will also receive an order confirmation via your email that you provided earlier during the order process. The recipient will be notified when and where they can pickup their treat.