

## PE Uniform Ordering

1. Go to the RTMS main page
2. Click on RevTrak Web Store => PE Uniforms
3. Create a Login
4. Click on the item you want to start with such as shirts and add the student last name and ID ONLY.

RTMS PE. SHIRTS [sku:055\_SA\_PEshirt]

**\$10**

Add New Student or Staff Account ▼

Last Name	<input type="text"/>
Student ID (6 digits) or Employee ID ('9' prefix)	<input type="text"/>

5. Once you have done this, you can proceed to choose shirts
6. Click "Continue Shopping" to order shorts
7. When you are ready to checkout, go to the cart. Here, you can also modify how many of each you want to purchase.
8. After purchase, PRINT YOUR RECEIPT. You will need this to pick up your student's uniforms.

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