



Mimosa Public School

Respect Resilience Responsibility Effort



Mimosa Uniform Shop – Online Ordering Using Square

PROCEDURES ONLINE PURCHASES **(First time Square users only)**

1. Use link mps-uniform.square.site
2. Click on the item category e.g sport
3. Click on the item e.g. sports polo short sleeved
4. Select the size
5. Click on Add to cart
6. If more items required, repeat step 2-5
7. Once finished shopping, click on Cart
8. After checking what is in your cart, Click on Continue to payment
9. **VERY IMPORTANT: In the “add a note to the seller”, please add your child’s first and last name and class - if not done there will be a delay in the delivery to your child’s classroom.**
10. Add your details: Parents first and last name, email address and mobile number
11. Add your credit card details
12. It will give you the option to tick Square Pay. Your payment details will be saved if you tick this option. If you do not wish to have your details saved, do not tick the option
13. Click on Place order.
14. Your order will be delivered to your child’s classroom as indicated
15. If any questions please do not hesitate to contact the uniform shop at mimosaclothingshop@gmail.com

PROCEDURES ONLINE PURCHASES **(Returning Square customers)**

1. Complete Steps 1-8 above
2. If you have ticked the Square Pay in your first order, square will automatically fill in your contact details.
3. **You are still required to enter your child’s First, last name and class in the note to seller.**
4. Then you can click on “place order” to finalise your purchase.

If you have kids at Davidson High School, you may need to change your contact details, depending how you have set it up. If the details of your Davidson HS student displays in contact details, please click on edit and enter the Parent’s name, mobile and email address. This will ensure the email confirmation will be sent to the parent and the Uniform Shop will have your details in case they need to contact you.



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ADDING A SHORTCUT TO YOUR PHONE

iPhone	Android
<ol style="list-style-type: none">1. Open Safari. Other browsers, such as Chrome, won't work for this.2. Navigate to mps-uniform.square.site. Make sure you visit the exact page you want to open through the shortcut.3. Tap the Share button on the bottom of the page. It looks like a square with an arrow pointing out of the top.4. In the list of options that appear, scroll down until you see Add to Home Screen. Tap this. The Add to Home Screen dialog box will appear.5. Choose a name for the website shortcut on your home screen. You'll see the link so you can confirm it, as well as the site's favicon that will appear as the "app" icon on your home screen. Click Add when you're done. Safari will close automatically and you will be taken to where the icon is located on your iPhone's or iPad's home screen.6. Now just tap the new "app" or shortcut on your home screen, and it will open the website in its own navigation window, independent of what you have open in Safari.	<ol style="list-style-type: none">1. Open Chrome.2. Navigate to mps-uniform.square.site.3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to home screen.4. Choose a name for the website shortcut, then Chrome will add it to your home screen.