

# HHSBPA Virginia Diner Fall 2010 Online Order Instructions

**These instructions are to help you and your customers**  
All orders are placed online

1. Visit [www.virginiadiner.com](http://www.virginiadiner.com)
2. Select a Category on the left
  - Collegiate Collection, Peanuts, Gift Ideas, Snack Attack, etc.
3. Add items to your shopping cart
4. When finished, click “Shopping Cart” at the top of the window
  - The number of items in your cart is indicated
5. Very Important – select the Region, Organization and Participant
  - Select Region: **Virginia – ALL OTHER**
  - Select Organization: **HERNDON HIGH SCHOOL BAND PARENTS ASSOCIATION**
  - Participant’s Name: **<Student Name>** - this is how your Band or Color Guard student gets credit for the order
  - Click “NEXT”
6. Review your order and click “Checkout Now”
7. Sign in as a returning Virginia Diner customer **or** register as a new Virginia Diner customer
8. Enter a shipping address and select a shipping method (UPS)
9. Enter payment information and click Continue Checkout
10. Review your order to ensure accuracy and click Place Order
  - You can print the receipt
  - You will also receive an email confirmation of the order
11. The customer will receive their order typically within one week
12. The student will receive 20% of the sale in his/her student account