

## Tips on ordering online

The following steps should make your online ordering experience a little easier.

- First, to place an order on our website, go to [www.unyumc.org/resources/media-resource-center](http://www.unyumc.org/resources/media-resource-center).
- Once on our page, click the "Online Catalog" button. You will see many search boxes to find the resources that you may want, but there are several ways to try to search. The easiest is to put in the resource number of the item you want into the "Resource Code" box, if you have it. If you don't, you'll want to use the "Search Phrase" or "Title" box with the title of the resource. If you see a number that comes up with a Kxxx=, that means it's a kit and has more than one component to it. You can't put a whole kit into a shopping cart, as it won't give you the shopping cart option until you scroll down to the bottom of the page and place each component that you want to borrow into the shopping cart. Another good way to search for things is to use the subject category box in the Advanced Search. It has a drop down menu that shows you the subjects that we have in our Center.
- When you're finished, hit the checkout button and it will ask you for your vital information. Please be sure to fill out the form with as much information as possible. Church name, city and zip code are very important, even if you think we know your address. Many churches are called "First," "Trinity," or "Faith," but it doesn't give us the location if you only use that phrase. Please be sure to specify. When you don't include your zip code, I must go look it up on google, which can delay your order.
- Finally, online ordering is the fastest and most reliable way to order your resources. Orders placed through our website are handled first and in a timely manner. Thanks for your cooperation.