MBA Mothers Club Online Store Instructions
for Class Websites and Spaghetti Supper

For class websites, go to www.mkt.com/mbamcclassXXXX
For Spaghetti Supper, go to www.mkt.com/mbaspaghettisupper

View Items
- Click an item to see its details, description and price
- To close an item window, click on “X” in the upper right hand corner of the window
- Some descriptions require the user to click View More

Shopping
- Click “Add to Basket” (white text in blue box) to put the item in your basket, aka shopping cart
- To add multiples of the same items in your basket
  - add the item twice OR
  - edit your basket in the Basket window by editing the quantity
- Click on “Go To Basket” (white text in blue box) when shopping is completed OR click on the basket icon at the top right of screen
Review Basket

- Remove an item from the basket by clicking the “X” in the gray circle
- To edit the quantity of an item, change the number to left of the item
- In the “Write a note to the seller (optional)” box, include the student(s) name(s), Class(s) and cell phone number(s)

![Completed Basket Example]

- This is an example of a completed/loaded basket:

Checkout

- To pay for items, click “Checkout” (white text in blue box)
- Enter personal and billing information

Confirmation

- The customer will receive a confirmation page from Square. The first two sentences are default messages from Square, the website host and credit card processor. These two sentences will appear in every confirmation. Please ignore! The correct
pick up instructions are stated after Square’s default sentences, in the item description and on the customer’s receipt.

Correct pick up instructions.

Ignore! Default message from Square!
Emails and Texts from Square

- Emails from Square will have “MBA Spaghetti Supper via Square” or “MBA Mothers Club Class of XXXX via Square” in the “From” line. The first email notifies the customer that an order was placed. Again, a pick up time will be state near the top of the email. Ignore! The correct pickup information is noted below the map.

- The second email is the customer’s receipt.