



## ORGANISER'S ORDER

Use this method when an Organiser collects the Hoodie orders and places them on behalf of the parents.

The Organiser will need to sign off the artwork prior to production starting.

### How To Set Up an Account or Log In

- Go to [www.cauliflowerhoodies.co.uk](http://www.cauliflowerhoodies.co.uk)
- Select "Organiser Login"
  - If you already have an account from a previous hoodie or Christmas card project, click on "Existing Organisers Login Here"

ORGANISERS LOGIN

Existing Organisers Login Here

- If you don't have an account please register as a new User

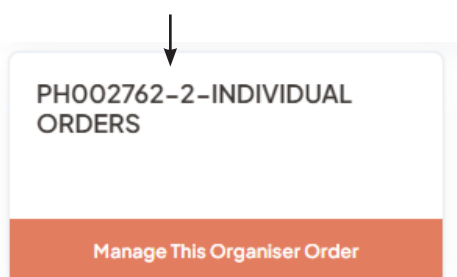
Register as a New Organiser for the Leavers Project

Once registered, login using your email address and password:

- On the top tool bar select "Leavers Hoodie Project"



- Select "New order" to complete a brand new order
- The following box will appear with your own unique order reference starting with PH.



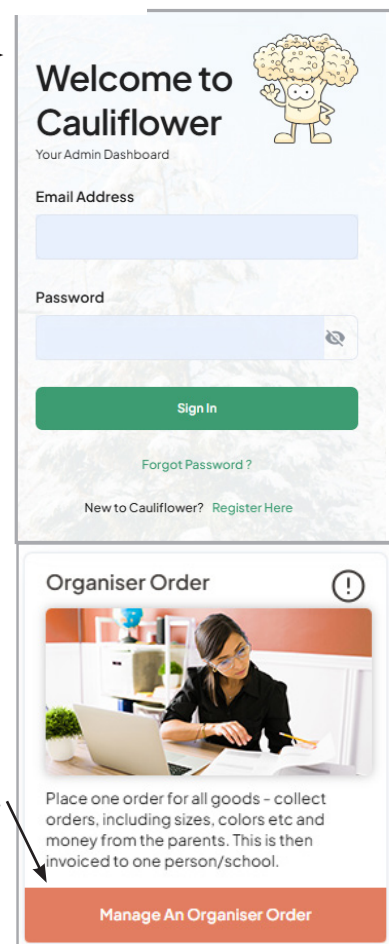
- If you have other active projects, the details will display in the box at the top of the page
- Click on "Manager The Organiser Order" tab to commence your new order.

**Garment type:** Select the default garment type from the drop-down menu

**Garment Colour:** Select your default colour from the drop-down menu. If you have given parents the option to choose different colours, then this can be changed in the order information as you add each order.

**TOP TIP** - If you have allowed a choice of colour. Set your default colour to what you think the most popular choice will be. You will then have less colour changes to do when completing the order. Alternatively, you may wish to batch your orders into different colours before processing and enter them in colour order.

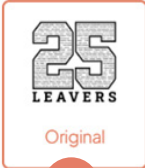

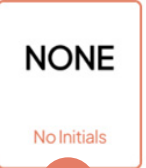

**Group/ School Name (Optional):** Please ensure an accurate name is added here as this will be printed on the back of the hoodie. If you do not want a group or school name printed on the back of the hoodie, please leave this section blank.





# CAULIFLOWER HOODIES

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Back Design:	Front Embroidery:	Front Initials:	Leavers Mug:
 Original	 School Logo	 No Initials	 No Mug
1	2	3	4

## 1 Back Design

- You can choose ONE back design option for your order by clicking on your favourite. If you change your mind, simply click on a different design.

## 2 & 3 Front Embroidery, Vinyl and Initial Options:

- By Default, "NONE" will be selected. If you don't require embellishment, simply continue with your order.
- If you require embroidery or initials, please select as required. You can select up to 2 options (an embroidered design and / or vinyl initials).

Embroidery Options +£0 Junior or £0 Adult

NONE No Embroidery	 School Logo	 Generic Design 1	 Generic Design 2	 Generic Design 3	 Generic Design 4
 Generic Design 5	 Generic Design 6				

Initials Options +£0 Junior or £0 Adult

NONE No Initials	 Left Initials	 Right Initials
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Cancel

Save

- Please Note:** The addition of embroidery, front initials and/or nicknames on the back of the Hoodie will add further costs to the order.
- Important:** Once chosen, click SAVE at the bottom of the screen.

## 4 Leavers Mugs

- Mugs by default are set to "NONE"
- If you would like to add leavers mugs to your order, simply click on icon above and select the design you require

Leavers Mug:

  
No Mug



# CAULIFLOWER HOODIES

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Special price per mug only £4.95

First choose a design:

No Mug

School Logo

Script

Banner

Crest

Stack

Stamp

Label

Class of 2025

25 Leavers

2025 Leavers

Congratulations

Cancel Save

- Remember to click SAVE when you have selected your option!
- Your chosen design will then appear on your order

Back Design:



Front Embroidery:



Front Initials:



Leavers Mug:



## Back Names

- Please select if you would like the first and last names or just the first names only to be printed on the back design.

## Entering Children's Names

- It's now time to enter or import the children's names into the order!



# CAULIFLOWER HOODIES

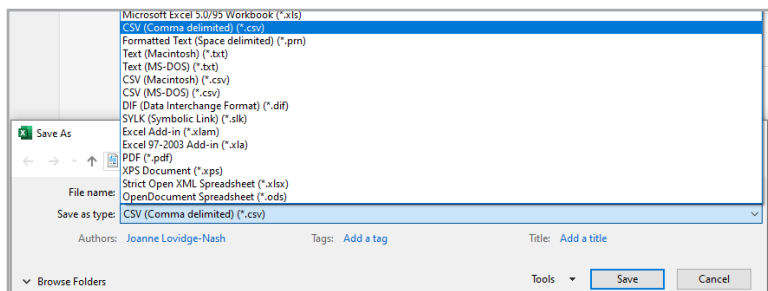
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## If you wish to import names

Please click on "import names" The file imported must be a CSV file:

Import Names

To import names to your portal you can use Excel to create a Comma delimited CSV file. The name data needs to be in separate columns for the First Name and Surname (or one column for just First names)



	A	B
1	Joanne	Lovidge-Nash
2	Heidi	Cameron
3	Jon	Talbot-Hammond
4	Jordan	Woodcock
5	Erika	Speirs
6	Isabel	Lanyon
7	Dominic	Walters
8	Hugh	Speirs
9	Isobel	Morris
10	Tony	Calver

## If you wish to type details in manually

Click on "Add A Name/Order" and fill in name:

Add A Name/Order

### "Do Not Include Name in Back Design":

Only check this box if the name does not appear on the back design. This option may be relevant for a teacher/assistant or group leader, where they want a garment, but don't wish their name to appear on the back.

### "Do they want to order a Garment?":

Click NO if a parent doesn't wish to place an order, but still wants their child's name to appear on the back design. Click YES if a garment is required.

An order form will then appear:

**Add a Name/Order**

First Name \*

Last Name

☐ Do NOT include name in back design

Does they want to order a garment?

☐ Yes ☒ No

**Edit a Name/Order**

First Name \*  Last Name

☐ Do NOT include name in back design

Does they want to order a garment?

☒ Yes ☐ No

Garment Type:  Colour:

Size:  Back Nickname

Front Initials ☐

Quantity

Leavers Mug ☐

**Garment Type:** This will default to whatever the organiser has chosen, however, each order can be altered here if the parents have been given a choice. Select from the drop-down if this requires changing.

**Colour:** This will default to whatever the organiser has chosen – but each order can be altered if the parents have been given a choice. Select from the drop-down menu.

**Size:** Select size from the drop-down menu.

**\*TIP\*** If garment needs to last all year, it is advisable to go a little on the big side so that there is plenty of growing room.

**Back Nickname (Optional):** Fill in if this was provided as an option to parents.

**Front Initials:** Fill in if required

**Quantity:** Fill in as required

**Leavers Mug:** Select 'Add Mug' if this is required.

**PLEASE NOTE: Nicknames, Initials and front logos will add further costs.**

#	FIRST NAME	LAST NAME	ORDER DETAILS	NICKNAME	INITIALS	QUANTITY	COST	TOTAL	ACTION
1	Joanne	Lovidge	College Hoodie Junior 9/11yrs	Jo	-	<input type="button" value="+"/> 1 <input type="button" value="-"/>	£19.00	£19.00	

- When all details are filled in as required, click on **Save**
- You can add order information later by clicking on the pencil icon – *remember to click save once your changes have been made!*
- You can delete the line by clicking on the bin icon
- Your changes will be saved when you log out.








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## Explaining The Icons At Glance

All icons can be displayed as colour or grey – grey indicates that this option is not required for this garment order.

- The colour of the hoodie – as indicated

ORDER DETAILS	
College Hoodie Junior 9/11yrs	    



- Front Embroidery – required (orange)/not required (grey)



- The Name – Is (orange) or isn't (grey) included on the back design.



- A Nick Name – Is required (orange)/not required (grey)



- Initials – are required (orange)/not required (grey)



- Leavers Mug – are required (orange)/not required (grey)

- To add another child's order, simply click on "Add A Name/Order"

Add A Name/Order

- You will see the order summary building as you place more order lines



Quantity of Garments: 1

Early Bird Discount: £1.00

Total Cost: £26.50

Discounted Total: £25.50

Please note there is a setup and delivery cost of £25.00 for orders of 5 or less garments.  
Early bird discount of £1 per garment if ordered, paid for and signed off before 1 June 2025





# CAULIFLOWER HOODIES

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## Ordering

- When you are happy with your order, place your order by clicking "PLACE ORDER"

Organiser Order - PH002762-2-INDIVIDUAL ORDERS

Place Order

Delete Order

Duplicate Order

Help

**Please Note** – Once your order has been placed, your order will be locked and you will not be able to make any changes yourself.

If we haven't started Production, and if an urgent change is required, please call customer services on 01420 477 012 as we may be able to unlock your order. This will mean your hoodie proofing process will start again and may delay delivery of your order. This is something to be aware of close to the end of the term or if you have a deadline you are trying to make.

## Small Orders

Please note that there is a set up and courier fee of **£25 per order** for hoodie orders under 6 units and Polo/T-Shirts under 10 units.

## Early Bird Discount

There is also an early bird discount of £1 off per garment if your order is placed, paid for and the artwork signed off between January and the end of May. *This applies to Organiser Orders only.*

## Payment, Artwork Sign Off & Production

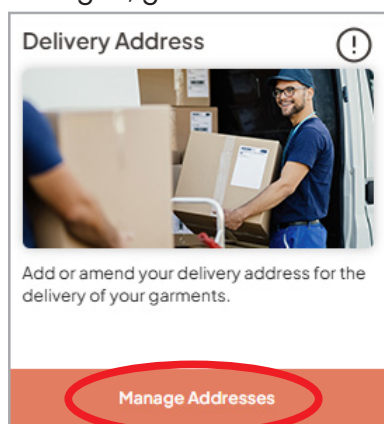
One of our designers will be in contact via email with visuals and proofs for your sign off. On sign off, an invoice will be sent and your order moves into production. Please note that once production has started, no further amendments can be made. Your garments will be shipped once payment has been received.

## Delivery Timescales

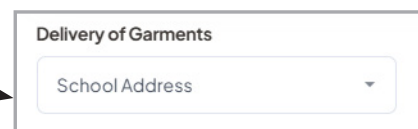
You will receive your garments (and mugs if ordered) within 10 working days of artwork signoff. If there are any delays due to unforeseen circumstances, we will let you know.

## Adding Or Changing The Delivery Address.

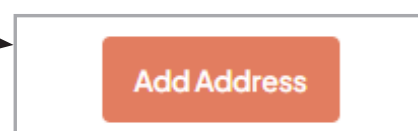
As standard your order will be set to deliver to the address of the organisation. If this needs to be changed, go to the main dashboard, and click on 'manage addresses'.



Either choose a delivery address that is already set up from the drop down menu...



Or add as new address by clicking on this button



Alternatively, please call the office on 01420 477 012 and we can assist you.