



**MidAtlanticShop**

Your Branded Materials Solution  
POWERED BY CONSOLIDUS

# Quick Start Guide

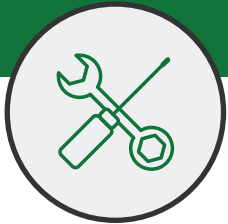
Using **MidAtlanticShop.com** for  
branded merchandise for Cecil College



## Shop for Branded Items

- Go to **MidAtlanticShop.com**
- Click on **My Account** (Upper right)
- Choose **Register** for your first visit and **Login** after that
- Browse product categories or search for something specific
- If you want something you do not see, contact your Program Manager (PM):

Call: 330.319.7200 or Email: [service@MidAtlanticShop.com](mailto:service@MidAtlanticShop.com)



## Build Your Product

- Once you choose an item select **“Build Product”**
- Select a **Color** and Input a **Quantity** – note quantity minimums
- Select your imprint type and location
- Select **“Choose Imprint Colors”**
- Select **“Designate Artwork”**
  - Use the logo library (Cecil approved marks)
  - Or use the comments area to indicate text to imprint (ex: Celebrating 50 Years)
- Add it to your cart
- Add another item or **Save and Continue**
- Select your desired delivery date
- Select **Continue**
- Select **“Submit for Proofs & Approvals”**


Cart Total	\$561.12
Shipping	\$136.00
Tax	\$0.00
Total	\$697.12

✓ SUBMIT FOR PROOF AND APPROVALS

For questions re: Cecil Branding, contact Marketing - [Marketing@Cecil.edu](mailto:Marketing@Cecil.edu)  
or questions re: Payment - contact Diana Loomis at [DLoomis@Cecil.edu](mailto:DLoomis@Cecil.edu)



# Approval Process

 Your request has been received!

Great News! Your quote has been submitted and received by our art team. Within 24 hours, you will receive a virtual proof.

You'll be able to finalize your order soon. Until then, hang tight and we'll get that proof over to you as soon as we can.

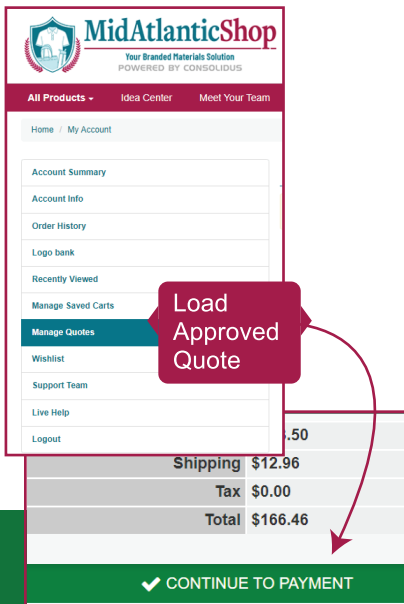
Questions? Please contact [service@MidAtlanticShop.com](mailto:service@MidAtlanticShop.com)

- **Review and approved your proof -**  
Email from [artwork@MidAtlanticShop.com](mailto:artwork@MidAtlanticShop.com)
- **Upon your approval, the proof will be sent to Marketing**  
for design approval and application of royalties, when appropriate
- **After art is fully approved, your order is ready for payment -**  
Email from [service@MidAtlanticShop.com](mailto:service@MidAtlanticShop.com)



# Payment

- **Paying with a Purchase Order (PO):**  
Choose **Welcome, Your Name** in the upper right of the homepage  
Open **Manage Quotes** and find the approved quote  
To the right, you will see an option to download a PDF  
Submit PDF to request PO through your ERP  
Upon approval, Procurement will go in and assign the PO to your quote  
An email will be sent letting you know once the PO is received  
At this stage, your order will go to production



Shipping	\$12.96	.50
Tax	\$0.00	
<b>Total</b>	<b>\$166.46</b>	

[CONTINUE TO PAYMENT](#)

# Order Ships



- **When your order ships, you will receive an email with tracking information and a copy of your invoice**
- **After your order arrives, please check it in promptly and let us know immediately of any issues so we can address quickly**
- **You will be emailed a feedback survey - please take a minute to complete this survey to tell us about your experience**