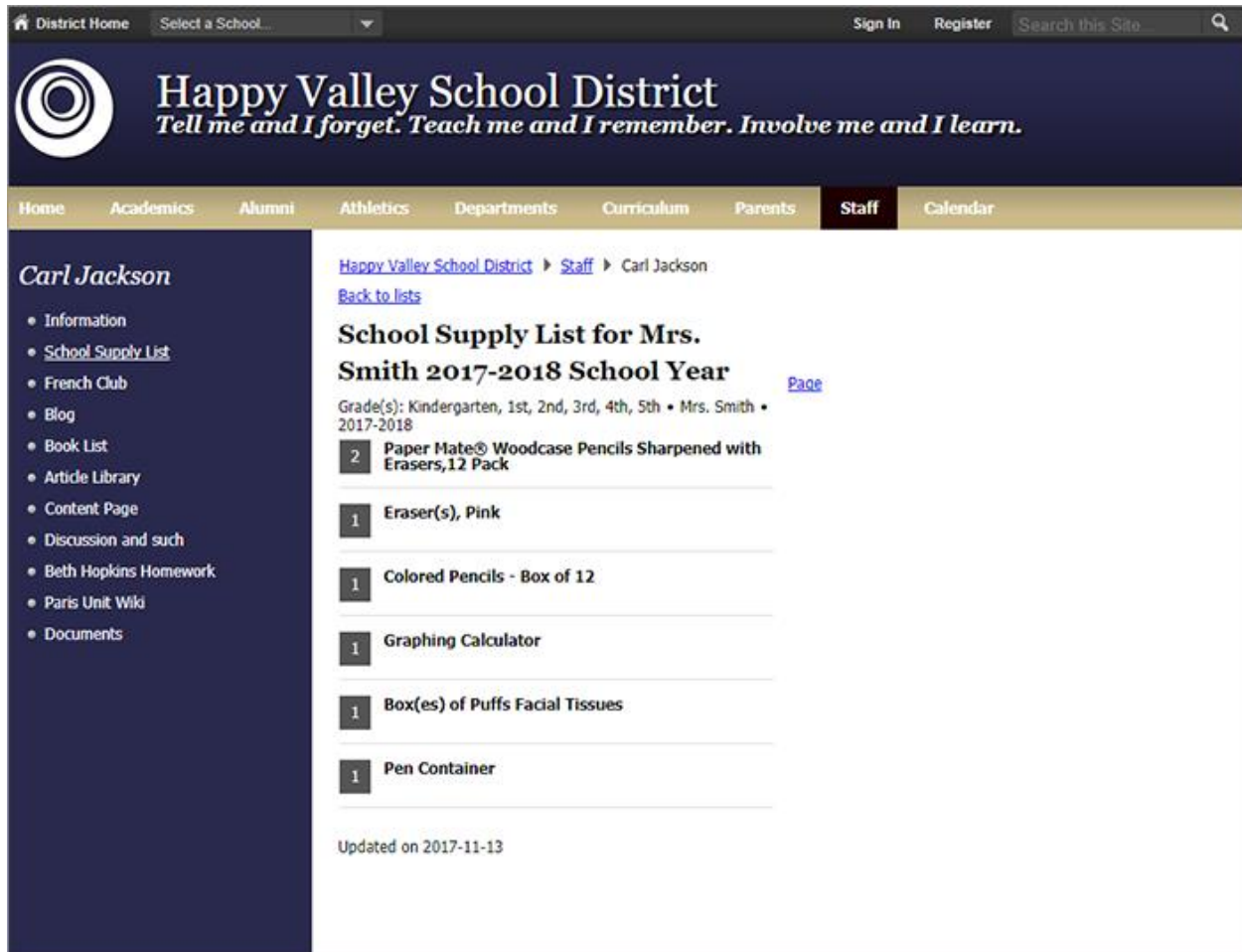# School Supply List App User Guide

The school supply list app allows you to publish your supply list online in conjunction with releasing them at registration. You can publish this app over the summer to allow plenty of shopping time for parents and guardians. The app also displays shopping buttons on your list which allows users to buy the items directly from the web.

This app is a WCM custom app that must be downloaded to use on your site Please contact your site administrator for additional information.

Add the School Supply List app

Drag the School Supply List app onto your page.

1. Select *Upload Lists* to digitize your list.
2. Enter your *NCES School ID* to look up your ID and select *Search*.
3. Select your school from the drop down if it doesn't automatically display.
4. Select *Upload List*.
5. Search for your list and select *Open*.
6. Enter *how many classrooms will access this list*.
7. Assign a *List Manager*.
8. Select *Done*.
9. Select *Display* options for each third-party vendor to display those shopping buttons on your list.

Your list is ready for use within 24 hours.

Add items to your list

The List Manager is the only user who can make updates to the supply list.

1. Use *Select List(s)* to choose a previously uploaded list.
2. Select to search for your list by *NCES ID* or *Zip Code*.
3. Select your list and choose *Select List(s)*.
4. Add the items to your list.