

Online Store – Tips and Guidelines

As Coordinators or book persons you should have a login and password for the website. Please hold on to that information as it is your “key” to opening Coordinator-specific areas of the website including the store and the intranet.

Here are a few tips:

Upon opening the *website* be sure to login by clicking on the area in the top section of the screen which says “Log In.” Sometimes, the website may remember your email address and you may already be logged in when you come to the site. You will know if you are logged in if it says “Log out” in the top section.

Once you have typed in your login and password, click “log in” and then click on the Store tab along the top of the page.

You may find what you are looking for either by using the search function and typing in the title, or by clicking on the item **media type** (book, DVD, CD, etc.) or by choosing a category and browsing.

Discounted items will have the discounts applied when checking out.

If an item is unavailable, it will be indicated as such. We will not backorder any items.

When finished adding items to your cart, head to “checkout” and provide the information indicated. At present, we accept Visa, Master Card, Discover, American Express, and PayPal. Gift cards cannot be processed through the online shopping cart.

You will receive an email notification that your order has been placed and the notification will indicate your discounted and non-discounted items.

Items will ship within 7-10 business days.

When finished ordering and/or browsing the website be sure to go back to the top of the page and hit the “log out” button. This protects your private information from anyone using the computer after you (if that is an issue) and it also helps protect your information if your computer is compromised by any type of malware.

New Ordering Process

Rising costs of order fulfillment have forced us to look for alternative means by which we can continue to provide Chapter assistance by means of discounts. Faced with this dilemma we can no longer accept discounted phone orders via the office phone number. In order to receive Coordinator discounts, please...

.....logon to our website and place your orders via our website store. Ordering from the website store enables us to continue to pass along savings to you for your Chapter needs

.....order a total quantity of at least 10 items (any combination of items is fine). There is no minimum order required to receive Chapter discounts on Heartfulness: Transformation in Christ DVDs or CDs and the Centering Prayer: A Training Course for Opening to the Presence of God

..... do not over order. ***We will no longer be able to accept returns.*** It has been our experience in the past that many Chapters over-order and thereby lose potential profits by paying for return shipping and restocking fees. Returns are costly to both the Chapter and to Contemplative Outreach in fulfillment fees.

As always, if you have any questions or concerns, please feel free to email me at office@coutreach.org or call me 973-838-3384.

I would like to take this opportunity to thank you for your patience and continuing support of our online store.

Blessings and peace,
Donna Cole-Struck
Office Manager / Database Coordinator