

Step-By-Step Instructions for Purchasing Books Online at  
[www.varsitybooks.com](http://www.varsitybooks.com)

**On the Internet:**

1. Go to the [www.varsitybooks.com](http://www.varsitybooks.com) website
2. Choose Illinois from the pick list when answering, *Where do you go to school?*
3. A listing of Illinois schools will open; click on Trinity High School.
4. You will then be taken to the official Trinity High School Bookstore.
5. Click on the school year term and dates that you would like to view.
6. A list of subjects will appear on the screen.
7. Click on a particular subject area, then choose your classes according to the course list.
8. Choose which book(s) you wish to purchase and then click on the little box next to the price; click on "Add checked to Cart".
9. You will then see "The selected item has been added to your shopping cart" in red print at the very top of the screen, below the dark brown boxes.
10. Click on the "Continue shopping button" near the bottom of the screen to continue purchasing the rest of your books.
11. After placing all the books you wish to purchase in your "Shopping cart", click on the brown "Checkout" button in the upper right hand corner of the screen and the contents of your *Shopping cart* will be listed.
12. Click on the "Proceed to checkout" button and follow the directions to create an account, to use the express checkout feature, or to enter existing account information.

**By Phone:**

1. Have your class schedule and book list in front of you when you call.
2. Call (877) 827-2665
3. Press 1 to place a new order.
4. You will need to know the subject area and the course number of the classes for which you would like to order.
5. The customer service representative will inform you of the price and place your order.