

How to Order Kit

Step 1

Log in to Metros Members section and go to “Renew Membership, book events and place orders

Sign in (to Webcollect) then click on “My Metros”

Home About Us NEWS Diary Training Members Harrow H

Renew membership, book events and place orders

Members: you renew your membership by selecting a renewable subscription below or by selecting buy a different subscription. Click on **My Metros** to see bookable events and to see open order windows:

Metros Running Club [Admin](#) [Sign out](#) [My METROS](#) [My basket >](#)

My account > My Subscriptions

Step 2

The Order Windows are listed under events. Click on the one you are interested in.

There is one for each garment type

Metros Running Club [Admin](#) [Sign out](#) [My METROS](#) [My basket >](#)

My account > My Subscriptions

Upcoming METROS events

Spring 2019 Short Sleeve Teeshirt Order	Details
Spring 2019 Vest Order	Details

[Browse more upcoming events >](#)

My profile

Title
First name
Last name
Email
Unique id for ME
Bank reference f

Step 3

You will need to place one order per size. Only change the quantity here if you want more than one garment of the same size. Click “Add to Basket”

Spring 2019 Short Sleeve Teeshirt Order

 [edit](#)
Contact: Pat Jackson

Select dates

Date	Availability	Price	Place Order
10-03-2019	from 10-03-2019	£20	<input checked="" type="checkbox"/>

Number of Items

[Add to basket >](#)

Step 4

Click “Checkout” to tell us more about the order

[My basket >](#) [Checkout >](#)

You may be asked to review your Metros membership form at this stage if Webcollect thinks any information is missing. We recently added a field where you can say whether or not you want Metrolines by email – that may need to be completed before you can move to the next step.

Step 5

The order form should be fairly obvious. We do ask again which type of garment you are ordering in case you've accidentally selected the wrong order window. **Remember** to press Save.

Event name **Spring 2019 Short Sleeve Teeshirt Order**
Date(s) **10-03-2019 - Price type: Standard ticket: £20**

Club Kit

Style of Kit Vests and Tee-shirts come in Men's or Women's
Please check the sizing chart if you are not sure which sty
vest, the women's cut is higher around the armholes, and

Size Please check the sizing chart before choosing.
Choose the size that fits your widest measurement

Who kit is for If this order is not for yourself, please tell us who it i

Pick up session Tell us which session it is easiest for y
pick up and try on kit on Saturday moi
that.

[Save >](#)

Step 6

You will now see a summary of your order. If it is correct, select the payment method you want to use and press "place order"

If you've made a mistake, you can remove the order item

Order summary

1 item(s)	£20
Order total	£20

Pay by

Online Direct Debit [?](#)

Bank Transfer [?](#)

Cheque [?](#)

Cash [?](#)

[Place order >](#)

Order items

Product		Form	Price
Spring 2019 Short Sleeve Teeshirt Order 10-03-2019 (Standard ticket)	Remove	form data	£20

Final Step

You will see the confirmation screen next

Order success: Order Id #684645

You have now successfully completed the checkout process.

Confirmation Email

We have sent you an order confirmation email to: **metros.secretary@yahoo.co.uk**

Check your inbox for the confirmation email – remember to check junk mail if it doesn't arrive in your inbox.

Queries

Please contact Pat Jackson with any order queries