

## **GOOD NEWS! Pre-Orders are now open to individuals.**

The Cubby Hole is happy to announce that we are now opening up the pre-order process for individuals. Our goal in doing this is to make it easier for you, the coach, and making pre-ordering more accessible for the parents of your students. We appreciate all of your help over the years with the pre-ordering process as it was, but we feel like this new process will ultimately mean less work for you and easier access to our products for your students and their parents.

### ***How will it work?***

1. Parent / Student will go to The Cubby Hole website [www.cubbyholeonline.com](http://www.cubbyholeonline.com) and go to the pre-order section. They will select the sport in which they are pre-ordering items for and click the link.
2. There will be a specific buying window prior to the event that will allow people to purchase. The store will close a few days prior to the event so that there is time to fulfill the orders. At that time, no more pre-orders will be accepted. They will have the opportunity to buy at the event or at the online store after the event is over.
3. Once in the store, they will select the items they wish to purchase and check-out of the store. They will be required to pay with a credit / debit card at the time of purchase.
4. At events where The Cubby Hole is present, the parent / student will pick up their order from The Cubby Hole. At events where The Cubby Hole is not present, orders will be picked up as a team, by a team representative in the same manner as years past.

### ***How will this affect me? What will be asked of you?***

1. For most, helping us get the word out to your students about the new procedure and pointing them to our website is all that you will need to do. We will no longer have a need for the printable PDF or the form that you enter orders into. People will use the store to purchase and those orders will be processed from there.
2. For those that host events that we are not onsite for, there will still be the need to distribute the pre-ordered merchandise. We will have them grouped in teams and they will still be picked up by a team representative, as in years past. The only change is that there will be no money collected for these orders since they are pre-paid.

If you have any questions about how the process works or how you will be affected, please contact Paul Boente at [paul@cubbyholeonline.com](mailto:paul@cubbyholeonline.com) or call 800-235-2071.