



## Brigade Parents Direct User Guide

Welcome to Brigade Parents Direct online uniform ordering service. This service has been set up in conjunction with your child's school to enable you to order bespoke quality uniform online using our secure site. The site is simple to use, just following the instructions below:

### ORDERING FOR ONLINE PARENTS DIRECT

Click on this link [www.brigade.uk.com](http://www.brigade.uk.com) and follow the instructions below to order your child's uniform.

- Once you are onto the home page, click on the 'parents order here' button.
- Type the school name in the text box provided and CLICK submit.
- Select your school and CLICK 'CONTINUE' which will take you into the schools ordering page.

### PLACING YOUR UNIFORM ORDER

- Select the first item of uniform required. Click on the colour required (even if only one colour available), enter the quantity required against the size required and click **ADD ITEMS TO ORDER**. To order additional items click: **YOUR SCHOOLS PAGE** and follow same process.
- When finished selecting items required click: **VIEW CART** and check your order (*please note that if you have selected incorrect item/s the order cannot be amended after it has been submitted*) then click **CHECKOUT**
- Enter you contact details, delivery address and payment card information (**please note that your billing address details must match those registered to your payment card to avoid transaction failure**).
- Enter any special instructions and then click: **I have read and agree to all Terms & Conditions** then **submit your order**

For any Parent Direct enquiries, email our Customer Services team at [parenthelp@brigade.uk.com](mailto:parenthelp@brigade.uk.com)  
Brigade Clothing Ltd - Customer Services - Office Hours Mon- Fri 9am – 5pm