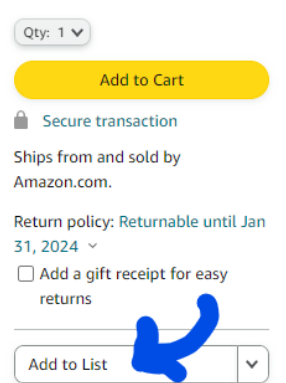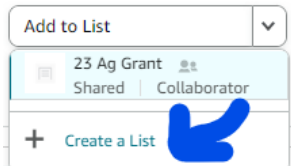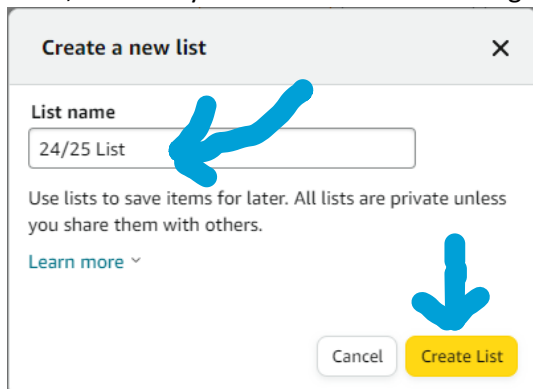# How to Create & Share a List in Amazon

1. From your Amazon home page, start shopping as normal, and find the first item you would like to purchase
2. Instead of adding the item to your cart like you normally would, scroll down and click on Add to List:
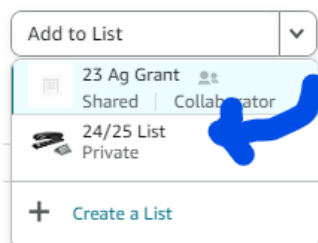


Then, Click Create a List:



Then, re-name your list name to something like "24/25 Lastname," then click Create List:



3. Continue shopping for additional items as needed. When you find the next item you want to purchase, use the "Add to List" dropdown, then click on the List you just added, to add this item to List you created.
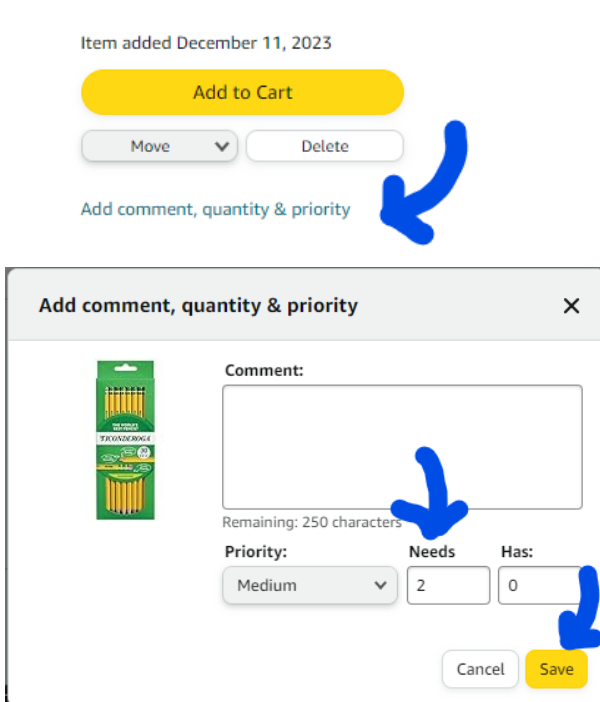


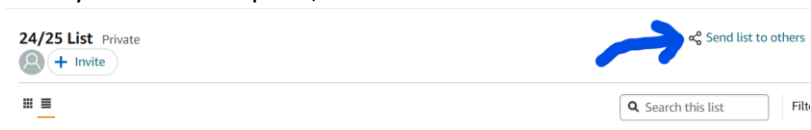Continue to do this for all items you want to purchase.

4. When you are done shopping, hover over the List menu (near the cart), and select the list you've been building, then click into your list:
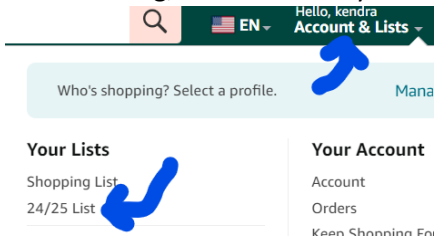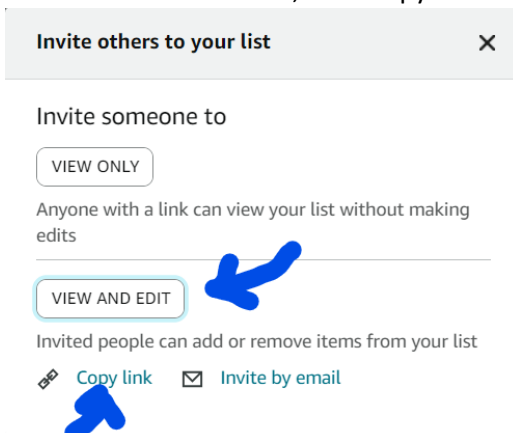


5. Once in the list, you can adjust your quantities if needed, then Save:



6. Once your list is complete, click Send List to Others on the List menu:



Then click View and Edit, then Copy Link:

Paste that link into an email and send it to Renee (rwainwrig@tiogacentral.org) and Kendra (kseaver@tiogacentral.org).
*You can paste the link by either using Control+V in your e-mail message, or by right-clicking and choosing "Paste"*

7. Print the list by hovering over the 3 dot menu, then click Print List.  Attach the print out to a requisition form to have it approved by your building administrator: