

HOW TO COMPLETE YOUR INSTRUMENT RENTAL AND SUPPLY PURCHASE

For Brook Mays Retail Stores

STEP 1: Visit our website at BrookMays.com

STEP 2: Search for the Appropriate Rental and Supplies

- Under the “Online Rentals” logo, type “Mary Lillard” into the school search
- Select “Mary Lillard Intermediate School Band”
- Select the appropriate instrument and:
 - Confirm the items and quantities are on the supply list
 - For Instrument rentals, choose if you would like a previously rented instrument or a new instrument
 - Click “Add to Cart”

STEP 3: Complete Transaction

- When you have added all the items to your shopping cart, Click “Checkout”
- To complete your transaction, follow the on-screen prompts through the secure checkout