

BUILD A TUX

step-by-step guide



THE WINONA WEDDING
PLANNERS

www.winonaweddingplanners.com

How to Create an Account

- A. Go to the **JFW** site <https://www.jimsformalwear.com/myjfw/build-a-tux/styles>. Scroll to the bottom of the page to **SUPPORT** and click on **EVENT MANAGER**.
- B. On **EVENT MANGER**, fill in your information and password (it will be easier to use the Grooms name), then save.
- C. Click on **CREATE NEW EVENT**. Event Name (use your last names) + Wedding + Date + Role in Event (select Groom). Select how you want to be alerted about your order and get updates of who has not been measured in your wedding party.
- D. How do you want to rent? Select **RENT IN-STORE**. This way will save you \$20. You may notice that the tuxedos shown are priced at \$160. (Remember our highest priced Suit and Tuxedo at The Wedding Planners is only \$139 and shoes are \$32). Click **CREATE EVENT**.
- E. On the menu bar, click on **ADD MEMBERS**. Fill out all the info on the screen for the Groom click **THIS IS ME & SAVE MEMBER**. Next add the other members starting with Best Man, Groomsman, Ushers, Ring Bearer, Fathers, and Grandfathers. Make sure everyone's contact information is entered so we can reach out to them if measurements are still needed.
- F. Review spelling and information of all members. Click on edit pencil for any changes. If your list looks good, go to the top of the menu bar and click **CREATE LOOK & CREATE ONE NOW**.

Creating Your Tux

Start with building a tux for the groom

1. The site may seem tricky at first with lots of styles, options, and colors. Please be patient it may take a few seconds for components to load. At any time, you can call us **507.454.6535** or set up a [Virtual Video Appointment](#) with one of our consultants.
2. In the menu bar, make sure **STYLES is highlighted**
Below the menu bar is **FILTER BY**, which gives you the option to select the color you want for your Suit and Tux. If you're going to separate the Suits from Tuxedos, then click on Type and select one. We recommend not choosing **ULTRA SLIM FIT**, if you want the most options for your Suit & Tux's. Select your color, type, and click on **ADD COAT AND PANTS ONLY**. You will see many higher prices on this site. Remember the maximum price you will pay for a rental with The Wedding Planners e-Tux is \$139 and starting at \$99. Shoe rental is \$32.

Navigation on the Menu Bar

3. Select **SHIRTS**:
If the Bride is wearing off-white, we recommend the wedding party wear and ivory color. We will adjust individually if your wedding party member will need a fitted or non-fitted shirt.
4. Select **TIES**:
Select Color family, color shade, then style Bow/Windsor. If the tie is photographed with a black vest, then there is no matching colored vest. The tie will be photographed with a matching vest if available. If you don't want the tie to match the vest and want to keep the vest that matches the coat, you will have many more options on ties.
5. Select **VESTS**:
If the tie selected has a matching vest, it will be one of your first selections. Select your wedding color and find the vest you want. (Note each section of matching vests & ties have different patterns.)
6. Select **SHOES**:
Select the shoe style you want. The shoe rental price is \$32, and a purchase is \$50 to \$70.
7. Select **FINISHING TOUCHES**:
Add pocket square, socks, belt, suspenders, etc.
8. Click **COMPLETE & SAVE THIS LOOK**, then type in the name of Look: Groom/Groomsmen/Fathers/Ushers/etc. The name of your wedding party should be highlighted.

Saving & Completing

9. Click on **CONTINUE BUILDING** & Now start designing the groomsmen look until your whole wedding party is done. Once all is built, click **GO TO EVENT**. On the site, you should now have all the looks of the wedding party marked as Groom/Groomsmen/Fathers/Ushers/etc.
10. At the top of the page, click the menu bar **ASSIGN LOOKS**. Select the Suit or Tux you designed for the groom and scroll down to see all the wedding party's names and their roles in the wedding. **Click** on the circle before the groom and attach that look to him. Do this for the full wedding party until everyone's selection is completed and saved.

Final Steps:

- Review the wedding party and make sure everyone is in the selection you want them to be.
- Next to **SAVE** is **CHOOSE A RETAILER**. To get our discount, enter Zip Code 55987 and click on THE WEDDING PLANNERS. Remember the highest price Tux is \$139.00 with no sales tax.
- Click **SELECT RETAILER** then **REVIEW & SUBMIT**
- Click **SUBMIT EVENT INFORMATION, & SUBMIT MY EVENT**
- Click **ON THE PRINT ICON** to print up your order.
- You will get an email confirmation and The Wedding Planners will contact you to arrange an in-store pick up or e-Tux to your location.

Need Additional Help?

Connect with a Consultant on a Virtual Video Appointment.

Our consultants can help you build the perfect formal wear online to build a tux.
Ask the expert questions on what will work best for your wedding.

www.winsonaweddingplanners.com