

NEW ONLINE APPAREL ORDERING SYSTEM (for ALL teams)

Go to <https://schoolshoponline.net.au//capricorniaschsport/index.aspx>

or click the **'Order Apparel'** option in the Capricornia School Sport App.

If you are not already a member to School Shop online, please click **'Register Now'**

If you already have an account with School Shop Online, please enter your email and password and click **'Login'**

Fill out all details.
Please ensure that your address is correct, as this is the address your apparel will be sent to (should you select postage option)

Please see the attached document regarding e-Wallet, if you wish to use this option

Click **'enrol a new student'**

Fill out all details for student 1, click **'add student'** and repeat for all students.

You are now ready to place an order!

To Order:

Once you have logged in, click 'enter' under the e-Store option.

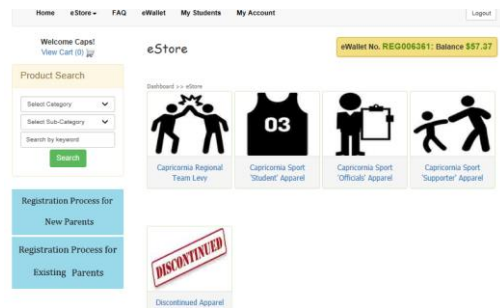


From here, you will be able to purchase apparel for all sports.

To order for a specific sport, please click 'Capricornia Sport Student Apparel'.

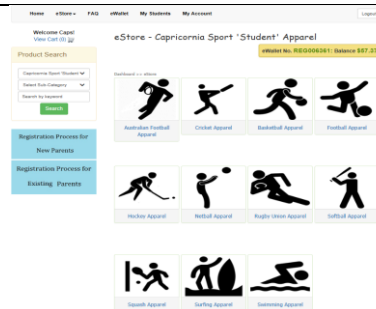
If you require 'Supporter Apparel' or 'Discontinued Apparel', please select other options from this screen.

****PLEASE NOTE: ONLY Team Levies for Triathlon/Aquathlon, Swimming, Cross Country & Track & Field, can be paid for using this system. All other team sports MUST be paid to your Manager's School, as stated in your Team Invitation.**

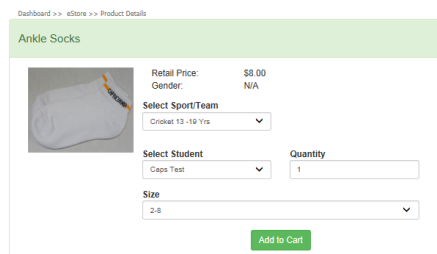


Click on the appropriate sport, buy either clicking on the icon or using the 'Subcategory' dropdown menu on the left hand side of the screen.

****PLEASE NOTE: All team sports are password protected. Please find appropriate password in your Team Invitation. *** When you type the access code in - please ensure you click on the 'Submit' button - do NOT use the 'enter' key.**

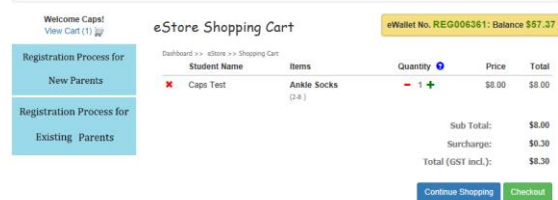


Once in the correct team, please select: Item, Sport, Student, Size and Quantity. Click 'Add to Cart'.



To continue shopping, please press 'Continue Shopping' and repeat the previous step for all apparel items required.

If you have finished your shopping, please click 'Checkout' and follow the payment details.

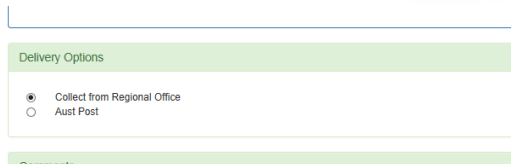


In checkout, please ensure you select the correct option in the Delivery Options.

If you are coming into the office, please select 'Collect from Regional Office' and let the office know when you would like to pick it up.

If you would like apparel posted, please select the 'Aus Post' option, ensuring that your address is correct.

****PLEASE NOTE: You will not be charged extra for postage, unless stated otherwise.**



If you require any assistance, please contact the Capricornia School Sport Office on (07) 4932 4045.