

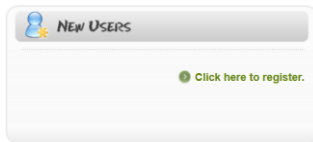
Dear Parents/Carers (New parents/Carers only)

Subject: School Shop Online

We are pleased to announce you can now pay for your District and Regional Sports Fees and district apparel online through School Shop Online.

To Register

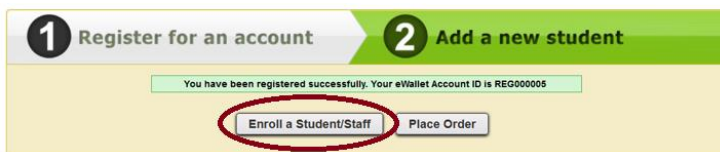
- Register as a new user.



- Register as a parent

A screenshot of the 'NEW USERS' registration form. The form is divided into two columns. The left column contains fields for 'First Name', 'Surname', 'Email', 'Confirm Email', 'Email (For Receiving Notifications)', 'Phone', and 'Mobile Phone'. The right column contains fields for 'Street Address', 'Suburb', 'Post Code', 'City/Region', 'Country', 'State', 'Member Type', 'Password', 'Confirm Password', and 'Enter Code'. There are radio buttons for 'I have an eWallet Account', 'I want to create an eWallet Account', and 'I Do Not want to create an eWallet Account'. Below these are two text boxes: 'What was the name of your first pet?' and 'What is the name of the town you were born in?'. A 'Find eWallet Account' button is located below these text boxes. At the bottom right, there is a checkbox for 'I have read and agreed to the School Shop Online Terms and Conditions and Privacy Policy' and a 'Next Step' button. A note at the bottom left states 'Fields marked with * are mandatory.'

- Register your child.

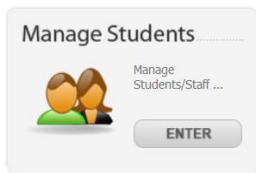
A screenshot of the 'Add/Edit Student' form. The form has two columns. The left column contains fields for 'First Name' (Abel), 'Gender' (Male), 'Daily Limit' (0.00), 'DOB (dd/mm/yyyy)' (01/01/1901), and 'Associated School'. The right column contains fields for 'Surname' (Adams), 'Class' (Sport), 'Student ID' (stud222222), 'Parent Approval', and 'Membership No' (MEMT010109). There is an 'Upload Photo' section with a 'Browse...' button and a checkbox for 'Active'. At the bottom, there is an 'Update' button. Several fields are circled in red: 'First Name', 'Gender', 'DOB', 'Associated School', 'Surname', and 'Class'.

There is no need to fill in Identification, Daily Limit and parent approval.

You can also register and add additional children later if you wish.

To register another student at a later stage; go 'My Account'

- Click on Manage student



- Add a Student

Add New Student/Staff

You are now ready to place an order

such as registering your child for a trial and pay the sport levy.

To Order -- Select 'eStore' from the 'Home' page



- Select the category - Click the relevant icon

Categories



- Select the sub sport sub category

Sub-Categories

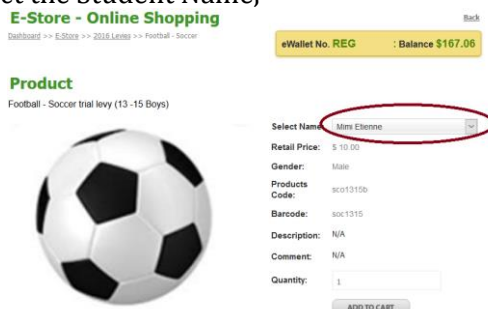


- Select the Sport Registration and Trial Levy,

Products



- Select the Student Name,



- Add to Cart
- Verify that transaction is correct
- Select Checkout and proceed to payment if you wish to finalise this transaction
- **If you have a second child, and wish to make another transaction,** then select 'Continue Shopping'



- Select the category, sub category and product,
- Select the another child's name from the drop down list
- Proceed to finalise transaction

or

- If you wish to purchase uniforms, click on Continue shopping and choose the new category - Uniforms

For Uniforms,

- Choose your item,
- Select Student Name,
- Select Quantity,
- Add to Cart
- Select Checkout to Pay
- Verify the details,

Payment

- The payment option is by Credit Card or eWallet, up to 48 Hours before trials
- Select the Payment Mode from the drop down menu.
 - If payment by credit card – Input details
- Click Continue
- You will receive an email confirmation and invoice/receipt for your records.

You can also view your transactions in the 'My Account' section of the site.

Home
eStore
FAQ
My Account
Logout

Order History

eWallet No. **REG** : Balance \$

Dashboard >> My Account >> Order History

Select Children

Status

Start Date

Transaction Number

End Date

Order ID	Date	Module	Student Names	Total	Payment	Source	Comments
metrowestschoolsport_13320	16/02/2016	Products		\$10.30	Successful	e-Wallet	THANK YOU

Click to view transaction/invoice