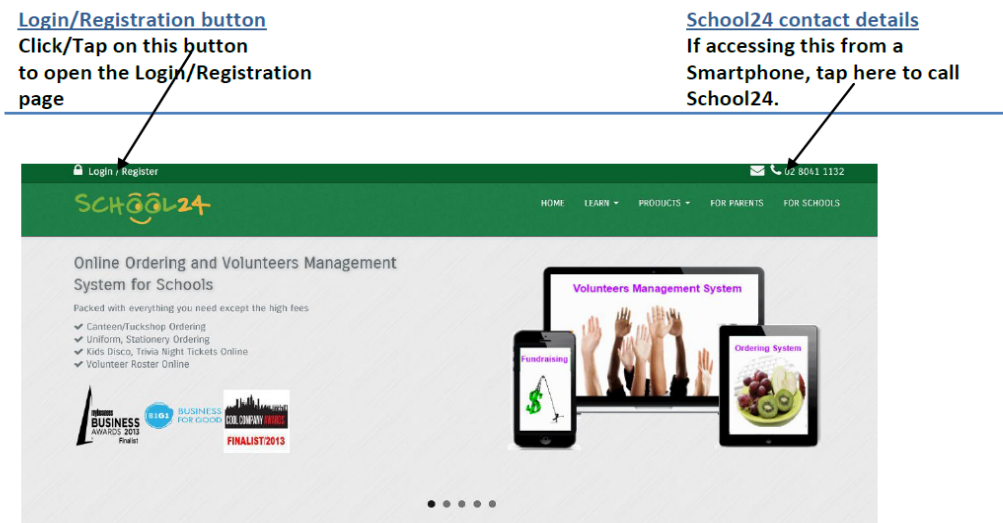


## ONLINE UNIFORM SHOP - HOW TO PLACE AN ORDER

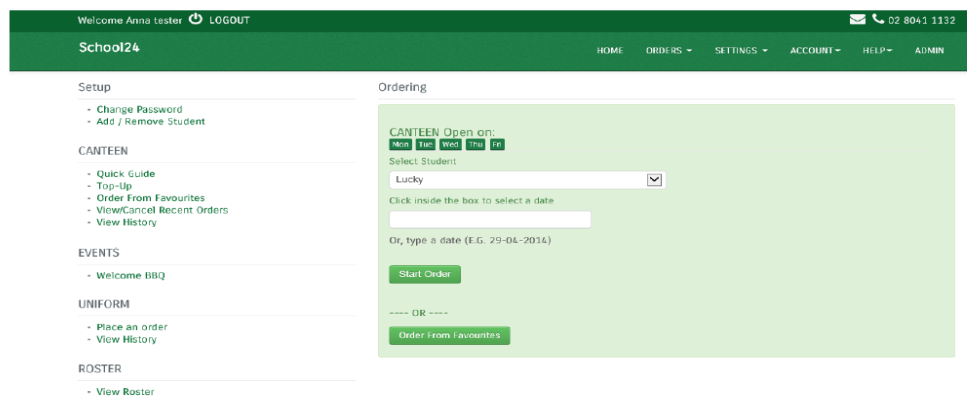
**Registration/Create an Account (Skip this section if you already have a School24 account, go straight to the Login section see below)**

1. Start your favourite internet browser on your iPad, tablet or computer
2. Open school24 home page: [www.school24.com.au](http://www.school24.com.au)
3. Click/Tap on Login/Register button at the top of the page
4. Select **Create Account** tab
5. Enter School Registration ID **25297963**
6. Fill in the rest of the registration form
7. Tap/Click on **Submit Button**



### Login into School24

1. Select **Login** tab
2. Enter your username
3. Enter your password
4. Tap/Click on **Login button**



## Place an Order

1. On the left hand side navigation menu, scroll down to the UNIFORM section
2. Click on **Place Order**

- Add / Remove Student

### CANTEEN

- Quick Guide
- Top-Up
- Order From Favourites
- View/Cancel Recent Orders
- View History

### UNIFORM

- Place an order
- View History

### ROSTER

- View Roster

CANTEEN Open on:  
Mon Tue Wed Thu Fri

Select Student  
Lucky

Click inside the box to select a date

Or, type a date (E.G. 29-04-2014)

Start Order

--- OR ---

Order From Favourites

3. On the next screen, select a category
4. Select quantity, size and color
5. Click on **Add** to cart button
6. Repeat the above steps to add as many items to the cart as you like
7. Click on **Checkout** button

Categories

HATS AND BAGS /

**UNIFORM**

ACCESSORIES

Band items

DRESS / TUNIC

HATS AND BAGS

POLO SHIRTS

**EXCURSION BAG** \$12.50 [Add to Cart](#)

Excursion Bag is great for short trips or accessories. Hands-free design also the bag to be easily carried. Weighs just 9 oz

Quantity: 1

Color: Black

Size: L

**Your Basket**

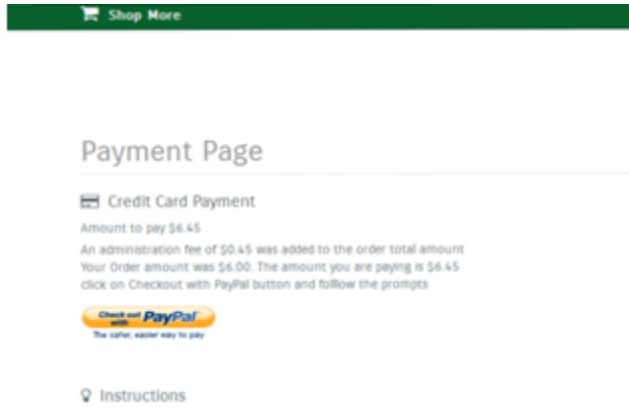
1X	Excursion Bag	\$12.50	X
	<a href="#">Options:</a>		
	L, Black		

Total Basket: **\$12.50**

[Empty cart](#) [Checkout](#)

8. Then, click on **Proceed to Payment**
9. Select a payment method

**Payment Options: You can pay using your PayPal account or by directly entering your credit/debit card details.**



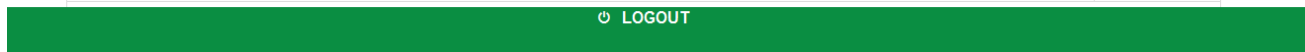
10. Follow the prompts to finish the payment and submit your order.

### Order Confirmation/Receipt

Customer	Order Number	Order Date	Payment status
Name: Anna tester Email: abder@optusnet.com.au,	2606	25/09/2014	

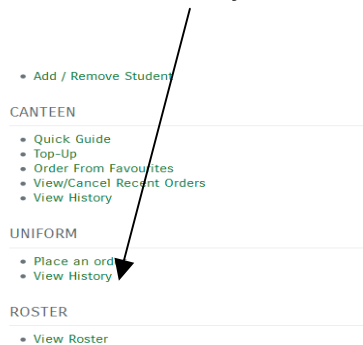
  

Item Code	Name	Size,Color	Quantity	Price	Total
885	Sport Hat	S , Black	1	\$4.00	\$4.00
1174	Girl Sport Skirt	S , Black	1	\$2.00	\$2.00
Subtotal					\$6.00
Total (inc.GST)					\$6.00



### To view status of an order

1. On the left hand side navigation menu, scroll down to the UNIFORM section
2. Click on **View History**



3. On the next screen you can view your order status



Order ID	Order Date	Order Amount	Order Details	Order Status
2606	25/09/2014	\$6.00	[Content]	RECEIVED AWAITING PROCESSING
2600	23/09/2014	\$2.50	[Content]	RECEIVED AWAITING PROCESSING
2601	23/09/2014	\$2.00	[Content]	RECEIVED AWAITING PROCESSING
.....	.....	.....	.....	.....