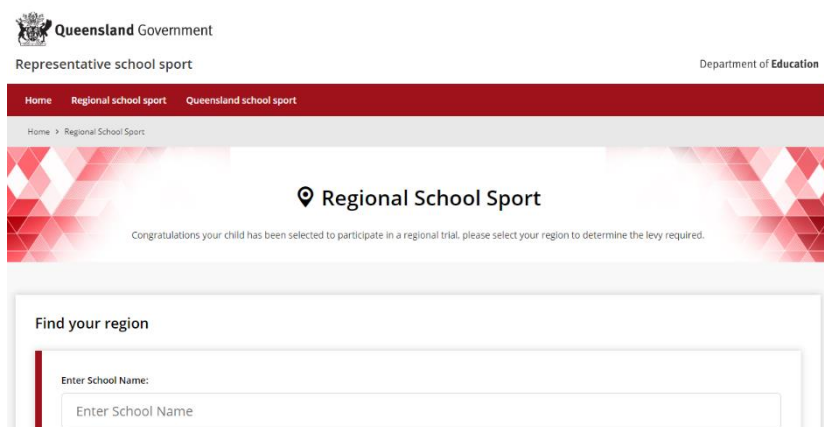


# Representative School Sport online shop

## How-to guide for parents

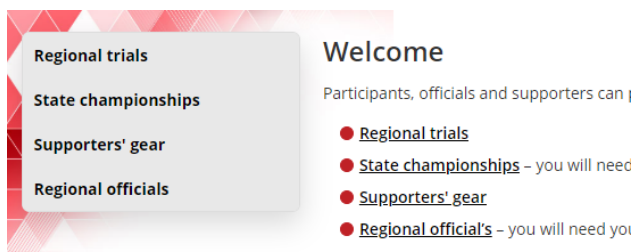
### Getting started

Go to the [\[insert school sport office name\]](#) website [\[insert url\]](#) and click on the Pay now button to pay your levies and purchase apparel.



If you don't know the region your child will be representing, go to [RSSshop.education.qld.gov.au](http://RSSshop.education.qld.gov.au), click on **regional school sport** and search for your region using the name of your child's school.

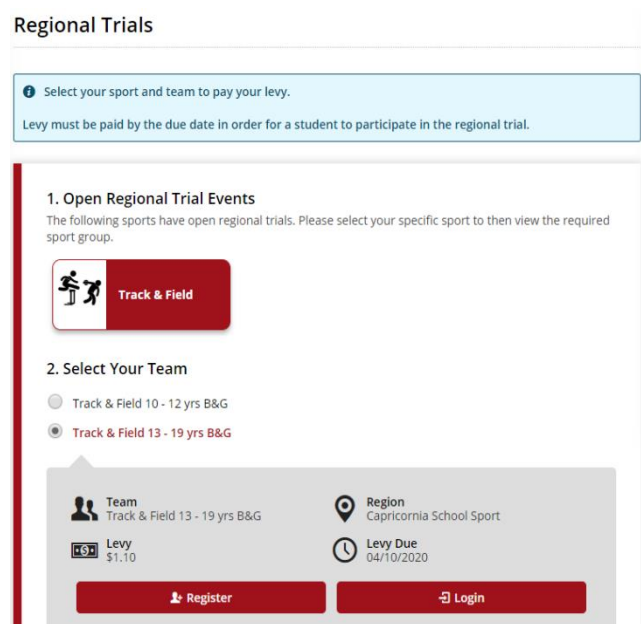
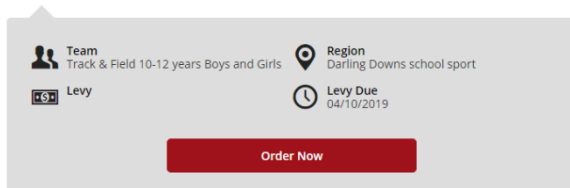
### Regional trials



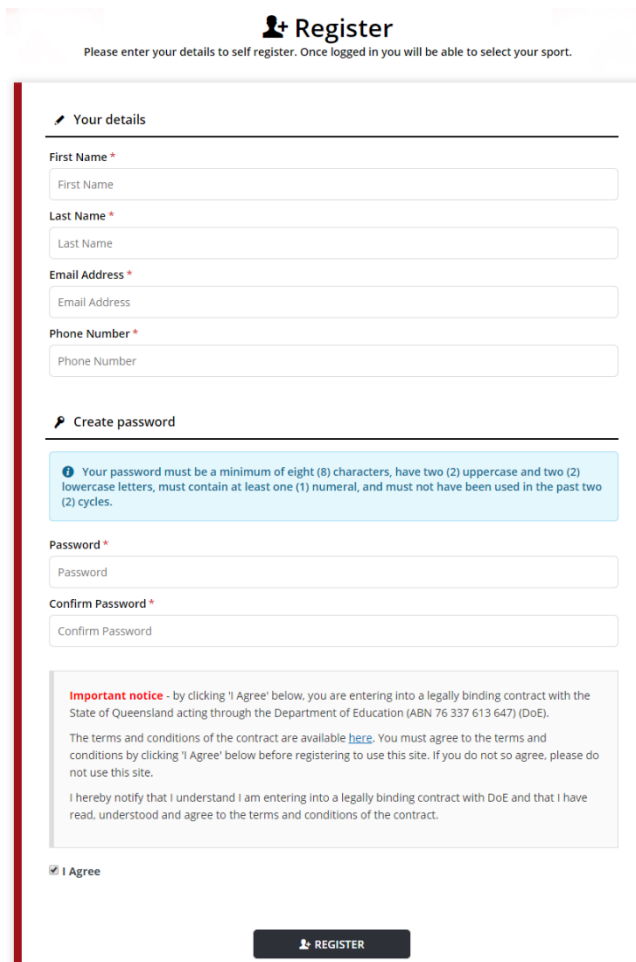
Once in the online shop, click on **regional trials** in the left navigation or the centre of your screen.

Select the **sport** and **age group** your child will be participating in and click **register** if you are visiting for the first time or **login** if you have already registered.

If you are already logged in, the confirmation section will show the option to **order now**.



## To register



**Register**

Please enter your details to self register. Once logged in you will be able to select your sport.

**Your details**

First Name \*

Last Name \*

Email Address \*

Phone Number \*

**Create password**

Your password must be a minimum of eight (8) characters, have two (2) uppercase and two (2) lowercase letters, must contain at least one (1) numeral, and must not have been used in the past two (2) cycles.

Password \*

Confirm Password \*

**Important notice** - by clicking 'I Agree' below, you are entering into a legally binding contract with the State of Queensland acting through the Department of Education (ABN 76 337 613 647) (DoE). The terms and conditions of the contract are available [here](#). You must agree to the terms and conditions by clicking 'I Agree' below before registering to use this site. If you do not so agree, please do not use this site.

I hereby notify that I understand I am entering into a legally binding contract with DoE and that I have read, understood and agree to the terms and conditions of the contract.

I Agree

**REGISTER**

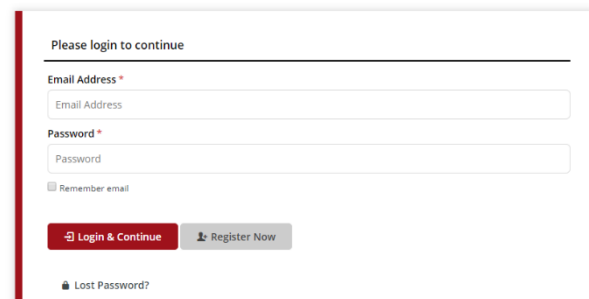
Complete your contact details, create a password, read and agree to the terms and conditions of the online shop and click **register**.

## Login

If you have already registered, enter your email address and password and click **login & continue**.

### Login or Register for Uniforms and Levys

Once registered you will need to provide a sport code to be able to purchase uniforms and pay levys. The sport code will be available from your team manager.



Please login to continue

Email Address \*

Password \*

Remember email

**Login & Continue** **Register Now**

[Lost Password?](#)

## Placing your order

Once you have logged in, click **add to cart** and you will be asked to enter your child's **student information** including name and school.



Track & Field 10-12 yrs Boys & Girls  
CAPRT064

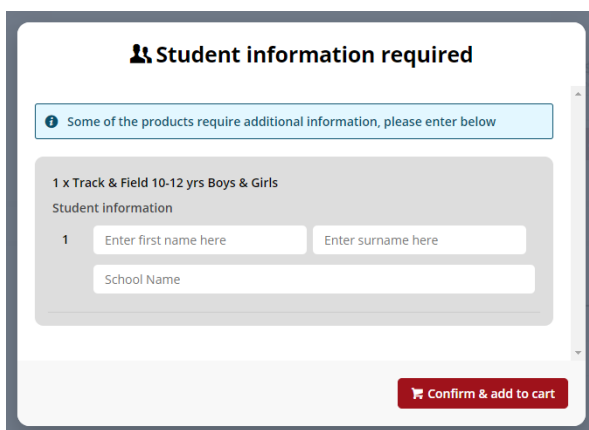
Levy Due Date: 09 Dec 2019

Quantity In Cart: 1

\$11.00  
inc GST (Each)

0 - +

**Add to cart**



**Student information required**

Some of the products require additional information, please enter below

1 x Track & Field 10-12 yrs Boys & Girls

Student information

1 Enter first name here Enter surname here

School Name

**Confirm & add to cart**

On the order confirmation page, complete your **contact / billing address**, ensure the student details in **order information** and the sport and age group in **order lines** is correct and enter a promotional code if applicable.

## Payment information

Enter your credit card details and click **process payment**.

## Order confirmation

Once your payment is accepted, your order confirmation will be shown on screen and emailed to you immediately.

The screenshot shows a 'Payment' section with a 'Credit Card' sub-section. It includes fields for 'Card number', 'Card expiry date (MM/YY)', 'Card security code (CCV)', and 'Name On card'. There is a 'Process Payment' button at the bottom. A security notice states: 'Your credit card payment will be conducted directly via the eWay Rapid API Version 3 payment facility over a Secure Socket Layer (SSL) connection. The State of Queensland (Department of Education) does not store Credit Card information, or have access to your Credit Card details.'

## State championships

If your child has been successful at regional trials and selected to compete in state championships, you will need to pay any levies for participation and purchase compulsory uniform items. There may be additional uniform items available to purchase.

The screenshot shows a navigation menu on the left with options: 'Regional trials', 'State championships', 'Supporters' gear', and 'Regional officials'. The 'State championships' option is highlighted. To the right, a 'Welcome' message says: 'Participants, officials and supporters can...' followed by a list of links: 'Regional trials', 'State championships - you will need', 'Supporters' gear', and 'Regional official's - you will need you'.

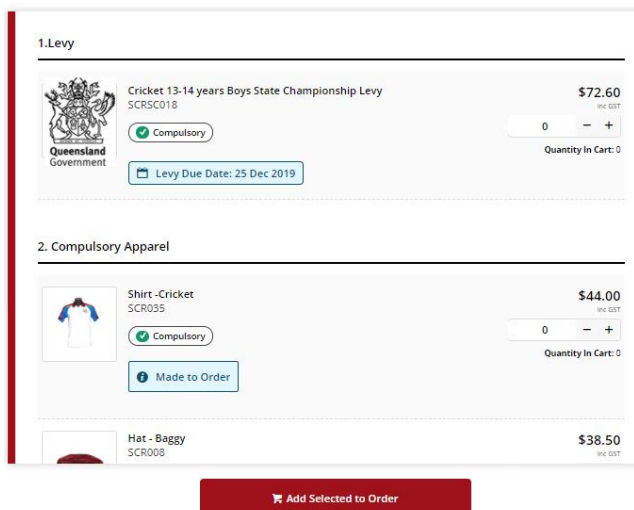
Follow the same steps to access your region and click on **state championships** in the left navigation or the centre of your screen.

Once in the state championships section of the online shop, you will need to enter the sports code provided by your regional school sport office.

The screenshot shows a 'State Championships' form with a text input field labeled 'Enter Sports Code' containing the text 'eg: ABC123'. There are 'Clear' and 'Confirm' buttons below the field.

If you have not received your sports code, please contact the regional school sport office.





Once you enter your sports code, you will be redirected to the product catalogue.

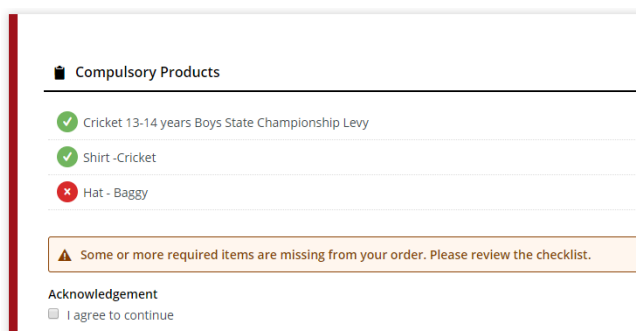
Add the levy to your cart, along with all compulsory uniform items and any optional items you wish to purchase and click **add selected to order**.

You will then be asked to add your child's details in **student information**.

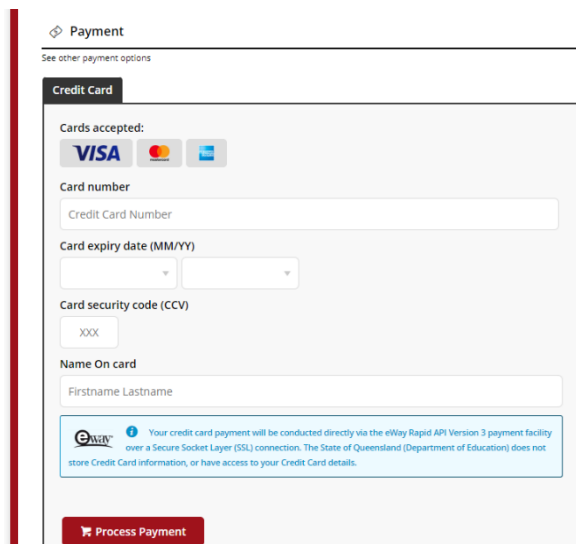
Select your preferred **delivery method** based on the options available for your region,

complete your **contact / billing address**, ensure the student details in **order information** and the sport, age group and uniform items in **order lines** is correct.

If there are compulsory items that have not been added to your cart, for example if your child already owns the compulsory hat, a warning will appear on screen. Simply click the agree button to acknowledge you do not need to purchase these items and continue.



## Payment information



Enter a promotional code if applicable, complete your credit card details and click **process payment**.

## Order confirmation

Once your payment is accepted, your order confirmation will be shown on screen and emailed to you immediately.

## Help with the online shop

If you need help using the online shop, please contact the **[insert school sport office]** via phone 07 xxx xxxx or email **xxxx@qed.qld.gov.au**

