

HOW TO... PLACE AN ORDER

Step 1:

- Open up the My School Connect webpage <https://myschoolconnect.com.au/> and login in.
- Once logged in, click **<My Students>**

The screenshot shows the My School Connect dashboard. At the top, there's a navigation bar with the logo and various service icons like Tuckshop, Event, Uniform, Volunteer, and Fundraiser. A user profile box on the right shows 'ROB TESTING ROB SNR' with a balance of \$531.65 and a 'LOGOUT' button. Below the navigation bar, the 'Connect Dashboard' section has a 'Select an application' area with icons for Tuckshop, Fundraiser, Uniform, Event, and Volunteer. A 'Previous Orders' table is visible, showing order details for two transactions. At the bottom, there are three main action buttons: 'Order History', 'My Students' (which is circled in red), and 'Top Up & Financial History'.

Order ID	Order Date	Total	View	Reorder	Help
9291	Wed, 21st Nov	\$31.90	View		Get help with this order
9290	Wed, 21st Nov	\$4.00	View	Reorder	Get help with this order

Step 2:

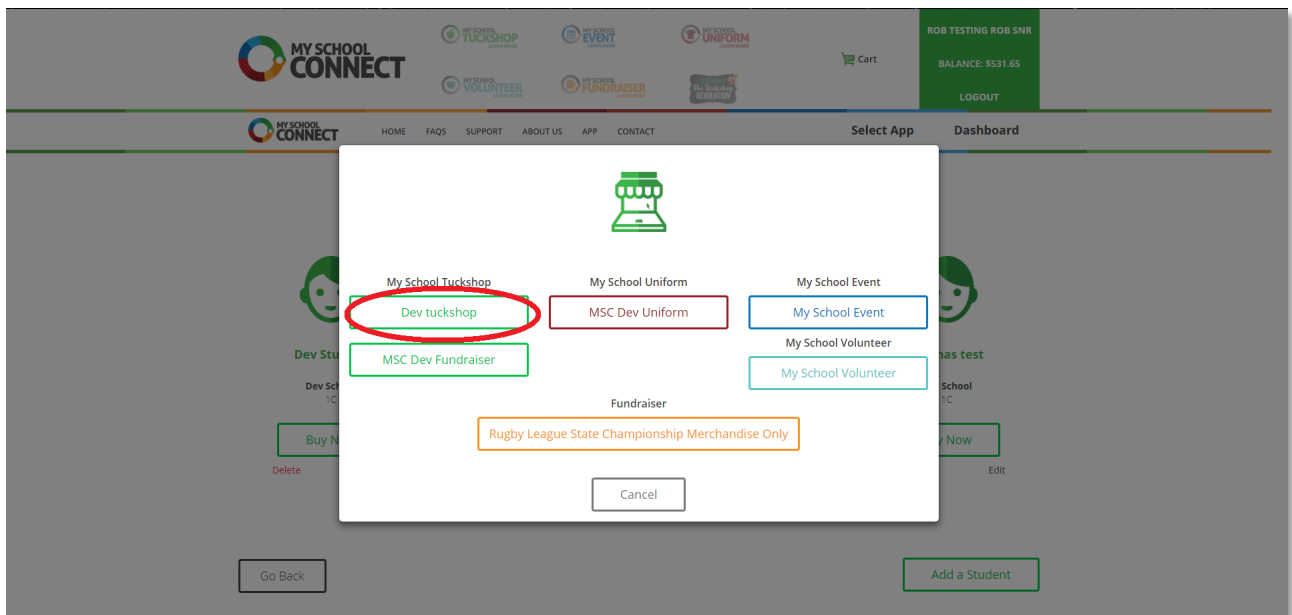
- Click the **<Buy Now>** button for whichever student you would like to purchase for.

The screenshot shows the 'My Students' page. It displays a list of four students, each with a profile icon, name, school, and year level. Below each student's information is a 'Buy Now' button, which is circled in red. There are also 'Delete' and 'Edit' links for each student. At the bottom, there are 'Go Back' and 'Add a Student' buttons.

Student Name	School	Year Level	Buy Now
Dev Student	Dev School	1C	Buy Now
Jenna Team Queensland	Rugby League State Championship	10-11 YRS	Buy Now
Jenny Team Queensland	Rugby League State Championship	10-11 YRS	Buy Now
Thomas test	Dev School	1C	Buy Now

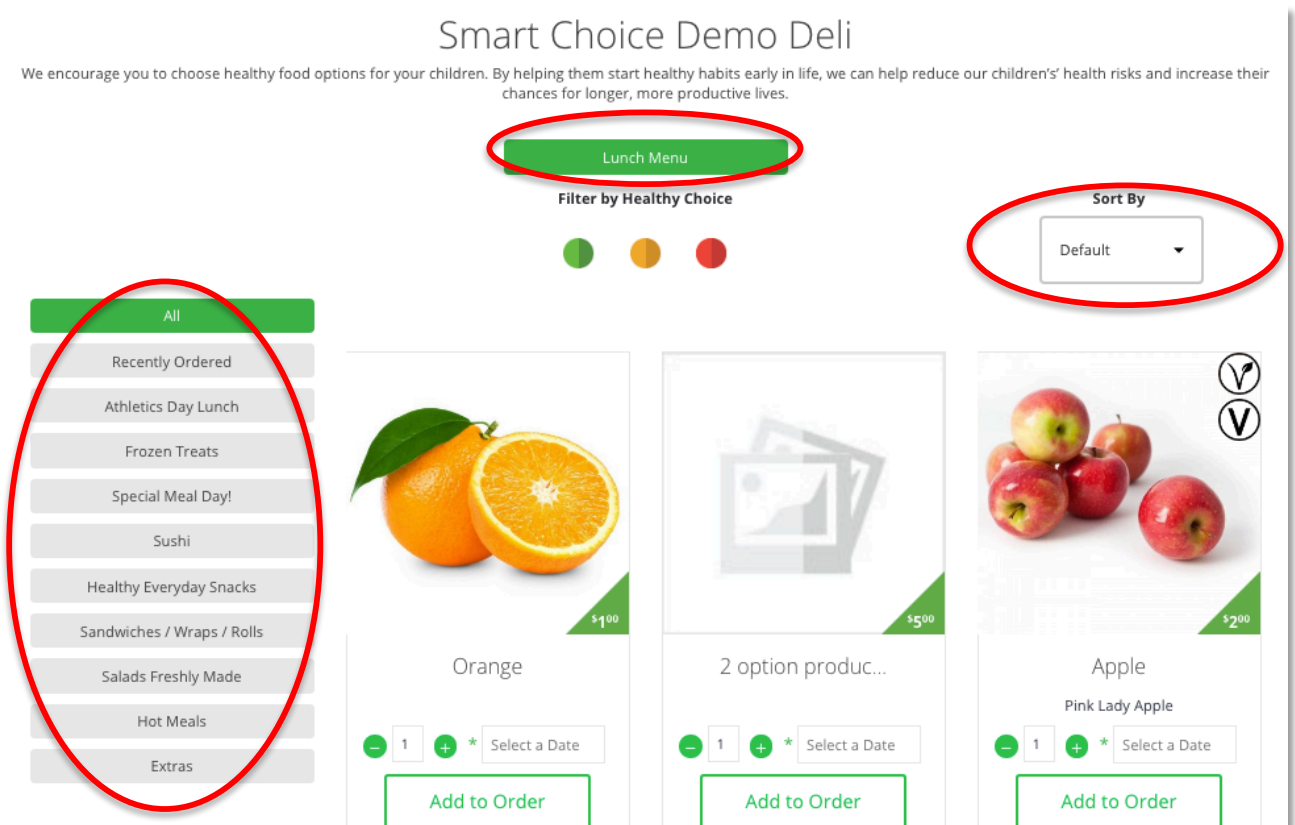
Step 3:

- Select where you would like to purchase from (E.g. your child's school canteen/tuckshop)



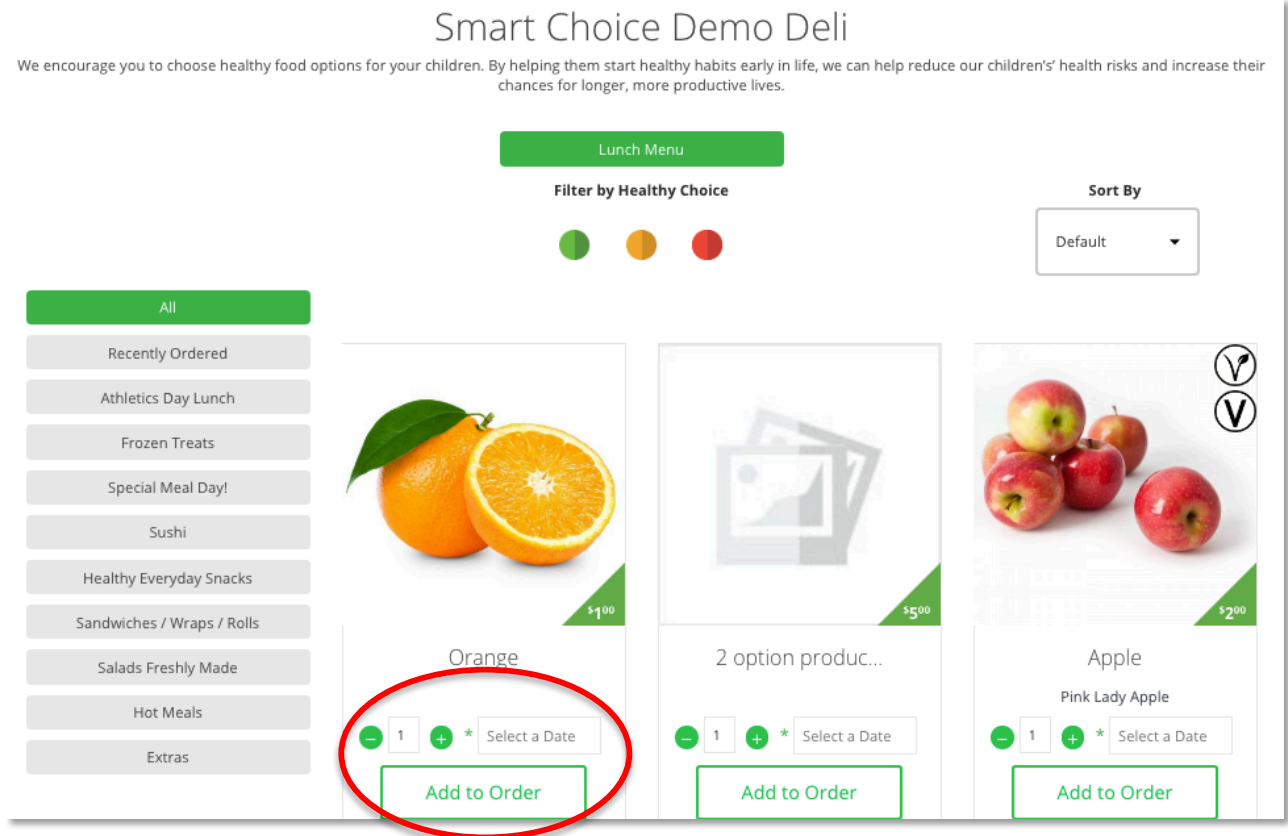
Step 4:

- Ensure you have the correct Menu/Store selected
- Filter through items using the left navigation, or "Sort by" options



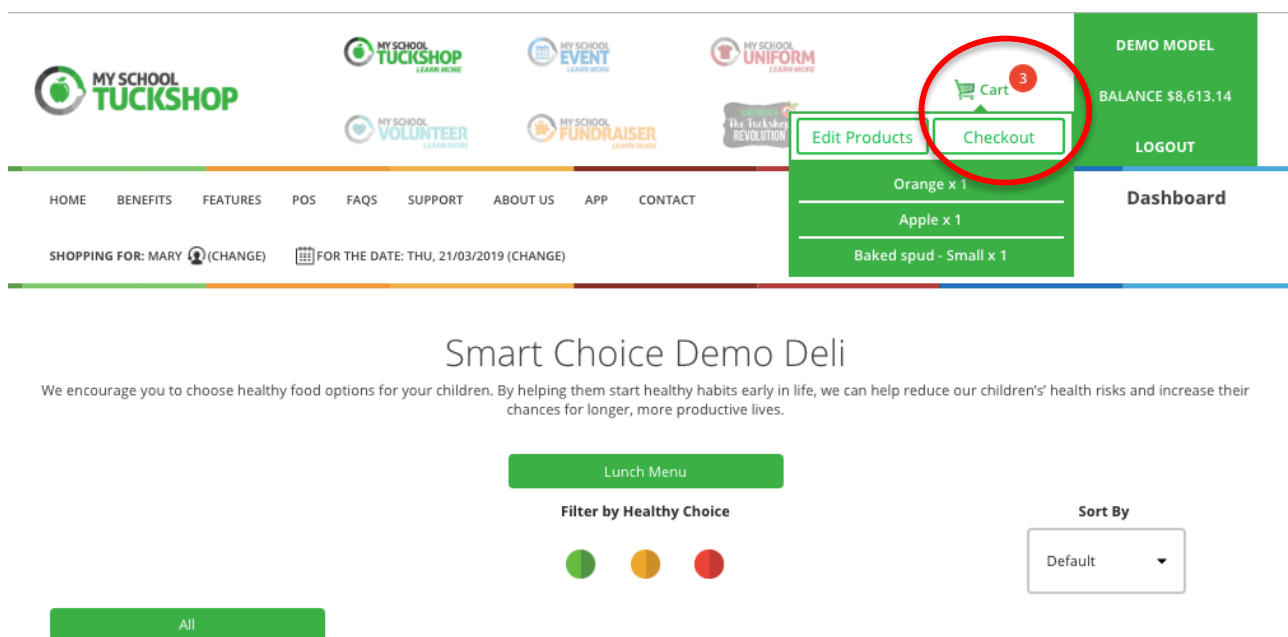
Step 5:

- Once you have found the item you would like to order;
 - Select the quantity you would like
 - Identify the date you would like the item
 - Click **<Add to Order>** to add the item to your cart
- Your cart will automatically be updated - Repeat these steps for all items required



Step 6:

- Once you have added all items needed to your order/Cart
- Click on the **<Cart>** shopping cart in the top-right corner of your screen
- A pop-up box will appear, you can either edit the order or click **<Checkout>**



Step 7:

- An “Order Summary” will appear
- This allows you to review each item ordered and edit the date, quantity, price or remove items completely
- There are also button options at the bottom of the page to empty the cart and start over, continue shopping, add another student to the order or checkout
- If you are happy with your order after reviewing, click **<Checkout>**

Order Summary

Special Order product for Thomas

Sub-Total: \$10.00

Total: \$10.00

Do you need to start over?

What would you like to do next?

Empty Cart Continue Shopping Shop for Dev **Checkout**

Step 8:

- Select your payment method and enter any details if required (I.e. credit card details)
- Identify any comments about your order if applicable
- Click **<Pay>** button at the bottom-right corner to submit via your payment method

Confirm Order

PAYMENT METHOD

☐ CHARGE MY ACCOUNT (no fee)

☐ CREDIT CARD (no fee)

☒ MY SCHOOL CREDIT (Current balance: \$531.65) (no fee)

☐ PAYPAL (no fee)

Add Comments About Your Order

CONFIRM ORDER

Sub-Total: \$10.00

Fee: \$0.00

Total: \$10.00

Paper Bags Included

Pay with credits

Step 9:

- Once you have successfully placed your order, you will receive a confirmation 'thumbs up'

