UNIFORM SHOP ONLINE ORDERING

It’s here and we’re ready to go!!

‘School24’ is the online ordering system which enables parents to order school merchandise from a computer or a mobile phone 24/7. Presently we have the Uniform Shop set up, soon to be followed by volunteer Rosters and our School Tuck Shop (2013).

The website is user-friendly, transparent and safe. This is evident on the sites opening page.

To begin with a ‘School Registration ID’ is required by parents to become a registered user of the School24 website. Our School Registration ID number is: 25154963

An overview of the website:

**Ordering:** The Uniform Shop catalogue is displayed and uniforms can be ordered. Select the items required.

**Delivery:** Uniforms can be delivered to the stated child’s classroom, or can be collected from the Uniform Shop at the usual times (Tues & Thurs 8:15-9:15)

**Payment:** Uniform Shop orders can be paid by Credit card, PayPal, online banking or cash.

- Credit Card or PayPal payments can be completed online.
- Direct Credit to the Uniform Shops Bank Account can be completed online and the Uniform Shop notified of payment details.
- Cash/cheque payments can be sent in an envelope marked clearly with ‘Uniforms, your name and order number’ and handed in to the Uniform Shop (if open) or the office by your child. Orders are despatched once payment is received.

THE UNIFORM SHOP


Follow these steps:

1. Select the ‘Parents Sign Up’ green tab, top right of screen
2. Fill in the boxes, our School Registration ID is: 25154963 Read the ‘Please Note’ information on the right of the screen
3. Sign up!
The tabs at the top right of the screen are available for your information, a ‘behind the scenes’ look at the school24 website.

**Log In Page:**

1. Username - email address used to register
2. Password – password used to register

Hilder Rd State School opening page:-

Uniform Shop news will be posted here; also the roster can be accessed by volunteers.

(Tuckshop can be accessed here, have a look, however this is not a functioning part of our site yet).

By selecting the ‘Order Uniform’ tab, the next screen to appear gives a full list of HRSS uniforms and accessories. Each category has a drop-down list of various uniform items. Have FUN and EXPLORE!

The ‘Help’ tab gives instructions on how to order. To leave this screen, locate the EXIT sign on the right.

When an order is made, items are added to a ‘basket’ where the number, size & colour can be confirmed (or removed). Here the order can be finalised or the ‘continue shopping’ option can be chosen.

**Payment options** are self-explanatory.

‘Pay on Pick-Up’ refers to cash or cheque payments. There is the option to have all your purchases ready to ‘Pay On Pick-up’ from the Uniform Shop; Or, to send money in before your goods are dispatched.

**Please note:** Payments made with a credit card will incur Bank and account processing fees.

**Add any comments** that may be necessary?

**SUBMIT** – is the final stage. An email will be sent to the registered email address from School24 confirming the order.

Orders received by Tuesday morning will be processed on Tuesday. Orders received by Thursday morning will be processed on Thursday. All packages will have a paid invoice included and will be delivered to the nominated student’s class, unless requested otherwise.

Have fun and enjoy the journey as we embark on this new adventure together!

Any problems or feedback, please contact me on uniforms.hrss@hotmail.com or 0403 974 749.

Kind regards

Jo Laugher – Uniform Shop Convenor