

Book Club Ordering Online – Walk Through

1. Go to *scholastic.com.au/bookclub*
2. On the right hand side, click on Order Online – *Teachers only*
3. You will find yourself on a page called ‘Book Club Login’. Enter your username and password. (These were emailed to you after your registration was approved.)
4. You will find yourself on a page called ‘Welcome to Online Ordering’. This page includes a list of available Bonus Coupons. In the bottom left-hand corner, there is a dropdown list showing which issues are available to order from (eg Issue #3, 2007). Select the Issue you wish to order from.
5. The Clubs available for that Issue will then be displayed on buttons to the right (eg *Wombat, Lucky, Arrow, Star*). Select the Book Club you wish to order from. You are now ready to start entering orders!

Step numbers here correspond to step numbers onscreen.

Step 1 of 6: Order Items Place all your orders for this Club, then click on any other Clubs from that Issue that you have orders for ... continue until all orders for your classroom have been entered. Click ‘Order Complete’.

Step 2 of 6: Bonus Coupons Select from the list any Coupons you want to use to pay for all or part of this order. (Note: You cannot use Bonus Coupons to pay for this order once you have clicked ‘Submit Order’ in Step 5.) Click ‘Coupons Complete’.

Step 3 of 6: Vouchers Enter the total value of any student and/or teacher credit vouchers you are using to pay for all or part of this order. Click ‘Vouchers Complete’.

Step 4 of 6: Select Free Picks If you qualify for Free Picks it will let you know and invite you to select them from any of the available Clubs. (Note: Free Picks must be taken at time of order.) Free Pick amounts can be topped up. Click ‘Free Picks Complete’.

Step 5 of 6: Order Confirmation Your last chance to make changes! Click ‘Submit Order’.

Step 6 of 6: Credit Card You may choose to pay for all or part of your order with a credit card (click ‘no’ if you would prefer to be invoiced).

6. You will then be shown a page called ‘Order Complete’. This is a summary of your order value and rewards. Complete the payment details, click ‘Print This Page’ and send with your payment.
7. Click ‘Logoff’. An order and payment summary will be emailed to you shortly. This can be saved for your reference.

Questions? Contact Customer Service on 1800 021 233 or email
customer_service@scholastic.com.au

The Book Club team can walk you through the process or help you with any stage!