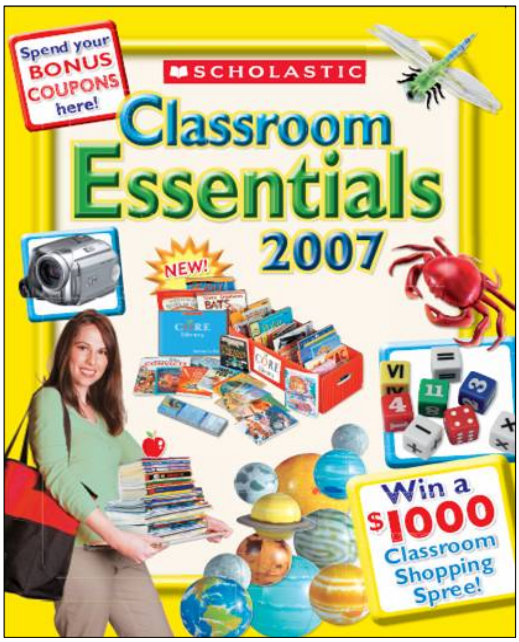
SCHOLASTIC

Classroom Essentials Ordering Online



1. Go to *scholastic.com.au/bookclub*
2. On the right-hand side you will see a section called 'Teacher Support Centre'; click on Classroom Essentials.
3. You will find yourself on the Schoolshop homepage. Click on Log On (in small white text, at the very top of the page near the yellow bar labelled 'Shopping Cart').
4. Use the 'Quick Search' function or browse by category, using the buttons provided.
5. Once you have located your item, click on Add To Order.
6. Enter the quantity you require and click on Complete Order.

Step numbers here correspond to step numbers onscreen.

Step 1 of 4: Ordered Items Review your mailing details, and add a school purchase order number if you have one. Click on 'Order Complete'.

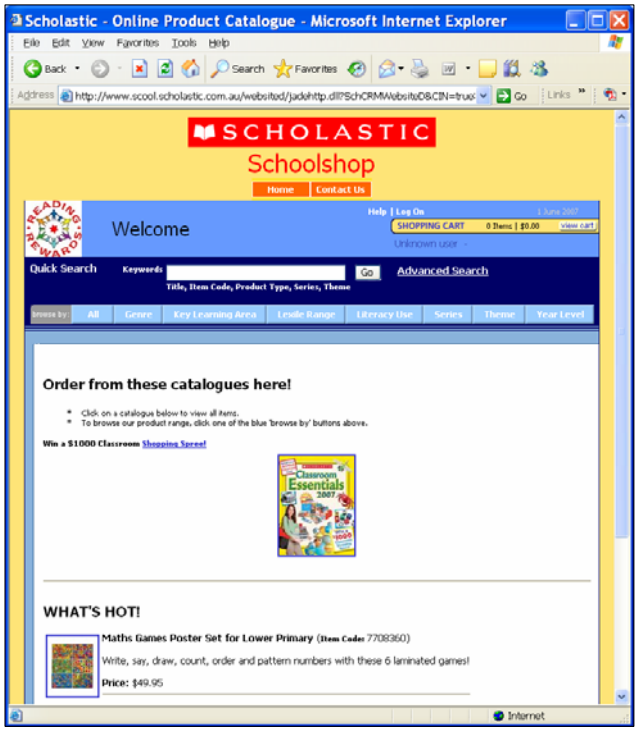
Step 2 of 4: Bonus Coupons Select from the list any Coupons you want to use to pay for all or part of this order. Click on 'Coupons Complete'.

Step 3 of 4: Order Confirmation Your last chance to make changes! Click 'Submit Order'.

Step 4 of 4: 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.)

7. You will then be shown a page called 'Order Complete'. This is a summary of your order value. Click 'Print This Page' and send with your paymemt
8. Click 'Logoff'. An order and payment summary will be emailed to you shortly; save and file for your reference.

Note: You will be charged postage for catalogue orders, but you can use Bonus Coupons to pay for this also!



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!