

Book Club Check List

A step-by-step guide to organising Book Club

NEW TO CLUB

1 Register

Create an account for Book Club at: [scholastic.com.au/register](https://www.scholastic.com.au/register)



2 The Wizard

On initial log in you will need to complete the Wizard.

This helps you create a Book Club Ordering Group and set up your catalogue requirements.



EACH ISSUE

1 Book Club catalogues arrive at the school

Distribute the catalogues to students.

Display the poster (from Teacher Essentials) in the library or classroom, so students can see the date that orders are due and some exciting new books.



2 Place orders

On receiving completed order forms, log into the Book Club Platform and add each student's details (first name/last initial) and order to their class group. Then key in their order.

Submit your school order once keyed, including any pending **LOOP** orders, so all books arrive together. Close **LOOP** for school delivery when you finish running each issue.



3 Finalise payment

Give any cash to your Bursar/Office to be banked, so they can either draw a cheque made payable to Scholastic Australia, or electronically transfer funds. If you are paying by cheque, use the pre-paid envelope, and include a copy of the order confirmation and send to Scholastic.



4 Distribution

If keyed 'by student' as recommended, your order should arrive pre-packed in class-lots with a quick-rip distribution card for each student, making it easy for each teacher to get the right books into the right hands



How to Order

- 1** **New Organisers register at:** scholastic.com.au/register
Existing Organisers sign in at: bookclubs.scholastic.com.au

- 2** Select the issue from which you'd like to order

- 3** Select a class from your **Book Club Ordering Group**
 - **Add** or **Select a student***
(Remember: you only need to add students AS they place orders)
 - Enter the book item number from the Book Club catalogue
 - Enter the student's payment method

- 4** **Review** your orders

- 5** Select **Next** or **Spend Vouchers / Rewards** to apply these against your total due

- 6** **Payment** information will then be presented

- 7** Once you have submitted your orders by the due date (Key Date) for that issue, you will need to **CLOSE ONLINE ORDERING** to prevent parents from placing late orders. *Parents will still be able to place late orders, which will be delivered to their home address at an additional cost.*

* Note: Please be assured that your students will not receive marketing material or be contacted in any way by Scholastic. The collection of his/her name is to help in the timely delivery of books to the school and relevant class.

