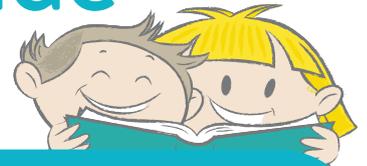


An Organiser's Guide to **LOOP**



Parents who wish to pay for their child's Book Club order via credit card, can do so through **LOOP**.

You'll find a range of **LOOP** resources for you and for parents here:
scholastic.com.au/loopresources

- 1 It is important that you set up your **CLASSES** correctly on the Book Club platform, as part of the **WIZARD**, so that parents can find their child's class when they place an order through **LOOP**.

NOTE: you do not need to enter student names, as parents do this via LOOP when they register to order.

- 2 You will know if there are any pending **LOOP** orders when you log in to the Book Club Platform. Either by the pending task icon in the top right hand corner or by the blue **PENDING ORDERS** section below the **NEW ORDER** box.

 pending task

PENDING ORDERS

There are Parent orders pending that were submitted via our Loop Platform for your Classes. You can submit these without ordering other items by selecting process below. If you have Forms to submit or your own order, do not use this option as these items will be combined at time of these orders so they arrive in the one bundle to your school.

PROCESS ONLINE

- 3 If you expect to also key in paper orders before clicking **PROCESS ONLINE**, please place the rest of your school order first and submit all orders at once.

NOTE: you will receive an email before close of an issue advising of any PENDING LOOP orders. We may auto-submit outstanding PENDING LOOP orders, to ensure kids receive their books before the end of term.

4 To view orders placed by parents via **LOOP** you can go to **ORDER** in the top menu and select the **LOOP ORDERS** tab.

HOME | **ORDER** | CLASSES | PROFILE | REWARDS | HELP | ABOUT

New Order | Open Orders | Order History | **LOOP Orders** | Reports

SEARCH RESULTS

| Date | Order Number | Order Source | Issue | Options |
|------------------------|--------------|----------------|-------|------------------------|
| 26/11/2017 1:59:00 PM | 105214 | Jayce Henry | 8 | REVIEW |
| 26/11/2017 9:27:00 AM | 10521 | Ben Shilling | 8 | REVIEW |
| 22/11/2017 9:43:00 PM | 105198 | Conner Hane | 8 | REVIEW |
| 14/11/2017 12:40:00 PM | 1035733 | Megan Reginald | 8 | REVIEW |

Child's Name

5 You can also manage **LOOP** on the **ORDER** page. After submitting your **LOOP** orders, please **CLOSE LOOP** for school delivery, so that parents are no longer able to submit orders to the school.

You can also do this at the end of the ordering process.

PARENT ONLINE ORDERS

This issue is open for Parents to place online order via the LOOP platform to be combined with your Form orders and delivered to School. To close orders for School delivery select Close.

[CLOSE](#)

ADDITIONAL ORDERS

Keep ordering open for Parent orders online and School delivery **fi**

CLOSE ONLINE ORDERING ALLOW LATE ORDERS ONLINE

NOTE: If you close LOOP for school delivery, parents will have the option of home delivery for a fee.

