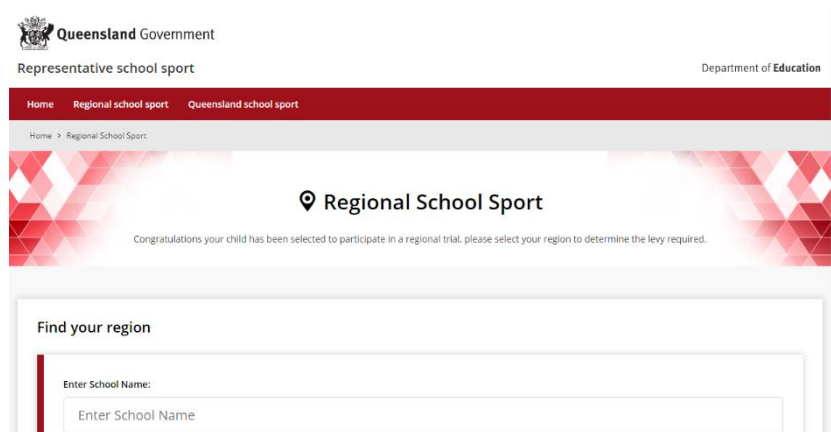


Representative School Sport online shop

How-to guide for parents

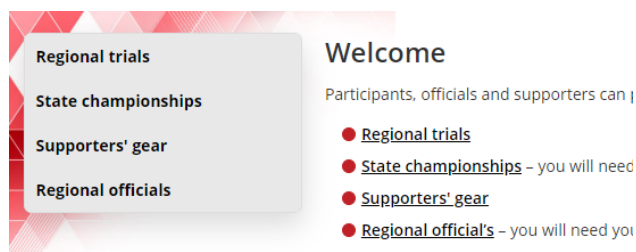
Getting started

Go to the Metropolitan North School Sport website metnorthschoolsport.eq.edu.au and click on the Pay now button to pay your levies and purchase apparel.



If you don't know the region your child will be representing, go to RSSshop.education.qld.gov.au, click on **regional school sport** and search for your region using the name of your child's school.

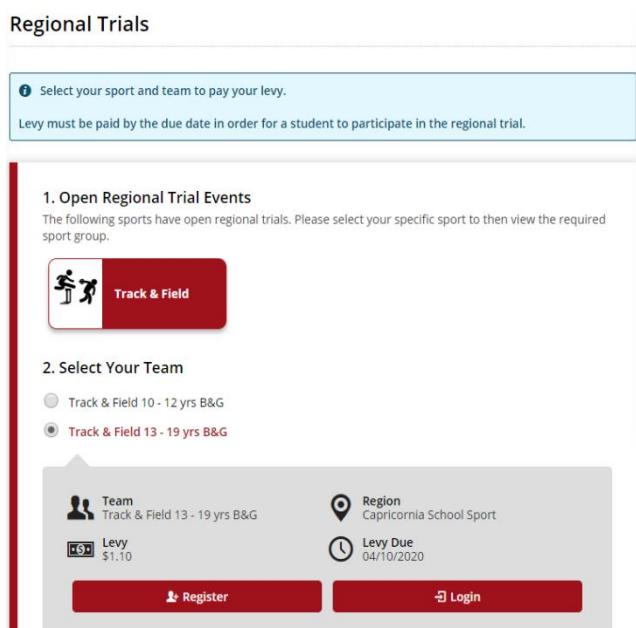
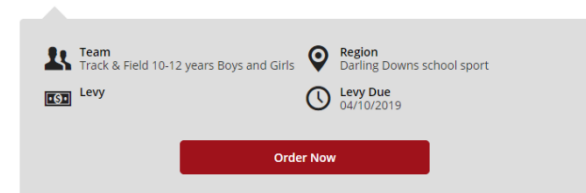
Regional trials



Once in the online shop, click on **regional trials** in the left navigation or the centre of your screen.

Select the **sport** and **age group** your child will be participating in and click **register** if you are visiting for the first time or **login** if you have already registered.

If you are already logged in, the confirmation section will show the option to **order now**.



To register

Complete your contact details, create a password, read and agree to the terms and conditions of the online shop and click **register**.

Login

If you have already registered, enter your email address and password and click **login & continue**.

Login or Register for Uniforms and Levys

Once registered you will need to provide a sport code to be able to purchase uniforms and pay levys. The sport code will be available from your team manager.

Placing your order

Once you have logged in, click **add to cart** and you will be asked to enter your child's **student information** including name and school.

On the order confirmation page, complete your **contact / billing address**, ensure the student details in **order information** and the sport and age group in **order lines** is correct and enter a promotional code if applicable.



Payment information

Enter your credit card details and click **process payment**.

Order confirmation

Once your payment is accepted, your order confirmation will be shown on screen and emailed to you immediately.

State championships

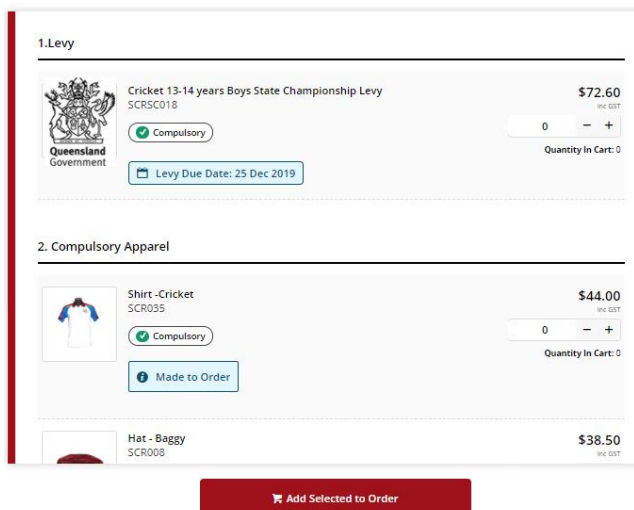
If your child has been successful at regional trials and selected to compete in state championships, you will need to pay any levies for participation and purchase compulsory uniform items. There may be additional uniform items available to purchase.

Follow the same steps to access your region and click on **state championships** in the left navigation or the centre of your screen.

Once in the state championships section of the online shop, you will need to enter the sports code provided by your regional school sport office.

If you have not received your sports code, please contact the regional school sport office.





Once you enter your sports code, you will be redirected to the product catalogue.

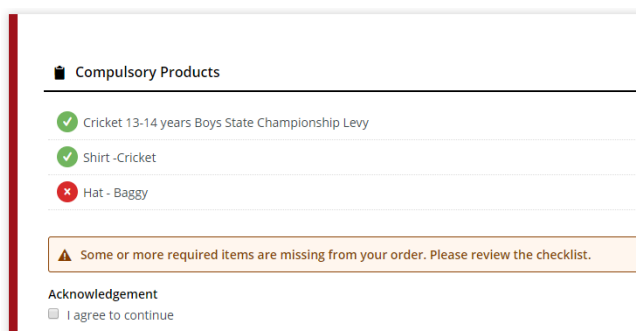
Add the levy to your cart, along with all compulsory uniform items and any optional items you wish to purchase and click **add selected to order**.

You will then be asked to add your child's details in **student information**.

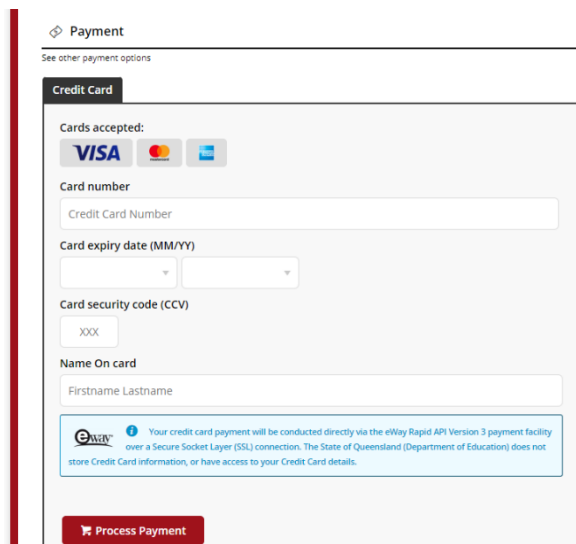
Select your preferred **delivery method** based on the options available for your region,

complete your **contact / billing address**, ensure the student details in **order information** and the sport, age group and uniform items in **order lines** is correct.

If there are compulsory items that have not been added to your cart, for example if your child already owns the compulsory hat, a warning will appear on screen. Simply click the agree button to acknowledge you do not need to purchase these items and continue.



Payment information



Enter a promotional code if applicable, complete your credit card details and click **process payment**.

Order confirmation

Once your payment is accepted, your order confirmation will be shown on screen and emailed to you immediately.

Help with the online shop

If you need help using the online shop, please contact Metropolitan North School Sport via phone 07 3634 1300 or email met.north@qed.qld.gov.au

