 **City District School Sport**

**School Shop Online – Payment instructions**

1. Go to the City District School Shop Online website <https://schoolshoponline.net.au/city/index.aspx>
2. If you have an existing account - Log in **or** if you are a new user please register in the adults name
3. Click on My Account
4. Click on Add/edit students
5. Click on Add new student – complete student details including name, age, gender & select school- then SAVE
6. Click on the home button
7. TO PAY A TRIAL FEE (compulsory for all sports)
	1. Click on E-store
	2. Click on ‘I am going to a CD Trial’ icon
	3. Click on sport specific icon
	4. Click on boys or girls or age group trial fee for that sport
	5. Select student name from drop down box
	6. Ensure quantity is 1
	7. Add to cart
	8. Proceed to checkout and pay
8. TO PAY CD TEAM FEE & PURCHASE APPAREL (compulsory for all sports)
	1. Click on E-store
	2. Click on ‘I made a CD Team’ icon
	3. Click on sport specific icon
	4. Click on boys or girls or age group icon for that sport
	5. Select student name from the drop down box
	6. Ensure quantity is 1
	7. Add to cart
	8. Click on the home button
	9. Click on e-store to purchase apparel
	10. Click on ‘I made a CD Team’ icon again
	11. Click on District Apparel icon
	12. Click on apparel item to be purchased (polo, singlet, long socks, bucket hat)
	13. Select student name from the drop down box
	14. Enter quantity
	15. Select size from the drop down box
	16. Add to cart
	17. Click on the home button
	18. Repeat steps i-p for each apparel item to be purchased
	19. Proceed to check out and pay

When you have everything in your cart (please double check items that are compulsory & items that are optional, per your Team Selection Letter), proceed to check out & pay via credit card.

The system will generate you a receipt via the email you put in when first registering, and it generates an email to City District Sport to advise of payment