



North West District Sport

School Shop Online - Payment instructions

1. Go to the North West School Shop Online website
<https://schoolshoponline.net.au/nwdsport/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
 - a. Click on E-store
 - b. Click on 'I am going to a NWD Trial' icon
 - c. Click on sport specific icon
 - d. Click on boys or girls or age group trial levy for that sport
 - e. Select student name from drop down box
 - f. Ensure quantity is 1
 - g. Add to cart
 - h. Proceed to check out & pay

8. TO PAY NWD TEAM FEE & PURCHASE APPAREL (compulsory for all sports)
 - a. Click on E-store
 - b. Click on 'I made a NWD team' icon
 - c. Click on sport specific icon
 - d. Click on boys or girls or age group icon for that sport
 - e. Select student name from the drop down box
 - f. Ensure quantity is 1

- g. Add to cart
- h. Click on the home button
- i. Click on e-store to purchase apparel
- j. Click on 'I made a NWD team' icon again
- k. Click on District Apparel icon
- l. Click on apparel item to be purchased (polo, long socks, short socks, bucket hat, cap, visor or water bottle).
- m. Select student name from the drop down box
- n. Enter quantity
- o. Select size from the drop down box
- p. Add to cart
- q. Click on the home button
- r. Repeat steps i-p for each apparel item to be purchased
- s. 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 NWD Sport to advise of payment