# Representative School Sport online shop How-to guide for parents

# Getting started

Go to <u>www.ddschoolsport.eq.edu.au</u> and click on the Pay now button to pay your regional levies.



	sport Queensland school sport		
e Regional schoo			
	6	Regional School Spor	
		Regional School Spor	
c	ongratulations your child has been sele	ed to participate in a regional trial, please select you	ur region to determine the levy required.
ind your regio			
nd your regio			

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

# Regional trials

		Once
Regional trials	Welcome	the data
State championships	Participants, officials and supporters can J	in the
Supporters' gear	Regional trials	
Regional officials	<ul> <li><u>State championships</u> – you will need</li> <li><u>Supporters' gear</u></li> </ul>	Regiona
	Regional official's – you will need you	Select y
		Lever must

Select the **sport** and **age group** your child will participate 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**.

<b>1</b> 161	Team Track & Field 10-12 Levy	years Boys and Girls		Region Darling Downs so Levy Due 04/10/2019	chool sport	
		Orde	r Now			

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

Select your sport and team to pay your levy. vy must be paid by the due date in order for a student to participate in the regional trial.		
1. Open Regional Trial Events The following sports have open regional trials. Please select your specific sport to then view the required sport group.		
2. Select Your Team		
Track & Field 10 - 12 yrs B&G		
Track & Field 13 - 19 yrs B&G		
-		
	Region	
Track & Field 13 - 19 yrs B&G	Capricornia School Sport	
Team     Track & Field 13 - 19 yrs B&G     Levy     51 10	Capricornia School Sport	



## To register

🖌 Your	r details	
First Nam	e*	
First Na	ne	
Last Nam	e *	
Last Nar	ne	
Email Ado	Iress *	
Email Ac	Idress	
Phone Nu	mber *	
Phone N	lumber	
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You lowerca (2) cycle	ar password must be a minimum of eight (8) characters, have two (2) uppercase and two (2) ase letters, must contain at least one (1) numeral, and must not have been used in the past tw es.	
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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

Please login to continue		
Email Address *		
Email Address		
Password *		
Password		
Remember email		
윈 Login & Continue	上 Register Now	

### 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.

	👪 Student infe	ormation required
) Cor	no of the products require additi	onal information, please enter below
301	ne of the products require additi	ona mornation, please enter below
	ack & Field 10-12 yrs Boys & Girls	
1	Enter first name here	Enter surname here
		Enter surname here
	Enter first name here	Enter surname here
	Enter first name here	Enter surname here

 
 Gueensland Government
 Track & Field 10-12 yrs Boys & Girls
 \$11.00

 Image: Comparison of the state of the

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.

Cards accep	tadi
Card numbe	ir .
Credit Care	i Number
Card expiry	date (MM/YY)
	v v
Card securit	y code (CCV)
XXX	
Name On ca	rd
Firstname	Lastname
<u>Oway</u>	Your credit card payment will be conducted directly via the eWay Rapid API Version 3 payment facility over a Secure Socket Layer (SSL) connection. The State of Queensland (Department of Education) does not and information, or have access to your check Card details.

## Help with the online shop

If you need help using the online shop, please contact the [insert school sport office] via phone 07 xxx xxxx or email xxxx@qed.qld.gov.au



