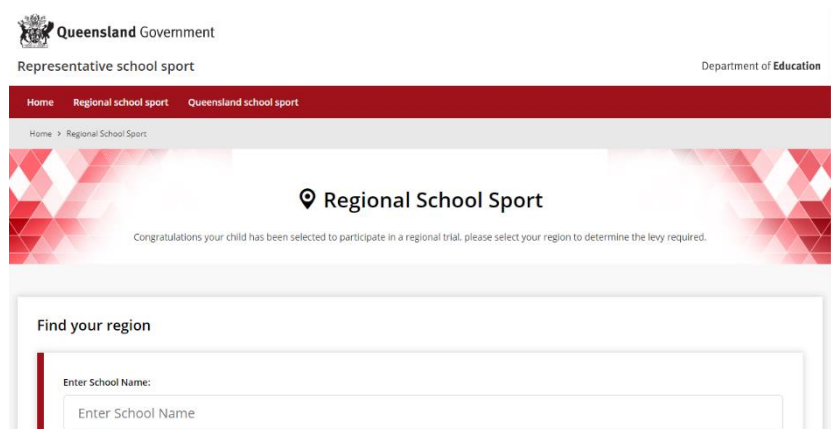


Representative School Sport online shop

How-to guide for parents

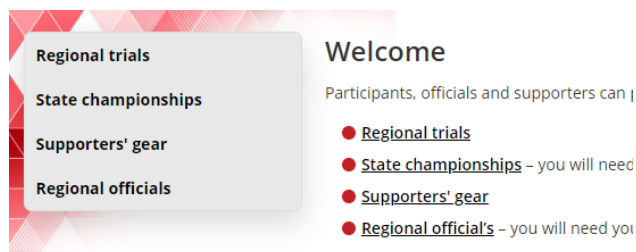
Getting started

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



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.

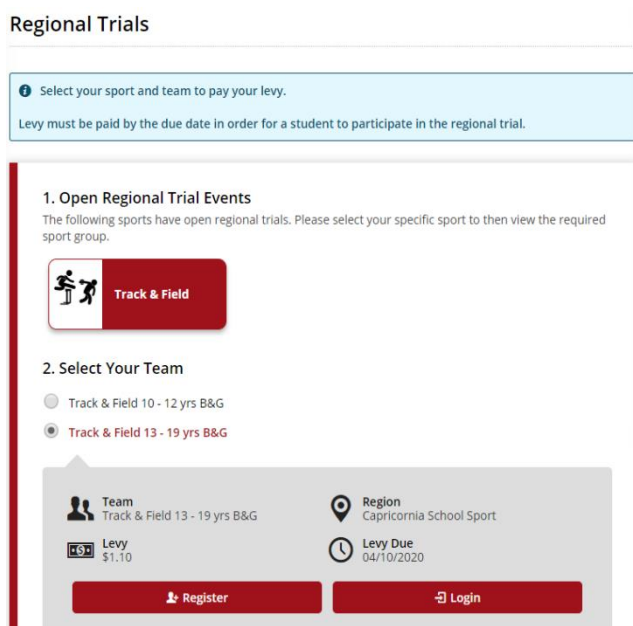
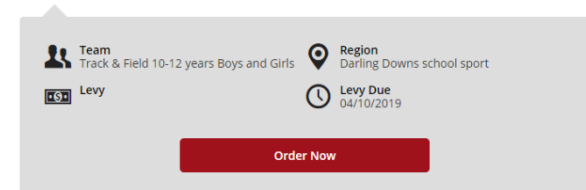
Regional trials



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 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**.



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.

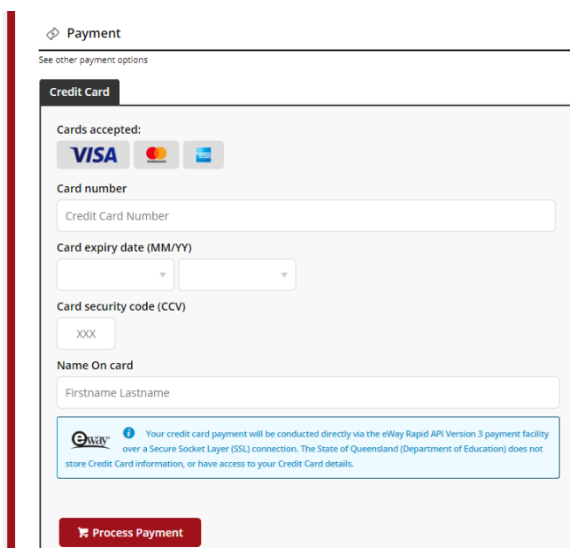


Payment information

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.



The screenshot shows a 'Payment' section with a 'Credit Card' sub-section. It includes fields for 'Credit Card Number', 'Card expiry date (MM/YY)', 'Card security code (CCV)', and 'Name On card' (Firstname Lastname). There are logos for VISA, Mastercard, and American Express. A security notice states: '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 store Credit Card information, or have access to your Credit Card details.' A red 'Process Payment' button is at the bottom.

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

