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. |
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| | | | |
| | | | |
| 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 | <u>State championships</u> – you will need <u>Supporters' gear</u> | 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**.

| 1 161 | 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 | |
| You lowerca (2) cycle | | |
| 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. | |
| You lowerca (2) cycla Password Password | ur 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. | |
| You lowerca (2) cycle Password Password Confirm F | 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. d assword * | |
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| You lowerca (2) cycle Password Password Confirm F Confirm Impo State The te condition the terms of the terms The terms conditioned The terms conditioned Conditioned The terms conditioned Conditioned The terms conditioned cond | 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 twe se. * * * * * * * * * * * * * * * * * * | |

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



