Welcome to My School Gear

Below are the outline details for On-Line registration as a New Customer, and placing orders On-Line Book Pack Orders.

**Step 1.**

Use the link on the web page to go to the My School Gear front page for your School.

**New Customers need to register.** This is a once only task. Your account with My School Gear will then be created.

Push the **Register** button - Bottom Left of Page.

**Please note we do not delivery to Post Office Boxes.** In the area for Postal Address please define the address where you want your book packs delivered.

Once registration is complete you will be sent an e-mail to confirm registration. Please check your Junk Mailbox as some computer system firewalls will put these automatic response emails there. Use the link in the confirmation e-mail to return to the system and log in.

If an existing customer – Login In Using User Name / Email Address and Pasword.

**Step 2.**

Once logged in ( If via your School Link ) you will be taken to Order Detail Page.

Fill in the detail of the student and select the Year Level of the required order.

Then Proceed to On-line Order

If taking the full order, push the **Green Button** – Top Right of Order Screen.

Please note this does not order the extra items that might be required from the previous years. Check the order line items that might also be required.

When happy with content, Press the **Proceed** to go to the review / confirmation page.

If you are ordering multiple orders, Press the Green Button - “Add Another Child”, else confirm the delivery address for the Book Backs and then confirm the orders being placed.

Press “**Complete Order**” and proceed to Checkout.

**Step 3.**

On the Checkout screen you will be given two options, either pay by credit card via a Secure Payment Portal “SecurePay”.

Else you can pay by EFT. If paying bying EFT please use the Order Number as a Payment reference.