

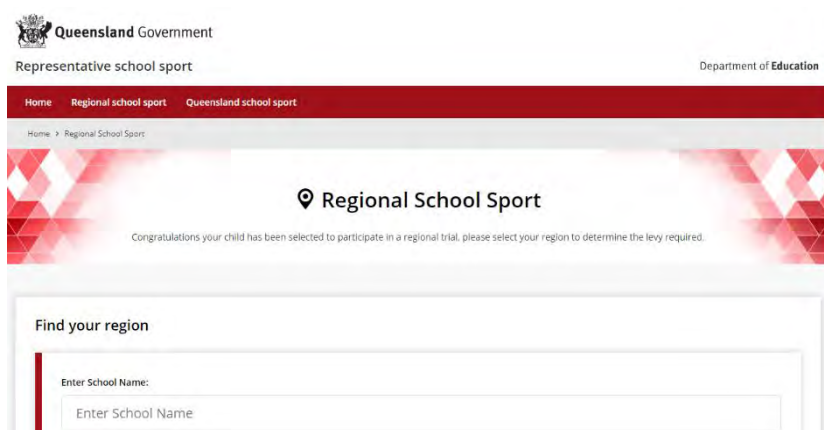
Representative School Sport online shop

How-to guide for parents

Getting started

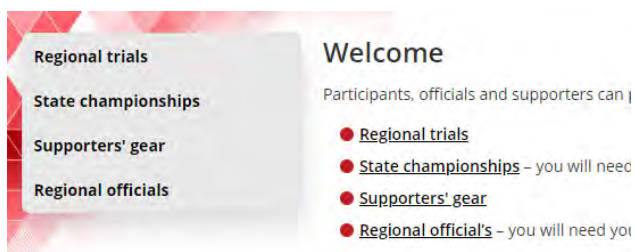
Go to the Sunshine Coast School Sport website

www.sunshinesport.eq.edu.au and click on the *Pay now* button to pay your levies and purchase apparel.



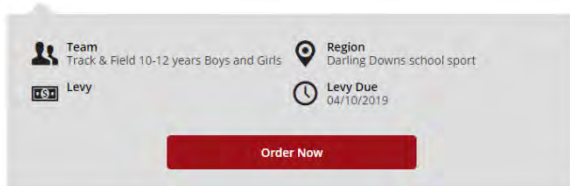
If you don't know the region your child will be representing, go to RSSshop.education.qld.gov.au, click on **regional school sport** and search for your region using the name of your child's school.

Regional trials



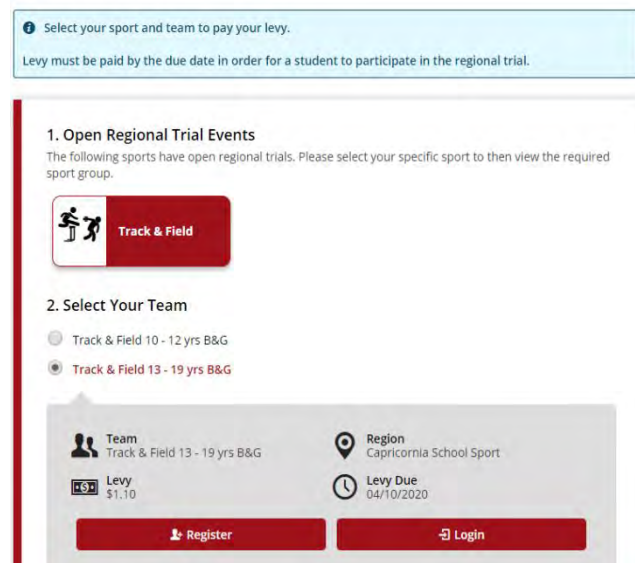
Select the **sport** and **age group** your child will participate in and click **register** if you are visiting for the first time or **login** if you have already registered.

If you are already logged in, the confirmation section will show the option to **order now**.



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

Regional Trials



To register

Register

Please enter your details to self register. Once logged in you will be able to select your sport.

Your details

First Name *

Last Name *

Email Address *

Phone Number *

Create password

Your password must be a minimum of eight (8) characters, have two (2) uppercase and two (2) lowercase letters, must contain at least one (1) numeral, and must not have been used in the past two (2) cycles.

Password *

Confirm Password *

Important notice - by clicking 'I Agree' below, you are entering into a legally binding contract with the State of Queensland acting through the Department of Education (ABN 76 337 613 647) (DoE). The terms and conditions of the contract are available [here](#). You must agree to the terms and conditions by clicking 'I Agree' below before registering to use this site. If you do not so agree, please do not use this site.

I hereby notify that I understand I am entering into a legally binding contract with DoE and that I have read, understood and agree to the terms and conditions of the contract.

I Agree

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.

Please login to continue

Email Address *

Password *

Remember email

Login & Continue **Register Now**

[Lost Password?](#)

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.

Track & Field 10-12 yrs Boys & Girls
CAPRT064

Levy Due Date: 09 Dec 2019

Quantity In Cart: 1

\$11.00 (inc GST (Each))

Add to cart

Student information required

Some of the products require additional information, please enter below

1 x Track & Field 10-12 yrs Boys & Girls

Student information

1 Enter first name here Enter surname here

School Name

Confirm & add to cart

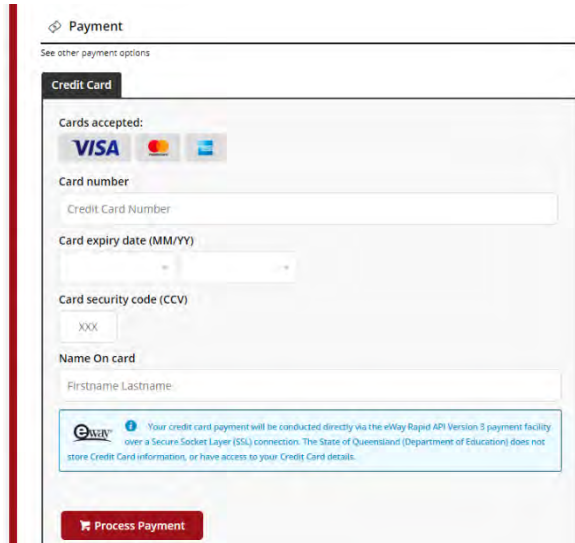
On the order confirmation page, complete your **contact / billing address**, ensure the student details in **order information** and the sport and age group in **order lines** is correct and enter a promotional code if applicable.

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). A 'Process Payment' button is at the bottom. 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.'

Help with the online shop

If you need help using the online shop, please contact the [insert school sport office] via phone 07 5475 1572 or email sport.scrssb@qed.qld.gov.au

