



Welcome to My School Gear

Below are instructions for online registration as a New Customer and placing Book Pack orders.

Step 1 – Logging On

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.

Click on the REGISTER button (bottom left of page) and follow the instructions. Please note we do not deliver to Post Office boxes, so in the area for Postal Address make sure to insert a street address.

Once registration is complete you will be sent an email to confirm registration. Please check your Junk Mailbox, as some computer system firewalls will put these automated response emails there. Use the link in the email to confirm your registration, then return to the system and log in.

EXISTING CUSTOMERS, simply log in using your User Name/Email Address and Password.

Step 2 – Ordering

Once logged in via the school link, you will be taken to the order screen.

Fill in the student details and select the year level of the required order.

Proceed to Online Order.

If you are ordering the full order, click the GREEN button at the top right of the order screen, or you can adjust quantities of items if you do not need the full number of each. Please note that this does not order the extra items that may be required from the previous year. Check the order line items so see what other items might be required.

When happy with the content of your order, click PROCEED to go to the review/confirmation page.

NB: If you are ordering multiple orders for multiple students, click the GREEN 'ADD ANOTHER CHILD' button now. Repeat this step for each additional child. If you place each order separately, you will be charged individual delivery fees whereas one multiple order will only incur a single delivery fee.

Once all orders have been added, please confirm the delivery address and then confirm the orders being placed.

Click COMPLETE ORDER to proceed to the checkout.

Step 3 – Payment

On the Secure Checkout Screen you will be given two payment options:

- For credit card payment, proceed through the secure payment portal 'SecurePay'.
- For EFT/Direct Debit payments, please print your invoices via the invoice links. The bank details are included at the top of your invoice. Please use your ORDER CONFIRMATION number as the payment reference when paying.