Dear Parents.

Book Club has had a Make-over!

New brochures
- These are now specifically targeted at your child’s age group. No more shuffling of multiple brochures!
- If you are interested in ordering from book club brochures outside of your child's age group, you can find them on the scholastic website or in the library. Ordering on line is the same, just add the book number into the system and it will automatically know which brochure you are buying from.
- Also, keep an eye out for the $1 and $2 books in every issue! These are really great popular and current books and are very affordable!

Pay and order online
- Use the new scholastic LOOP system to create orders and pay online! No more sending orders to school!

OR

Use the scholastic LOOP app to create orders
- Download the scholastic LOOP app from the app store to create orders directly from your mobile device!

Please see the attached sheets for instructions on how to order. Please pick only ONE option from the list (otherwise multiple orders will be created).

Whilst we are happy to receive orders in ANY format, we would like to encourage parents to use the online or APP systems as much as possible in order to minimize the amount of time spent on book club organisation.

Please remember that whilst orders can be placed online AFTER the due date, these orders will incur a $5 delivery fee and will be sent to your home address NOT to the school. Orders sent to the school rather than being done online) MUST be in before the due date otherwise they are not able to be accepted.

Please keep this note somewhere safe for future reference,

Thank you for your support of book club, and HAPPY READING!

Warm regards,
Mrs Frost and Mrs Harpur.
Scholastic Book Club Ordering

Option 1 - Pay and order online.

Ordering online is now so much easier!!!

1) Go to the scholastic LOOP site
   - Go to scholastic book clubs website http://www.scholastic.com.au/schools/bookclub/ or search for ‘Scholastic Book Club’ in google
   - Click on ‘Parent Credit Card Payments’ on the right hand side
   - Click on ‘Scholastic Book Clubs’ pay now button
   - Select state: NSW and School name: ‘Gosford Public School: WEST GOSFORD’
   - A window will appear notifying you that GPS is offering LOOP payments for parents. Click ‘close’ and the system will automatically take you to the LOOP webpage
   - On this webpage there is a ‘help’ menu. Click here to see VIDEOS on how to order online if you wish.

2) Click ‘Order’ in the top menu and select our school
   - Enter our school state ‘NSW’ and our school Name ‘Gosford Public School’ and our school name will appear on the right. Click this link and then click the red button ‘Start Order’.
   - This will take you to a new page where you can select the issue you would like to order from

3) Select the issue you would like to order from and click ‘order’
   - This can be found at the top of your brochure

4) Add your children
   - For first-time users you will need to add your children. Click on the ‘+’ sign next to ‘children’
   - Type your child’s first name and INITIAL ONLY please of their last name and select their class
   - To add multiple children repeat this process by clicking the ‘+’ again

5) Add books to each child’s order
   - Select your child
   - Type the book number (found on your catalogue) in the book# column and press ‘enter’
   - Your book name will automatically be registered
   - Change the quantity in the QTY column if you require more than one of the book
   - Select other children of your own from the list on the left and add books to their orders if you wish
   - When you are finished, click ‘next’ and a summary of your order will appear

6) Check your details
   - The details for delivery will be the school’s address
   - First-time users will need to click ‘edit’ in the ‘your details’ panel, fill in their details and then click ‘update’

7) Proceed with payment
   - Click ‘proceed with payment’
   - A window will appear with a payment notification. Click ‘ok’
   - Fill in your credit card details and click next
   - Enter the verification code and click pay now
   - Print your receipt

8) REGISTER YOUR DETAILS FOR NEXT TIME
   - Registering your details allows you to save your family’s details and keep order histories for next time
   - Create a password and click ‘submit’

Your order is complete! YEY!
Option 2 – pay and order through the LOOP app

1) Download the scholastic LOOP app from the app store
2) Create a parent account
   - Add your first name, last name and email address, and create a password
   - A congratulations screen will appear. Click ok
3) Add your children
   - Add your child’s first name and INITIAL ONLY PLEASE
   - Select your state
   - Select your school name. Click on ‘select school name’ and use the search bar at the top of the window
     to search for ‘Gosford Public School’ and click ‘search’
   - Select our school
   - Select a class
   - Click ‘add’ in the top right hand corner of the window
   - A pop up window will appear, click ok
   - To add more children, change the details in the window and click ‘add’ again
   - When you have added all of your children, click ‘cancel’
4) Select your issue
   - Select the issue of the brochure you wish to order from (this can be found at the top of your brochure)
5) Add books to your order
   - Select the child name from the right hand column
   - Add book numbers (found on your brochure) in the book # column and click ‘search’ or enter
   - If you have multiple children ordering, select a different child from the list and add books for them
   - Click the ‘tick’ in the right hand corner when you have finished
   - View the summary and click ‘proceed with payment’
6) Pay for your order
   - Enter your credit card details
   - Click next
   - Write in the verification code you see and click ‘Pay now’
   - Click close on the ‘congratulations’ window
   - Your order details will be saved in your order history on your device

Your order is COMPLETE! YEY!

Option 3 – Send your order to school

1) Complete the order form on the back of the scholastic book club brochure
2) Cut out this order form and place in an envelope with your payment
   - If paying by cash, please enclose cash with completed order form
   - If paying by cheque, please make cheques payable to Scholastic Australia
3) Please send envelope with your child to their classroom teacher who will then send it to the office.