INSTRUCTIONS FOR SCHOLASTIC BOOKCLUB ON-LINE PAYMENTS VIA LOOP

Go to the Scholastics LOOP website

http://mybookclubs.scholastic.com.au

FOR FIRST TIME USERS WITHOUT AN ACCOUNT

Click on “REGISTER” if you do not have an account and submit your registration details.

After you have entered your details, click on “Add New Child” (on the right hand side)
Select State “NSW” and School “Asquith Primary School (Asquith)”
You will be able to enter your child’s Year and select their Class.
If you have more than one child, add their details and chose their Year and Class
Click on Submit.
You will now be logged in and can select “Order”

FOR USERS WITH AN ACCOUNT: Please log in with your user name and password.

ENTERING ORDERS

Click on the Order tab and you will be taken to the New Order tab
Select the current issue – eg. “ISSUE 6” and click on “order”.
You will get a message asking you to confirm your child/children’s details. Please click on “Ok.”
Enter the books that you wish to order by the number on the catalogue and the quantity.
Note: If you make a mistake on the book number, you cannot delete this. You must start the order again by clicking on “Exit Order” and then starting a New Order.
Once you have finished entering your books, Click on Next.
You will then get a screen that looks like this:

Click on “Next”

Please note that **loop orders** are linked back to your school, collated and submitted to Scholastic by the **book club organiser**; generally after all student orders have been received in; then delivered to the school address. Your child’s teacher will then distribute the books with the rest of the class orders.

**Delivery Address**

School: Asquith Primary School

Address Line 1: Dudley Street
Address Line 2:
Suburb: ASQUITH
State/Postcode: NSW 2077

**Your Details**

Please add your details then click ‘Proceed with Payment’.

Name:

Email:

**Total Due:** $41.00

Click on “Proceed with Payment”

In the Your Details section click on “Edit” and enter your name and email address. Click on “Update.”
You will be re-directed to the following screen:

Enter your credit card details.

Forms do NOT need to be dropped at school. 😊

Your child should receive their books approximately a week after the Due Date.

If you would like the books to be collected from the School Office instead, please email apsbookclub@gmail.com when you submit your order.

The Due Date of each issue will be notified via Skoolbag.

LATE ORDERS

After the due date you may still submit orders. The books will be delivered directly to your home address and you will be charged a delivery fee by Scholastic (instead of free delivery to the school).

Thank you for your co-operation. If you have any questions please email apsbookclub@gmail.com

Happy reading,

Briony Olmedo

APS Bookclub Co-ordinator