



PINE RIVERS DISTRICT SCHOOL SPORT

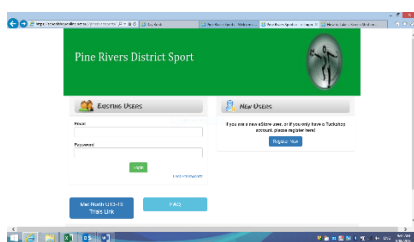
Dear Parents/Carers

Subject: Pine Rivers District School Shop Online

All payments for **District and Regional Sports Fees and district apparel** are made via School Shop Online.

There are many School Shop Online websites. Be sure to use [Pine Rivers District School Shop Online](https://schoolshoponline.net.au/pineriverssports/index.aspx)

Copy and paste this link into the web browser <https://schoolshoponline.net.au/pineriverssports/index.aspx>



your page should look like this.

To Register

- As a **NEW USER** > click on REGISTER NOW
- Add your details – you only need to complete the areas with the red *
- You have a choice of selecting to use eWallet
- eWallet can be used with your debit card and does not create a surcharge, as the credit card creates a 1.5% surcharge. eWallet will take 48 hours to register a payment.
- At the end of the page ENTER CODE – the code is in the box beside the empty box
- Tick the box > Terms and Conditions
- Select SAVE
- Go to > ADD NEW STUDENT – you must add your child and the school they are enrolled in.

- As an **EXISTING USER** > put in your email address and password
- Register as a Parent
- Register your Child(ren). Go to MY ACCOUNT > ADD/EDIT STUDENT, complete student details

- **Password reset** is sent automatically by the system to your assigned email address
- The system will lock any user out indefinitely if they input the wrong password 5 times in a row.
- The administrator would have to be contacted.

To Register your child into a Sport Event

- Select **School Sport** from the **Home Page** > ENTER
- Select **PINE RIVERS DISTRICT SPORT TRIAL**, if your child is going to a district trial > Student Name
- Select **MET NORTH REGIONAL SPORT TRIAL**, if your child is in a district team and going to a regional trial
- For **Apparel**, select **District Apparel**. Apparel is for students who have been selected in a District Team only
- Choose your item(s) and **Add to Cart**.
- Select **Checkout**
- Collection of uniforms will be via coach or manager of the team, unless suggested by the team letter



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To Pay

The payment option is by **Credit Card** or **E Wallet**, **48 Hours before trials**

- Select the Payment Method from the drop-down menu.
- Complete the details and submit the payment.

You can view your transactions in the 'My Account' section of the site.

You will receive an email confirmation and receipt for your records.

A surcharge of 30cents, go to School Shop Online website

A surcharge of 30c + 1.5% is your credit card fee.

A refund will only be submitted if the student has been withdrawn from the sport officially (by email) at least the day before the event. If a refund is required, a medical certificate must be submitted to the email address below.

PARENTS MUST PRINT THE RECEIPT OF PAYMENT AND ATTACH IT TO THE PERMISSION FORMS.

Quick references

There is a 'FAQ' section in the site where you can read more about the services.

FAQ:

Bray Parks SS appears on the top left corner of my invoice:

This is because SSO is based out of BPSS, your child will still be associated with the school you registered them with.

I can't log in:

Click on the "Lost Password?" button and check your nominated email. Look in your junk or clutter folder if your "new password" email is not in your inbox.

I don't want to pay any surcharges:

eWallet does not occur any charges but can take up to 48 hours to process. It is like an online debit account.

I can't find my child's name in the drop child' down menu:

From the main menu select "my account" and go to "add/edit student"

I can't find the link to my child's sport:

Make sure you are on the correct SSO site. All district trials will be on the Pine Rivers District site, and all 13-19yr Regional Trials will be on the Met North SSO website. You will be required to sign up and register your child for the Met North website as it is a separate site.

I don't have access to the internet or a Credit Card:

Please go to your associated school where the office staff will be able to help you.

Can't I just bring cash on the day:

Sorry but we are not allowed to accept any cash.

Any queries or issues please email hbrow120@eq.edu.au with your name and phone number and someone will contact you