

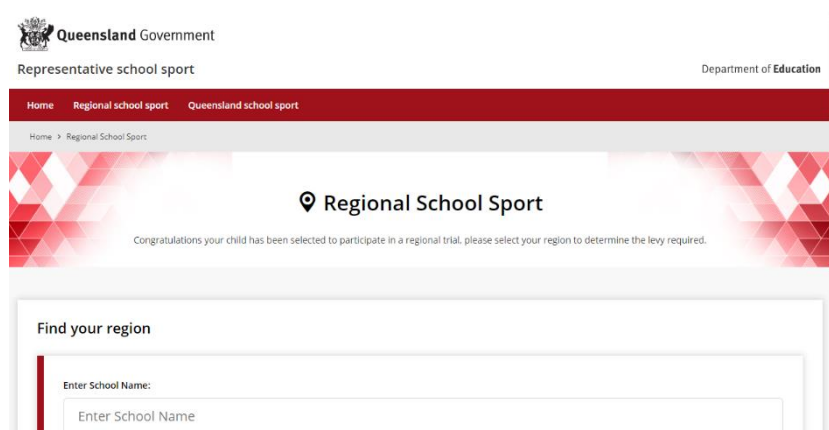
# Representative School Sport online shop

## How-to guide for parents

### Getting started

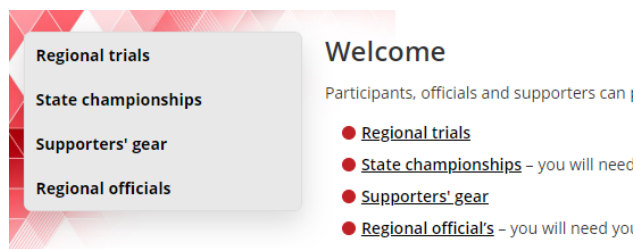
Go to the Wide Bay School Sport Online Shop by following this link

<https://rssshop.education.qld.gov.au/qld-sports-program>



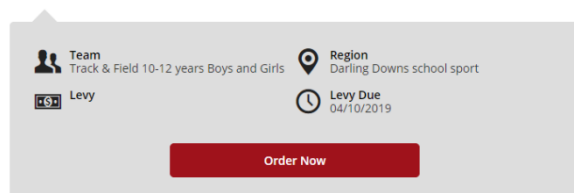
If you don't know the region your child will be representing, go to [RSSshop.education.qld.gov.au](https://rssshop.education.qld.gov.au), click on **regional school sport** and search for your region using the name of your child's school.

### Regional trials



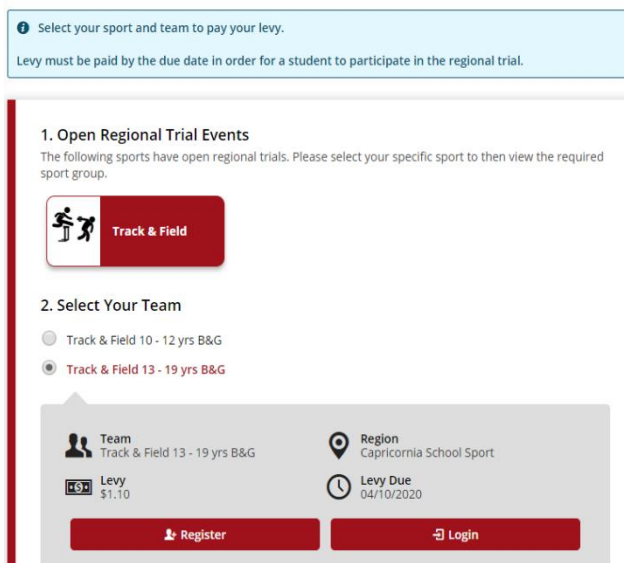
Select the **sport** and **age group** your child will participate in and click **register** if you are visiting for the first time or **login** if you have already registered.

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

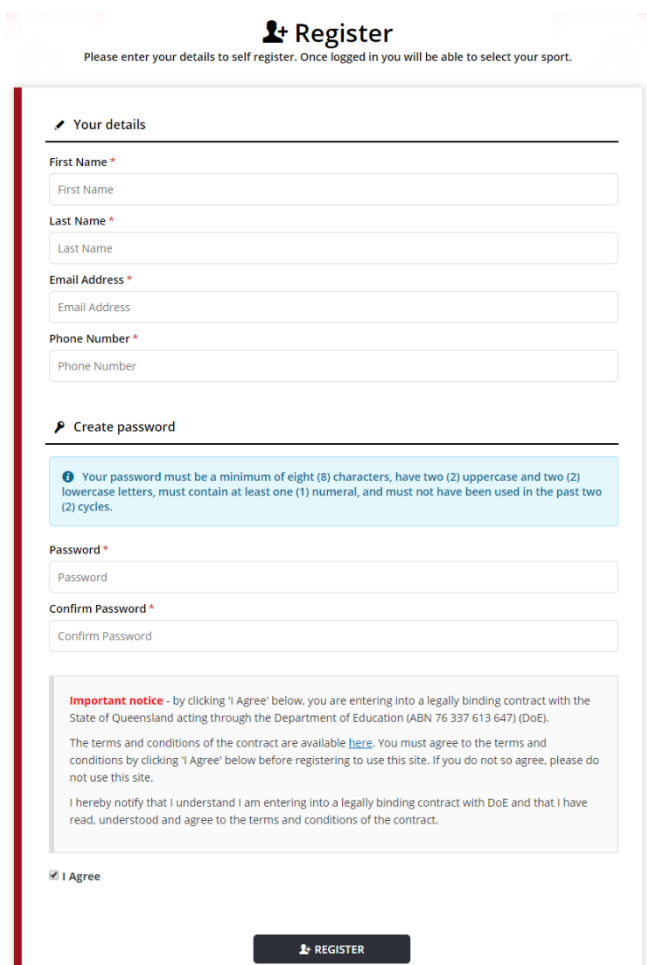


Once in the online shop, click on **regional trials** in the left navigation or the centre of your screen.

#### 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**

**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**

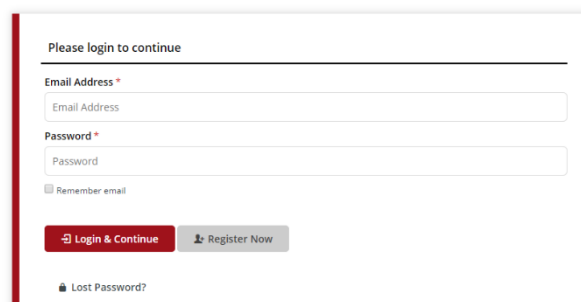
Complete your contact details, create a password, read and agree to the terms and conditions of the online shop and click **register**.

## 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**

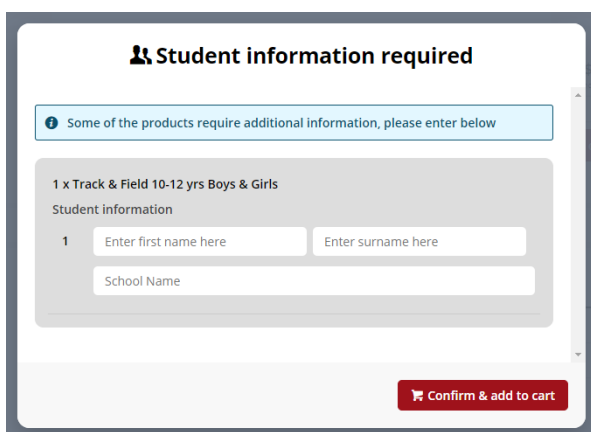
[Lost Password?](#)

## Placing your order

Once you have logged in, select the quantity and click **add to cart**. 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  
\$11.00 (inc GST (Each))  
0  
**Add to cart**  
Quantity in Cart: 1



**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**

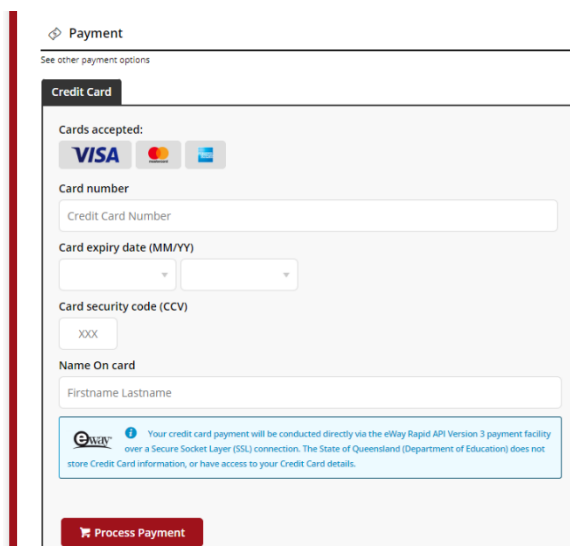
On the order confirmation page, complete your **contact / billing address**, ensure the student details in **order information** and the sport and age group in **order lines** is correct.

## 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' tab selected. 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 disclaimer states that the payment is conducted via eWay Rapid API Version 3 over a Secure Socket Layer (SSL) connection, and that the State of Queensland (Department of Education) does not store credit card information or have access to details.

Payment

See other payment options

Credit Card

Cards accepted:

VISA

Card number

Credit Card Number

Card expiry date (MM/YY)

Card security code (CCV)

XXXX

Name On card

Firstname Lastname

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.

Process Payment

## Help with the online shop

If you need help using the online shop, please contact the Wide Bay School Sport Office via phone 07 4122 0874 or email [wbssport@qed.qld.gov.au](mailto:wbssport@qed.qld.gov.au)