**EDUCATIONAL ESSENTIALS LIMITED**

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 **Website : educationalessentials.co.nz**

 **Instructions for Browns Bay School online ordering**

**ALL Online School orders are delivered DIRECT TO THE SCHOOL for distribution to your child when school starts**

 **PLEASE DO NOT REGISTER FOR AN ACCOUNT – SHOP AS A GUEST AS BELOW**

**ONE TRANSACTION PER STUDENT PLEASE IF MULTIPLE STUDENTS AT THE SCHOOL**

1. Go to educationalessentials.co.nz website
2. Click on the Schools tab ( towards top right of screen)
3. Enter in “Browns Bay School”
4. Click on “Browns Bay School”
5. Products available to order will now be shown
6. Add the Product/Products required to your cart ( to add more than 1 product simply click the back arrow to go back to product page, items already ordered will stay in shopping cart). The EEL website also works on a breadcrumb trail so you can click back to any page visited.
7. Click Checkout Tab ( Top Right of Screen)
8. Click “Guest Checkout” - DO NOT REGISTER FOR AN ACCOUNT
9. Click Continue and then - Fill in all details required
10. Ensure you fill in e-mail address, phone number so we can contact you in case of a query
11. DPS Payment express will ask for your credit card details for payment
12. In Comments- enter the name of your **Child (Student) and Room Number ( If known )**
13. **Credit Card payments only are accepted** on this site ( If you do not wish to pay by credit card there is a downloadable form under the Promotions Page where you can pay by direct banking )
14. Any queries about your school pack ordered – either e-mail or call EEL but you must have your Confirmation number for EEL to be able to help you.

A confirmation of order will be sent to you and your child’s stationery will be delivered to the School for the start of the school term

***If you have any problems ordering on the website an order form is also available under the Promotions section that may be e-mailed or faxed to EEL***

\*\*\*\* This system is active all year long – any orders placed after back to school are still delivered direct to the School with your Child’s name on the pack