

St Columba Anglican School Years 7-11 - 2019 INSTRUCTIONS FOR ORDERING PACKS ONLINE

1. Go to www.kookaburra.com.au/login (you do not need to register)
2. Enter User Name: **STCOL016** (The first 5 characters are letters and the last 3 characters are numbers)
Enter Password: **Student9**
3. Select Student Packs.
4. Select your student's 2019 Year Level.
5. Add the quantity next to products required by your child, in the "Quantity" box.
6. Once you have added all items required, click "Add selected items to cart".
7. If you have another child to shop for, select their 2019 year level from the drop down and add their items to your cart.
8. When you've finished shopping for your child/ren, click on the cart icon in the header to go to the cart and complete your order.
9. Review your cart, then click "Continue to Checkout".
10. Select a Delivery Method from the drop-down and complete your delivery details.

Note: Please ensure someone will be available to receive the goods at time of delivery. All home deliveries require a signature, unless you have provided an Authority to Leave (ATL). Please be advised that once an ATL has been provided, Kookaburra can only guarantee delivery and quality up to the point that the track and trace advises us that the goods were left for you in the place indicated on your ATL.

11. Complete your child/rens names under "Student Information".
12. Add your phone number.
13. Click "Continue to Payment".
14. Select your payment method and click "Process Payment".
15. You will be emailed an order confirmation.

Your order has now been placed with Kookaburra. If you have any queries, please contact our Customer Experience Team support@kookaburra.com.au

PLEASE NOTE:

- * **The cut-off date for all orders is 17th December 2018 for delivery by 18th January 2019.**
- * Orders received after **17th December 2018** may not be delivered prior to Term 1 2019. Additional fees and charges may apply.
- * **All orders are Firm Sale (i.e. non-returnable).**