

# Representative School Sport online shop

## How-to guide for parents

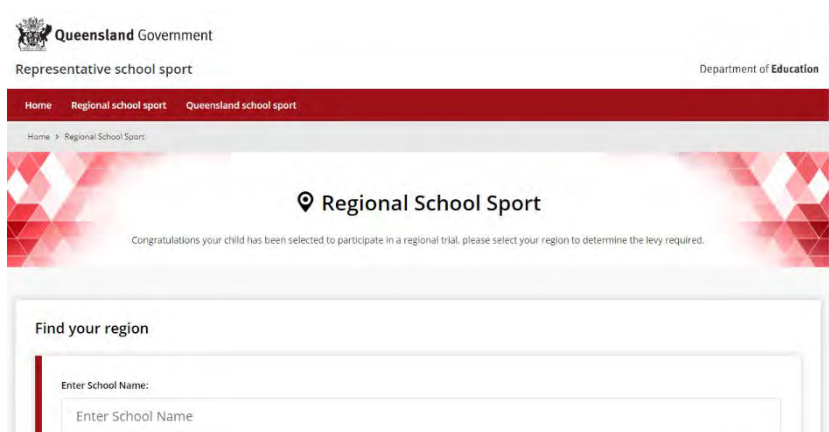
### State championships

If your child has been successful at regional trials and selected to compete in state championships, you will need to pay any levies for participation and purchase compulsory uniform items. There may be additional uniform items available to purchase.

### Getting started

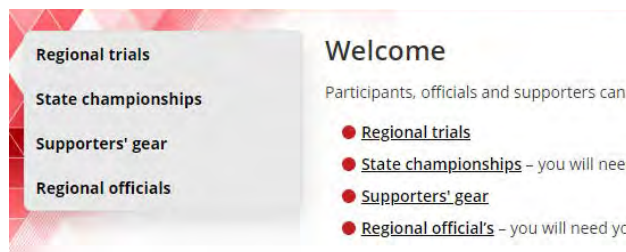
Go to the Metropolitan East School Sport online shop website:

<https://rssshop.education.qld.gov.au/met-east> to pay levies and purchase apparel.



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.

Click on **state championships** in the left navigation or the centre of your screen then register if this is the first time you have visited the online shop or login if you are a returning visitor.



### State Championships

✓ Congratulations, you have been selected to represent your region in school sport.

To continue, please login using your existing account or register as a new user on this system.

[Login](#) [Register Now](#)

If you do not have your sports code, please contact the Capricornia school sport office.

## To register

If you are visiting the online shop for the first time, click 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

### State Championships

Enter Sports Code

eg: ABC123

Clear

Confirm

Lost Password?

If you have not received your sports code, please contact the regional school sport office.

### Register

to self register. Once logged in you will be able to select your sport.

Email Address

Phone Number \*

Phone Number

Create password

Your password must be a minimum of eight (8) characters, have two (2) uppercase and two (2) lowercase letters, must contain at least one (1) numeral, and must not have been used in the past two (2) cycles.

Password \*

Password

Confirm Password \*

Confirm 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.

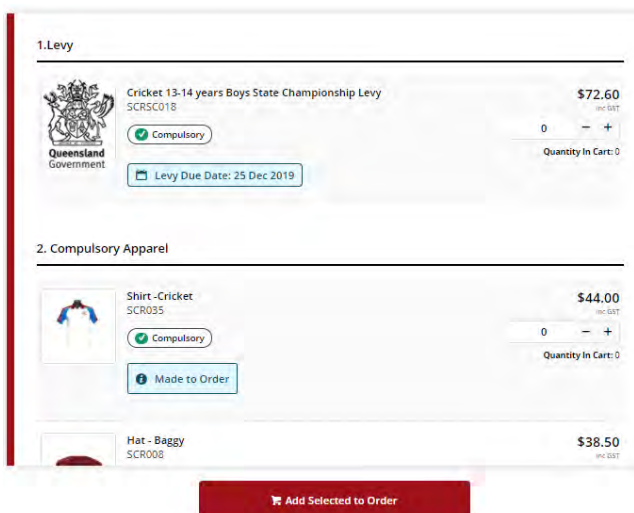
I Agree

REGISTER

Once you have logged in, enter the sports code provided by your regional school sport office.



## Placing your order

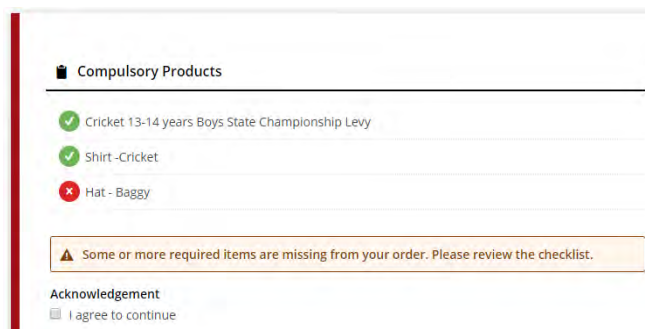
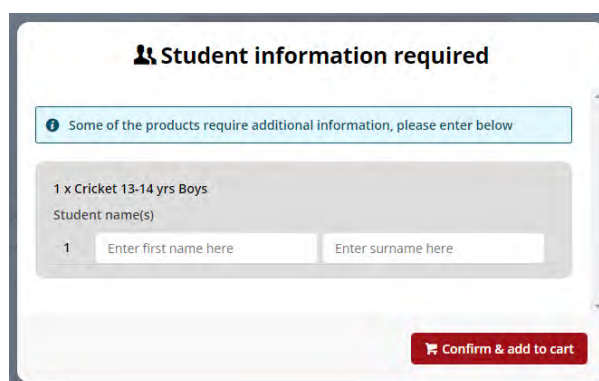


You will be redirected to the product catalogue to place your order. The product catalogue outlines any levies payable along with compulsory and optional uniform items.

Select the levy, compulsory uniform items and any optional items you wish to purchase and click **add selected to order**.

You will then be asked to add your child’s details in **student information**. Enter their name and click confirm and **add to cart**. You will then be returned to the product catalogue.

Select your preferred **delivery method** based on the options available for your region, complete your **contact / billing address**, ensure the student details in **order information** and the sport, age group and uniform items in **order lines** is correct.



If there are compulsory uniform items that have not been added to your cart, for example if your child already owns the compulsory hat, a warning will appear on screen. Simply click the agree button to acknowledge you do not need to purchase these items and continue.

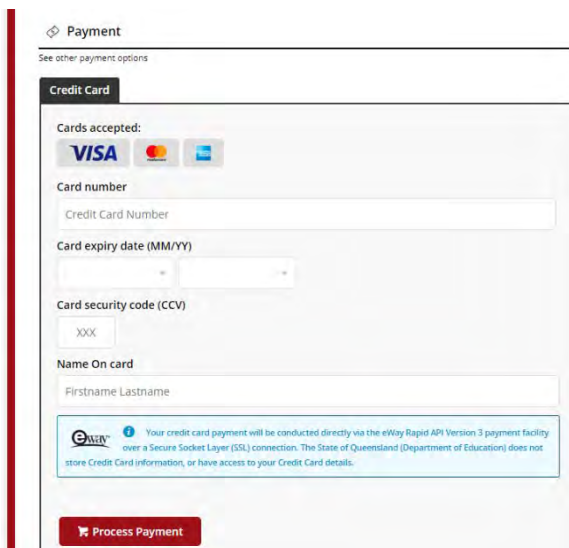


## Payment information

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' sub-section. 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 security notice states: '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.'

## Help with the online shop

If you need help using the online shop, please contact the Metropolitan East School Sport Office via phone 07 3259 7711 or email [met.east@qed.qld.gov.au](mailto:met.east@qed.qld.gov.au)

