



## **Box of Books**

### **Step by Step:**

# **How to order your books from Box of Books**

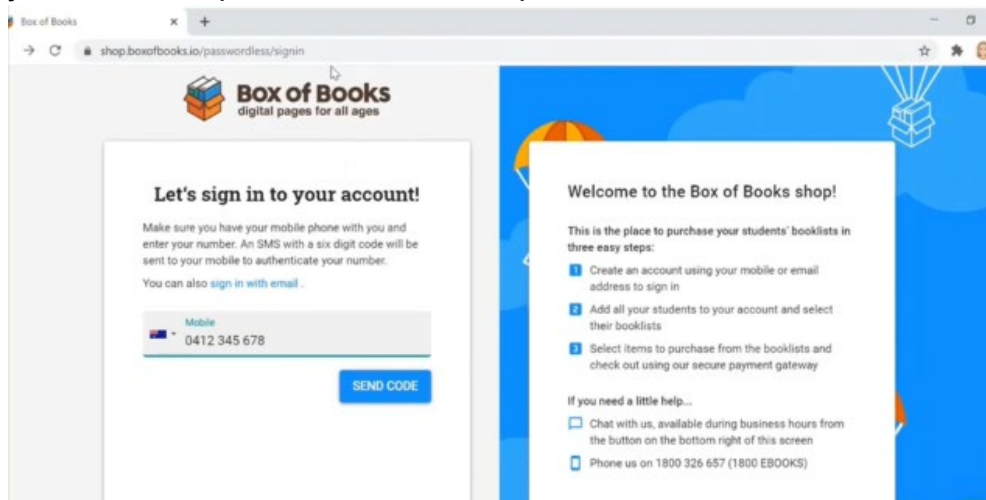
**Updated: 23/11/2021**

## New Parents how to order books from Box of Books.

**Please NOTE : Most books for the new Year 7's will be digital and be able to be used on their student laptop.**

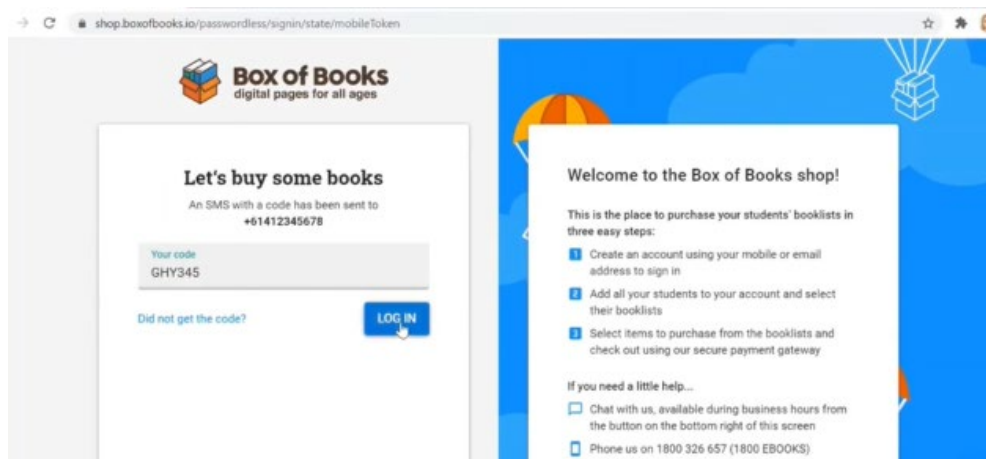
Steps to order:

1. Visit Box of Books <http://www.boxofbooks.com.au>
2. Create a new account if it is your first purchase by signing up with your Mobile phone number or personal email address



3. Wait for a code to be sent to your mobile or email address

4. Enter in the code



5. Now this screen is where you add your student. At this stage your child does not have an email address until 2022 the option is to click "Not Sure"

The screenshot shows a web interface with a header containing 'FAMILY MEMBERS', 'ORDERS', 'Welcome, Matt', and a 'SIGN OUT' button. The main content area is titled 'Add a student to purchase for' with a plus icon. Below the title is the question 'What is your student's school email address?' followed by a text input field labeled 'Student's school email'. At the bottom of the form are two buttons: 'SEARCH' and 'NOT SURE'.

6. Now search for Lowanna College and click "Found it"

The screenshot shows a form titled 'Not sure of their email address?' with a question mark icon. Below the title is the text 'Don't know their email address... No Problems, let's set them up by typing the name of their school below.' There is a text input field containing 'Lowanna College' with a clear button and a dropdown arrow. At the bottom are three buttons: 'FOUND IT', 'SCHOOL NOT LISTED', and 'START AGAIN'.

7. The next part is to add in your child name.

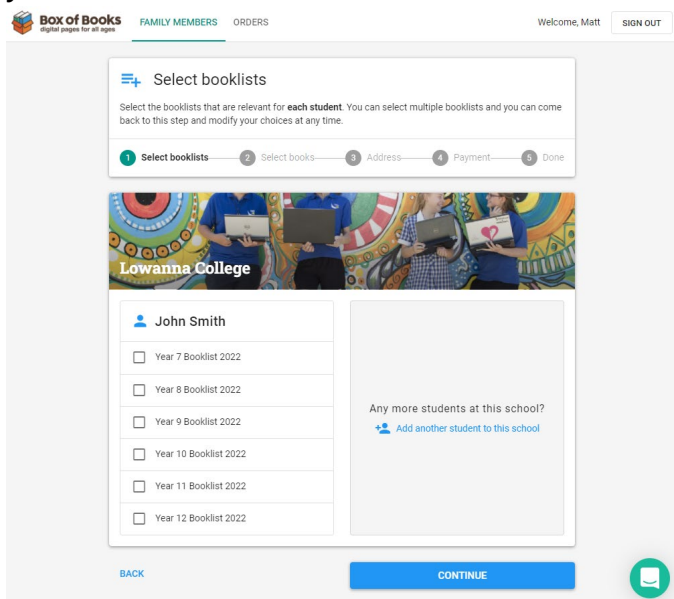
The screenshot shows a form titled 'Awesome' with a person icon. Below the title is the text 'So far we know' followed by a text input field containing 'Email address not known. No problem, we will work it out'. Below that is a 'From' section with a text input field containing 'Lowanna College'. The next section is 'Now we just need their first name and last name.' with two text input fields labeled 'First name' and 'Last name'. At the bottom are two buttons: 'ADD STUDENT' and 'START AGAIN'.

Then click "Add Student"

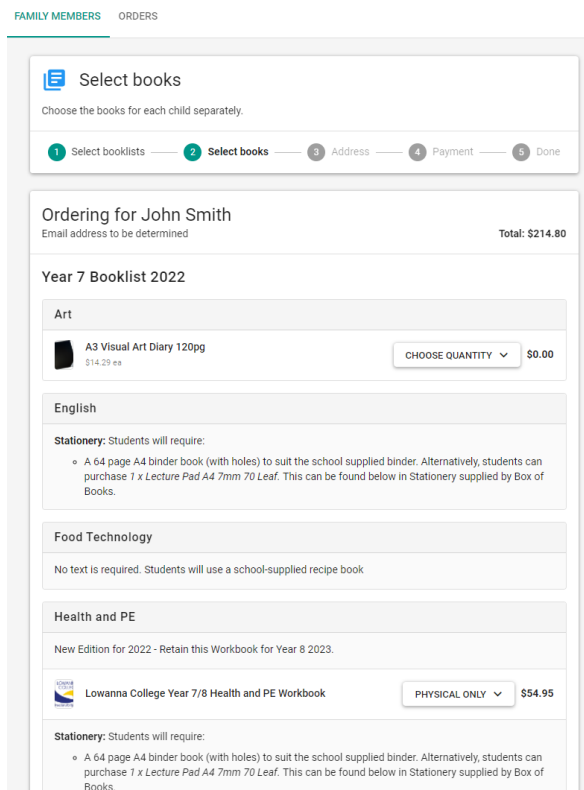
8. Now it's time to purchase books for your Child. Click "Buy Books"

The screenshot shows a web interface with a header containing 'Box of Books digital pages for all ages', 'FAMILY MEMBERS', 'ORDERS', 'Welcome, Matt', and a 'SIGN OUT' button. The main content area features a banner image of students with the text 'Lowanna College'. Below the banner is a card for 'John Smith' with the text 'Email address to be determined' and a trash icon. There are two buttons: 'BUY BOOKS' and 'ADD A STUDENT'. Below this card is another section titled 'Anyone else to add?' with the text 'We'll process each student individually and help you each step of the way.' and a plus icon. At the bottom is a button labeled 'ADD A STUDENT TO ACCOUNT'.

9. Now select the correct Booklist Year level and click "Continue" (If your child is a new Year 7 student click on the Year 7 Booklist 2022)



10. In this step all books that need to be purchased will be already added to the cart. Please look through the list and add any extras you need then click Continue at the bottom of the screen.



11. In this step Add in Your Billing and Delivery Address and click on "Continue"

**Billing & Delivery Address**

Complete your shipping and billing address details below.

1 Select booklists — 2 Select books — 3 **Address** — 4 Payment — 5 Done

**Billing address**

Name  
Matt Citizen

Address Line 1  
72-96 Newark Avenue

Address Line 2

City  
Newborough

State  
VIC

Postcode  
3825

Country  
Australia

Contact Number  
0400000000

Email Address  
EmailAddress

[BACK](#) [ADD DELIVERY ADDRESS](#)

12. Now it is the Payment screen. Check the details and at the bottom of the screen add in your payment details then click "Submit Payment"

**Payment**

Complete your payment details below.

1 Select booklists — 2 Select books — 3 Address — 4 **Payment** — 5 Done

Please confirm your order below.

<b>Billing address</b> <a href="#">Edit</a>	<b>Shipping address</b> <a href="#">Edit</a>
Matt 72-96 Newark Avenue Newborough VIC 3825 Australia	Matt 72-96 Newark Avenue Newborough VIC 3825 Australia
e. lowanna.co@education.vic.gov.au p. 51279200	e. lowanna.co@education.vic.gov.au p. 51279200

**Order for John Smith** \$214.80 [Edit](#)

Email address to be determined

Lowanna College Year 7/8 Health and PE Workbook	Physical Only \$54.95
Cambridge Essential Mathematics for the VC Year 7 2ed Lease period: 15 months	Digital on BoB & Physical \$72.95
Pearson Science 7 Student Book (2ed) Lease period: 15 months	Digital on BoB \$49.95
School Stationery Pack- Includes 20 Products	Resource \$36.95 1 @ \$36.95 ea

Subtotal:	\$214.80
Shipping & Handling:	\$15.95
Payment Processing Fee:	\$0.00
<b>Total:</b>	<b>\$230.75</b>

ⓘ All prices include GST and are in Australian dollars. Includes \$20.98 GST

The Digital books will be assigned to your child's Box of Books account. On the first day of Term 1 the IT Team will be running a Boot camp on how to use the different systems and how to access Box of Books Digital Books. If you have purchased hard copy books, they will be sent in the post direct to you.

For further assistance, please see this short informative guide on [How to Purchase Books](#) or contact the Box of Books team through the in-app support function (located at the bottom right corner of the shop).