

Used Uniform Instructions Sustainable School Shop



Website address: <https://sustainableschoolshop.com.au>

Create an online account: <https://www.sustainableschoolshop.com.au/register/member>

Login to your online account: <https://www.sustainableschoolshop.com.au/login?home=1>

STEP 1

Head to the Sustainable School Shop website and click on the 'Register And Join' button

STEP 2

Select the Parents and Students category

STEP 3

Fill in all the required fields



REGISTRATION

Who Are You?

- ☒ Parent or Guardian or Student
☐ Student in Uni, Tafe etc

Your Details

* Your First Name

* Your Surname

* Contact Email

* Please Retype Email

Contact Phone

* Suburb / Town

* Postcode

STEP 4

At the bottom of the registration form, click into the 'Select All Schools Attended' and select Nunawading Christian College

* Postcode

* Country

[Privacy Policy](#). We do not sell, rent, share, or give away your details. They will be automatically deleted if your membership is inactive for 24 months, or you can delete your details anytime.

* Required Fields

Select All Schools Attended[®]

☐ * I have read and agree to the [Terms & Conditions](#)

REGISTER NOW



STEP 5

A pop up will appear letting you know that the school has kindly paid for all families to use this service with a subscription.

inactive for 24 months, or you can delete your details anytime. * Required Fields

Select All Schools Attended ⓘ

School 1: Nunawading Christian College -
Secondary, Primary and ELC
161 Central Rd NUNAWADING Victoria

Remove

Nunawading Christian College has kindly provided this service, you have a subscription for Nunawading Christian College.

☒ * I have read and agree to the [Terms & Conditions](#)

[REGISTER NOW](#)

[Policies](#) | [Terms and Conditions](#) | [About Us](#) | [Contact Us](#) | [FAQ](#) | [Register](#)
© Copyright Sustainable School Shop

Click that you have read and agree to the Terms and Conditions and click 'Register Now'

STEP 6

Once you have registered, the below screen will appear. Follow the instructions to activate your registration.

[LOG IN](#) or [Forgot your password?](#) | [Contact Us](#)

SUSTAINABLE SCHOOL SHOP

[Home](#) | [Register And Join](#) | [School Benefit](#) | [Learn More](#) | [Pricing](#) | [SEARCH](#) [GO](#)

Please check your email inbox to complete your Registration

We have sent an email to you, please log in with the password in the email to activate your membership.

If you have not received the password setting email within 5 minutes please follow these steps:

1. Check your Spam & Junk mail folders of your email browser.
2. Telephone us on 0438 743 444 or send us an email via [Contact Us](#)

[Policies](#) | [Terms and Conditions](#) | [About Us](#) | [Contact Us](#) | [FAQ](#) | [Register](#)
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STEP 7

When you check your inbox, you should receive the following two emails. One is a welcome message. And the second will have details on your account details.

Welcome to Sustainable School Shop ▷ Inbox x



Sustainable School Shop <info@sustainableschoolshop.com.au>

3:49 PM (0 minutes ago)



to me ▾

SUSTAINABLE SCHOOL SHOP

Welcome and thank you for registering with Sustainable School Shop – we assist over 200,000 families every year to buy and sell their second-hand school items.

Within the next 10 minutes you will also receive an email that contains your password. The email has been sent - so if it's not received please telephone or email our help lines. Your email privacy setting has block it.

Sustainable School Shop website has unique functionality and is not like other trading platforms - the information below will be of assistance.

It's all about finding the correct items your child needs, as this is what schools demand as mandatory - correct books, correct uniform items.

Selling items is important too, as this provides the stock that parents need to buy. If you have items you no longer need please list them for sale - our system will take your For Sale Ads and automatically match them to newly listed Wanted Ads every day and your ads will appear on our main search page.

Buying Second-hand Textbooks - The Find Books tab provides automated searching, which raises Wanted Ads and will use booklist information to show you the correct items to purchase, and will continue to notify you of new matches daily via email at 10am and 6pm - this eliminates the need to constantly manually search. Click Find Books and simply follow the prompts; it will request you select your booklist - this is a replication of your school's booklist, not a second-hand listing. Tick the items that you are looking for second-hand and click the green button at the end of the page. Then next screen will confirm your contact details as you are raising Wanted Ads; click the green button to see the Advanced Search Summary and Matches. For those items you cannot immediately find, the system will continue to search daily (negating the need to constantly trawl the ads) sending Ad Match emails 10am and 6pm daily whilst your Wanted Ads are listed.

To see which seller has the most books you need, click 'Member with Most Matches' at the top of the Advanced Search Summary. Click 'Cheapest' to see the cheapest books.

When searching for second-hand textbooks use the '**Find Books**' process; it is the best way to use the system.

From: **Sustainable School Shop** <info@sustainableschoolshop.com.au>
Date: Tue, Jan 19, 2021 at 3:49 PM
Subject: Sustainable School Shop - Activate Your Account
To: <dianneecotter@gmail.com>

Hi Dianne Cotter

Thank you for becoming a member of Sustainable School Shop.

Here is your username and password to log in to the Sustainable School Shop website.

Email Address: YOUR EMAIL ADDRESS

Password: YOUR PASSWORD

You can change your password after you log in if you wish by clicking on My Profile in the navigation bar.

If you cannot login with the above, please press CTRL and F5 keys together while on the log-in page, this is a hard refresh and will clear your computers cache of the password it's inserting each time you try to log-in.

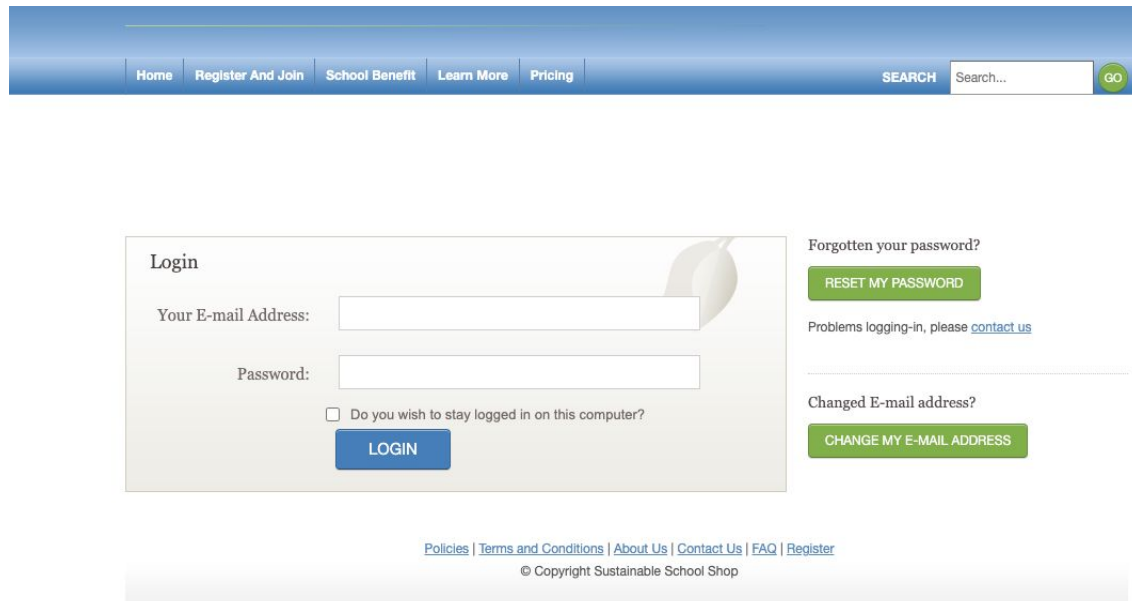
If you still cannot log-in please let us know by clicking the Contact Us button in the top right corner of our website.

Best Regards

The Sustainable School Shop Team

STEP 8

Once you have registered, you can go back to the homepage of the Sustainable School Shop site and login using the details from the second email (see Step 7).



The screenshot shows the Sustainable School Shop website interface. At the top is a blue navigation bar with links: Home, Register And Join, School Benefit, Learn More, Pricing, and a search bar with a 'GO' button. Below the navigation bar is a light gray login box. Inside the box, there is a 'Login' heading, followed by 'Your E-mail Address:' and a text input field, then 'Password:' and another text input field. Below the password field is a checkbox labeled 'Do you wish to stay logged in on this computer?' and a blue 'LOGIN' button. To the right of the login box, there are two links: 'Forgotten your password?' with a green 'RESET MY PASSWORD' button, and 'Problems logging-in, please [contact us](#)'. Below these is another link: 'Changed E-mail address?' with a green 'CHANGE MY E-MAIL ADDRESS' button. At the bottom of the page, there is a footer with links: Policies | Terms and Conditions | About Us | Contact Us | FAQ | Register, and a copyright notice: © Copyright Sustainable School Shop.

STEP 9


You will now have access to your account page and can sell or buy second hand uniforms.

Step 10- 12 will show you how to purchase uniforms

[Step 13-17](#) will show you how to sell second hand uniforms

STEP 10

Click on the 'Find uniforms using the Stocktake report' link




Welcome : *Dianne Cotter*
Log Out Contact Us

SUSTAINABLE SCHOOL SHOP

[Home](#)
[My Profile](#)
[Uniform Trading](#)
[0 My Ads](#)
[Learn More](#)
[Pricing](#)

SEARCH

GO


Second-hand Uniforms


[Sell Uniform](#)

[Find Uniforms using the Stocktake Report](#) ⓘ

[Find Uniforms using Wanted Ads](#) ⓘ

Search all Ad Categories

SEARCH


My Ads

[View Ad Matches](#)

[My Ads](#)

[Create Ads](#)

DELIST ADS

Hi Dianne Cotter

Listing Ads gets results... It works!

You have a school subscription for Nunawading Christian College - Secondary, Primary and ELC.

[What is a school subscription?](#)

For your other nominated schools

You can search the for sale ads for free

[How to list Ads](#)

PAYMENT

Like us on Facebook

1 Messages
 0 Ad Alerts

www.sustainableschoolshop.com.au/members/selluniformlists

STEP 11

You will be taken to the below screen where you can see all second hand uniforms for sale.


Click on the item you want to purchase

SUSTAINABLE SCHOOL SHOP

[Home](#)
[My Profile](#)
[Uniform Trading](#)
[0 My Ads](#)
[Learn More](#)
[Pricing](#)

SEARCH

GO



Nunawading Christian College - Second Hand Uniform


Summary of Nunawading Christian College second hand uniform items currently for sale on the Sustainable School Shop website.

Academic, Sports and Accessories		
Girls	Quantity	Sizes Available
Summer Dress	24	6C, 8C, 10C, 12C, 12A, 14A, 16A, 7, 10/ 32C, 8J
Primary Winter Tunic	15	6, 8, 10, 12, 14, 9, 12J, 16
Winter Skirt (Yrs 6-12)	19	8, 10, 12, 14, 16, 18, 4, 6
Boys		

STEP 12


You will be directed to a page with all the options for the item you selected.
Click on the seller details to contact them via email/ phone and discuss payment and delivery options.



☐  [Seller Details](#)

Uniforms - Summer Dress
Size: 6C (x 2)
Gender: Girls
Season: Summer

\$30
School: Nunawading Christian College - Secondary, Primary and ELC NUNAWADING, VIC
Suburb: vermont south, VIC
[Seller Details](#)

☐  [Hide Details](#)

Uniforms - Summer Dress
Size: 8C (x 2)
Gender: Girls
Season: Summer

\$20.00
School: Nunawading Christian College - Secondary, Primary and ELC NUNAWADING, VIC
Suburb: WANTIRNA SOUTH, VIC
[Hide Details](#)

More Details
Condition: good
Contact Katherine Phone: 0449664972 Email: kishabelle29@gmail.com
[Show this member's other Ads](#)

Share This Ad: [Facebook](#)

STEP 13


To sell a second hand uniform, click on the Uniform Trading tab and select 'Sell Uniforms'

Welcome : Dianne Cotter Log Out Contact Us

SUSTAINABLE SCHOOL SHOP

Home My Profile **Uniform Trading** My Ads Learn More Pricing

SEARCH Search... GO

**Second-hand Uniforms**
[Sell Uniform](#)
[Find Uniforms using the Stocktake Report](#)
[Find Uniforms using Wanted Ads](#)

[View Matches](#)
[Find Uniforms](#)
[Sell Uniforms](#)
[View Stocktake](#)

[My Ads](#)
[Create Ads](#)
[DELIST ADS](#)

Search all Ad Categories

SEARCH

Hi Dianne Cotter
Listing Ads gets results... It works!
You have a school subscription for Nunawading Christian College - Secondary, Primary and ELC.
[What is a school subscription?](#)
For your other nominated schools
You can search the for sale ads for free
[How to list Ads](#)
PAYMENT

Like us on Facebook
Like 4.1K Share
1 Messages 0 Ad Alerts

<https://www.sustainableschoolshop.com.au/members/uniformlists>

STEP 14

Go through the 1, 2 and 3 instructions as directed on the screen.

[Search for Uniforms](#)
[Sell My Uniforms](#)

- 1 Click on Uniform List
- 2 Tick the items you have to sell
- 3 Create and list your For Sale Ads

Click On Uniform List

Choose School:

Nunawading Christian College - Secondary, Primary and ELC
Add New School...

Choose Uniform List:

2021 Uniform List Academic, Sports and Accessories ✓

1 Uniform Lists Selected.

[More Details](#)

Tick the items you have to sell

Nunawading Christian College - Secondary, Primary and ELC

[Remove](#)

2021 Uniform List Academic, Sports and Accessories

[Select All](#)

STEP 15

Once you have selected the items you have to sell, scroll down to the bottom and click 'construct your for sale ad'

<input type="checkbox"/>	Trousers Elastic - Grey	Show Info
<input type="checkbox"/>	Shorts Extendable - Grey	Show Info
<input checked="" type="checkbox"/>	Trouser Extendable - Grey Description: Size: 4, 6, 8, 10, 12, 14, 16, 18, 77, 82, 3M, 4M, 5M Gender: Boys Season: Winter New Price: \$ 55.00	Hide Info
Unisex		
<input type="checkbox"/>	Primary Winter Shirt Long Sleeve - Blue	Show Info
<input type="checkbox"/>	Secondary Winter Shirt Long Sleeve - White	Show Info
<input type="checkbox"/>	College Tie Elastic	Show Info
<input checked="" type="checkbox"/>	College Tie Description: Size: 127, 137 Gender: Unisex Season: Winter New Price: \$ 17.00	Hide Info
<input type="checkbox"/>	College Jumper (Wool/Nylon)	Show Info
<input type="checkbox"/>	College Jumper (Poly/Cotton)	Show Info
<input type="checkbox"/>	Primary Zip Jacket	Show Info
<input type="checkbox"/>	College Blazer (Yrs 5-12)	Show Info



<input type="checkbox"/> Sports Bag	Show Info ▼
Accessories	
<input type="checkbox"/> College Backpack	Show Info ▼
<input type="checkbox"/> Excursion/Swim Bag	Show Info ▼
<input type="checkbox"/> Library Folio	Show Info ▼
<input type="checkbox"/> Rain Jacket	Show Info ▼
<input type="checkbox"/> College Beanie	Show Info ▼
<input type="checkbox"/> College Scarf	Show Info ▼
<input type="checkbox"/> I have items that are not on the list above	

CONSTRUCT YOUR FOR SALE AD

[Policies](#) | [Terms and Conditions](#) | [About Us](#) | [Contact Us](#) | [FAQ](#) | [Register](#)

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STEP 16

For each item, fill in the details (size, how many etc).

Uniforms - Trouser Extendable - Grey

Please enter the size?	12	change
How many of this size do you have for sale?	2	change
Do you have any other sizes for sale?	No	change
Gender??	Boys	
Season??	Winter	
What condition is it in?	Excellent	change
How much would you like to sell it for?	\$ 30.00	change
<div>Approx New Price: \$55.00</div>		
Please select your school or organisation, its name will appear in your ad. <small>This does not limit who can see your ad, instead it encourages other parents from your school to trade and it promotes school community.</small>	Nunawading Christian College - Secondary, Primary and ELC	

STEP 17

Nunawading Christian College |

Once you have posted all your ads, they will appear on your profile home page. You can then edit, unlist or mark as sold.



Uniforms - Trouser Extendable - Grey
Size: 12 (x 2)
Gender: Boys
Season: Winter

\$ 30.00
School: Nunawading Christian College - Secondary, Primary and ELC NUNAWADING, VIC
Suburb: Heathmont, VIC
[Hide Details](#)

Expiry: 31 Jan 2022
[Edit](#)
[Unlist Item](#)
[Mark As Sold](#)

More Details
Condition: excellent
Hardly used
Contact Dianne **Phone:** 0425751476 **Email:** dianneecotter@gmail.com

Uniforms - College Tie
Size: 137
Gender: Unisex
Season: Winter

\$ 11.90
School: Nunawading Christian College - Secondary, Primary and ELC NUNAWADING, VIC
Suburb: Heathmont, VIC
[Hide Details](#)

Expiry: 31 Jan 2022
[Edit](#)
[Unlist Item](#)
[Mark As Sold](#)

More Details
Condition: new and unused
Contact Dianne **Phone:** 0425751476 **Email:** dianneecotter@gmail.com