

# **PARENT GUIDE: Catholic College Sale**



Adding Icon to Apple iPhone



- Browse to https://shop.ccsale.catholic.edu.au in Safari.  $\Rightarrow$
- Or scan QR Code using your phone camera to browse to URL.  $\Rightarrow$
- tap the **BOOKMARK ICON**. In Safari 🔰  $\Rightarrow$
- Choose the ADD TO HOMESCREEN icon.  $\Rightarrow$
- You can then place the icon on your desired screen.  $\Rightarrow$



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Adding Icon to Android Phone

- Browse https://shop.ccsale.catholic.edu.au in Chrome.  $\Rightarrow$
- Or scan QR Code using your phone camera to browse to URL.  $\Rightarrow$ 
  - In Chrome 🚺 tap the Menu option
- Choose the ADD TO HOMESCREEN icon.  $\Rightarrow$
- You can then place the icon on your desired screen.  $\Rightarrow$







Need Help? <a href="mailto:support@cdfpay.org.au">support@cdfpay.org.au</a>



### Login into the Catholic College Sale Shop

- ⇒ Browse to <u>https://shop.ccsale.catholic.edu.au</u>
- ⇒ Choose **PARENT LOGIN**

CDF

- ⇒ Use your **Email Address** and **Password** to access **CDFpay.**
- ⇒ Please NOTE: This is the email you have provided CC Sale as you primary email for communication from the school.
- $\Rightarrow$  Choose the child you wish to place an order for.



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## Placing an Order for your Child

- $\Rightarrow$  Your children will be tagged to the Campus they attend.
- $\Rightarrow$  Choose the **Campus** Available.
- $\Rightarrow$  Select the Date you wish to order for.





CDFpay





CDFpay

Your Receipt

31/12/2019 22:00:00 PM

## **Placing an Order & Checkout**

- $\Rightarrow$  Choose a category to order from.
- $\Rightarrow$  Then select the item/s you wish to order by pressing +
- $\Rightarrow$  Your shopping cart will update with each item.
- $\Rightarrow$  Choosing the Shopping Cart allows you to complete purchase.
- $\Rightarrow$  You can review your cart and choose **SUMMARY & CHECKOUT**

# **Complete Payment (Single Payment Option)**

- $\Rightarrow$  Choose payment method.
- $\Rightarrow$  Enter your payment details and select **PAY**.
- $\Rightarrow$  You can choose to store your card details.
- $\Rightarrow$  A receipt will be emailed upon payment.

\$7.50

\$7.50

\$7.50

Grand total: \$7.50

Catholic College Sale - Shop

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Friday 9 August 2019

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Remember my card

MasterCard/Visa credit & debit cards only

Cancel

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#### Need Help? <a>support@cdfpay.org.au</a>





# Complete Payment (If you have credit balance)

- $\Rightarrow$  If your account has a credit, this can used towards payment.
- $\Rightarrow$  Your account balance will be displayed and remainder to pay.
- $\Rightarrow$  Choose the  $\square$  tick box ONLY and CONFIRM to use balance.
- $\Rightarrow$  Then pay the remainder using Bank Transfer/MasterCard Visa.

## **Cancelling Orders**

- $\Rightarrow$  You are able to cancel orders before a cutoff time/date
- $\Rightarrow$  Choose the menu icon: **\$ See / manage paid orders**
- $\Rightarrow$  Choose the **Child / Date / Shop** you wish the cancel from.
- $\Rightarrow$  Choose **OK** to cancel the order for your child.







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