



SchoolShotz Ltd

Dear Parents,

We are excited to let you know that our company is ready for the order process for your school's class photographs. All the information on how to place your order is written below.

Class photos

All class photos can be viewed on our website and are password protected. Please follow the instructions below carefully to avoid being locked out.

Clients who have purchased any school photographs on our website before, would automatically have created an account with us. Recommended is to login to your account first.

Existing clients

- Go to www.schoolshotz.co.nz/my-account/ or go to our homepage (www.schoolshotz.co.nz) and select at the top right-hand side “**Log in**”

It will ask for your login details.

- **Username:** use email address

If you are logging in to an existing account, please use the same email address which you have used last year. Any new given email address will not be found in our system as this doesn't relate to your existing account. If you wish to use a new email address, please follow the steps “New Clients”. If you are not sure, please contact us.

- **Password:** your personal password.

PLEASE **DO NOT** use the school's class password here!

If you do not know your personal password, please use the “**Lost your Password**” option to reset this.

Do note, the reset password will be sent to the existing email address in our system. Any different email address will result in not receive this reset password email.

- Once logged in, hover over “**View/Order Photos**” and select “Class Photos”
- Locate your school, Waitakere School - 2018

- (School's class) **Password: WaiTSch2018** (note, the letters "W, T and S" are capital letters, the rest lowercase letters/numbers and written as one word)

To Order

- Click on "Click here to order your class photo"
- Fill in the required fields
- 'Add to cart'
- Check order details in the shopping cart
- Choose shipping method, deliver to school or deliver to home
- Proceed to checkout
- Check billing details
- Choose payment method: Credit Card, PayPal, Internet Banking Poli or Direct Bank Transfer
- Tick 'I've read T&C's' – very important! Or we may not receive your booking form
- Place order

New clients

- Visit our website: www.schoolshotz.co.nz/class-photos/
- Locate your school, Waitakere School - 2018
- **Password: WaiTSch2018** (note, the letters "W, T and S" are capital letters, the rest lowercase letters/numbers and written as one word)
- PLEASE NOTE, THIS PASSWORD IS FOR THE CLASS PHOTOS ONLY

Due date orders need to be returned: **25th of September**

Individual photographs

Parents, who have given us their parental permission via our online individual booking form, have been emailed a personal login to view their child's proofs on our website. Please contact us if you have not received any details yet.

TROUBLESHOOTING

AM I LOGGED IN: Check the top right-hand corner. If you can see the wording log out/ 0 items/ my account, you have signed in correctly.

Any further questions, please contact us at alice@schoolshotz.co.nz

Kind Regards

Alice van der Hilst
SchoolShotz Ltd