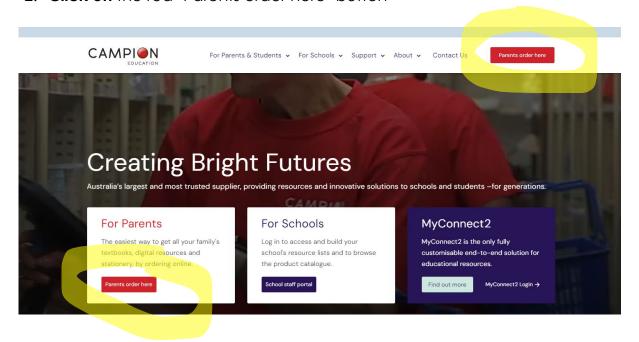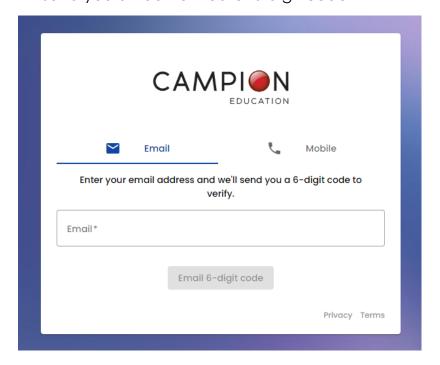# How to place an order with Campion

1. **Log in Campion** – https://campion.com.au/
2. **Click on** the red 'Parents order here' button

3. **Jump into Campion's online ordering -** Enter your email or mobile and Campion will send you an authenticator 6-digit code
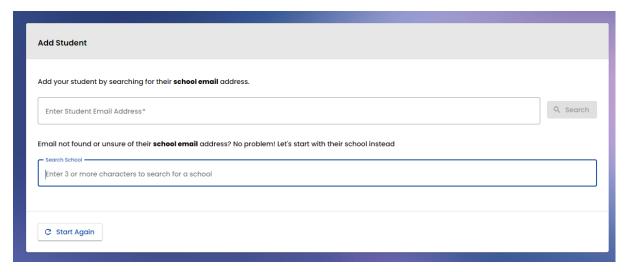
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4. **Start your order** - First time users will arrive at the Dashboard. Tap on Order Now when you're ready to place an order.

Place an order and find your school's resource list

Placing an order with us is simple.

By creating a Campion account, you'll have access to features that will save you time.

We'll step you through how to create an account.

If you need help, please contact us by calling ☎ 1300 433 982 or emailing us at ✉ help@campion.com.au

[Order Now]

5. **Add your child** - add your child's school email address or search for Cairns School of Distance Education and then use your child's name and Resource List Code or click on 'Request code' and Campion will send it to you.
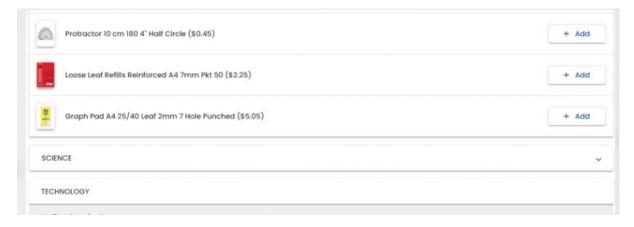
Add Student

Add your student by searching for their **school email** address.

[Enter Student Email Address*]   [🔍 Search]

Email not found or unsure of their **school email** address? No problem! Let's start with their school instead

Search School
[Enter 3 or more characters to search for a school]

[↻ Start Again]

6. **Place your order** - once you have your child, select year level and tap 'Continue'.

- ☐ YEAR SEVEN (2023)
- ☐ YEAR EIGHT (2023)
- ☐ YEAR NINE (2023)
- ☑ YEAR TEN (2023)
- ☐ YEAR ELEVEN (2023)
- ☐ YEAR TWELVE (2023)

Ph: +61 7 4080 9111   E: admin@cairnssde.eq.edu.au   W: https://cairnssde.eq.edu.au
Address: 62 Hoare Street, Manunda Qld 4870   Post: PO Box 7092, Cairns Qld 4870
Facebook: 🅕 *Cairns School of Distance Education   Instagram:* 🅞 *cairnssde*
Department of Education *Trading as* Education Queensland International (EQI) CRICOS Provider Code 00608A

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7. **Place your order** - use arrow keys on the right to +add resources that you would like to purchase.

8. **Delivery options** - below the order, you will see delivery options available to you, which may include home delivery, school delivery, or click and collect. Make your selection and tap 'Continue'.

9. **Review and pay** – check summary of order, payment details and delivery details.

10. **Track your order** – log into your Campion account and see the status of your order. Once the order has been dispatched from the Campion warehouse, you'll get an email with the Australia Post tracking details.

11. **If you need assistance**, please try our FAQs or contact Campion.

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