

CAMPION ONLINE ORDERING

The information in this document will step you through the online ordering process for Aitken College booklists, through Campion, an external bookseller who supplies our school booklist needs.

You will need to have a copy of your child's booklist with you to complete the process, and your child's Aitken College email address if they are already attending Aitken College. Aitken student email addresses are always a 5 digit ID number followed by <u>@aitkencollege.edu.au</u>. If you do not know your child's email address, you can still order online.

Please note that ALL materials listed in the booklist for subjects your child will be studying are compulsory. There are some items which can only be purchased via Campion – these are identified on the booklist. Other items can be sourced from other sellers if you prefer, but **your child must be equipped with everything listed, at the start of the school year**. Please note that some electronic resources are distributed in class by teachers at the start of the year; some digital items for VCE students will have an access code emailed to your email address.

As Campion is an external company, most questions about booklist items and supply need to be directed to Campion. They have a comprehensive website with lots of Q & A features to help you out. Any other questions about Aitken College booklist requirements should be directed to the Assistant Principal (Learning), Ms Kerri Batch, by phoning the College or emailing <u>kbatch@aitkencollege.edu.au</u>.

To order booklist items from Campion:

- 1. Go to www.campion.com.au
- 2. Click on the red 'Order here' button:



3. Click on 'order now':

CAMPION

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 ' <u>1300 433 982</u> or emailing us at <u>help@campion.com.au</u> Order New	
Ordering is made simple	
Campion Education is your school's recommended supplier, so we have a list ready showing everything your st you are getting the correct item as required by your school. The easiest way to get all your school resources is to order online by your school's due date. Select what your cl of the rest for you. We do our best to deliver your child's resources in time for the start of school, but we can't all our stores, so order online today.	udent needs. When you shop with Campion, you know hild needs, tell us where to deliver it and we'll take care ways guarantee stock availability for late orders or in

4. Add your child's AITKEN COLLEGE email address, if known.

CAMPION

EDUCATION	
Add Student	
Add your student by searching for their school email address Inter student Imail Address* 29640@aitkencollege.edu.au	Q. Search
If you're unsure of their school email address, don't worry! Let's start with their school instead	
Search School	
C Start Again	

When you click 'Search', the website will try to find that email address from previous orders. If successful, it will show your child's name and delivery address. The delivery address can be edited later in this process.

If you don't know your child's Aitken College email address OR if they have not yet commenced at Aitken, you can use the 'Search School' function instead. Type in 'Aitken' and confirm the school. You will be asked to add your child's name and the Resource List Code, which for 2024 resources is VW8R. Then choose 'Validate':

CAMPION

Add Student
کنی Aitken College کارلیون Greenvale, Victoria
We don't need their school email address just yet. Fill in their name and we'll add their school email address later. Fist Name* Sharon Stone
Resource List Code Validate
Looks like you clicked on a link given by your school. You do not need to enter in a resource list code, if you're trying to add a student to the same school.

n CC

* 60

Enter your own contact details. You will be sent a 6-digit validation code to your nominated mobile number. You will need to enter the validation code to be able to continue to the Resource List.

Please note: the email address you provide will be the one that access codes for some VCE digital resources will be sent to.

	• CC
Resource Lists Products Complete Orde Complete Orde	·
Details	
Once we have your details, we won't ask for them again. If they change, you may edit them in your ᆂ profile	
Parent/Guardian Name Edit Parent/Ouardian First Name* Parent/Ouardian Last Name*	
Kerri Batch Save Cance	
Parent/Guardian Mobile 🕦	
No mobile number provided	
Delivery address not provided	
Billing Address ()	
Billing address not provided	
Back Continue	

5. You will be taken to a new screen which lists all of the currently available Resource Lists for Aitken College. Select the Year Level your child is entering and check that you are looking at the list for the correct calendar year – e.g. you are ordering resources for 2024.

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Resource Lists	Products	e Details	Checkout	Complete Order	
Resource Lists				🛳 Add Another Student	
S Sharon Stone					
2024 Year Eleven & Twelve 2023					
Prep Year One Year Two					
Vear Three Year Four					

6. If you want to purchase resources for another student in the same order, click on the light blue 'Add another student' button in the top right corner, then follow the prompts to add another child to your account.

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Aitken College	Products	Details	Checkout	Complete Order
Resource Lists				* Add Another Student
ss Sharon Stone				
2024 Vear Eleven & Twelve				

7. Click on the blue 'Continue' button at the bottom of the page. This will take you to the resource list for the first student you entered.

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Aitken College	
Resource Lists Products Complete Order Complete Order	
Products	
ss Sharon Stone Year Eleven & Twelve (2024) 알 \$0.00	
∧ Open All	
Please note that there are digital products (eCode or cCode) on this Resource List. These products are single user licenses and are only valid for 1 year (unless otherwise stated). Digital resources cannot be returned, refunded or exchanged if you do change your mind, even if you haven't used or activated them. We recommend you please order your items carefully ensuring the correct resources are selected for your child's subjects.	
All Aitken College Edrolo subscriptions listed below are COMPULSORY. If they are not purchased via the booklist, the cost will be added to school fees with an additional processing fee of \$5 per subject. Any subjects not listed do not require specific texts.	
ACCOUNTING	
BIOLOGY	
CHEMISTRY V	

8. Click on each subject heading to see the required resources.

NOTE: If your child is entering Year 8 or above, you will need to know which elective subjects your child will be studying. These will have been communicated to your child at school. If your child is new to the school, please contact the Director of Admissions for elective subjects confirmation.

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SS Sharon Stone Year Eleven & Twelve (2024)	笑 \$0.00
ENGLISH	^
UNITS 1 & 2	
Oxford Australian Concise Dictionary (6E) (H/B) (\$49.95)	+ Add
Retain from previous year	
Collins English Thesaurus Essential (\$19.99)	+ Add
OR Retain Thesaurus from previous year	
Crucible, The (Modern Classics) (\$22.99)	+ Add
Insight Text Guide: The Crucible (\$20.95)	+ Add
Joyful Strains 3E (\$29.99)	+ Add
Insight Text Guide: Rear Window (\$20.95)	+ Add
UNITS 3 & 4	

9. 'Add' books and stationery to your order. The total cost of your order will update in the blue bubble in the top right corner.

Notes: 'Digital Bundles' for Years 7 to 9 are COMPULSORY. Older siblings' bundles from previous years cannot be transferred to 2024 students. For students entering Year 11, please only order resources listed for **Units 1 & 2**.

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S Sharon Stone Year Eleven & Twelve (2024)	¥ \$94.88	
ENGLISH	^	
UNITS 1 & 2		
Oxford Australian Concise Dictionary (6E) (H/B) (\$49.95)	+ Add	
Retain from provious year		
Collins English Thesaurus Essential (\$19.99)	+ Add	
OR Retain Thesaurus from previous year		
Crucible, The (Modern Classics) (\$22.99)	- Remove	
Insight Text Guide: The Crucible (\$20.95)	- Remove	
Joyful Strains 3E (\$29.99)	- Remove	
Insight Text Guide: Rear Window (\$20.95)	– Remove	
UNITS 3 & 4		

10. Scroll all the way through the list and continue to add resources. Once you've selected everything you need, choose your preferred delivery option and click on 'Continue' at the bottom of the screen.

a Collect vill notify you by SMS & email when your order is ready to Delivery Address: CAMPION EDUCATION (AUST) + Add \$5.95 y before coming to collect your order.	ivery effort will be made to deliver your order by Friday 17	Delivery Address: Home/office	+ Add \$12.00
k & Collect vill notify you by SMS & email when your order is ready to Delivery Address: CAMPION EDUCATION (AUST) + Add \$5.95 vill notify you by SMS & email advising that your order is PTY LTD - THOMASTOWN 48 LATITUDE BLVD + Add \$5.95 y before coming to collect your order. THOMASTOWN VIC 3074 + Add \$5.95			
vilil notify you by SMS & email when your order is ready to Delivery Address: CAMPION EDUCATION (AUST) + Add \$5.95 ct. Please wait for the SMS & email advising that your order is PTY LTD - THOMASTOWN 48 LATITUDE BLVD + Add \$5.95 y before coming to collect your order. THOMASTOWN VIC 3074	Click & Collect		
y before coming to collect your order. THOMASTOWN VIC 3074	We will notify you by SMS & email when your order is ready to collect. Please wait for the SMS & email advising that your order is endublefore earlies to collect your order.	Delivery Address: CAMPION EDUCATION (AUST) PTY LTD - THOMASTOWN 48 LATITUDE BLVD	+ Add \$5.95
	eady before coming to collect your order.	THOMASTOWN VIC 3074	

If you connected other children to this order in the previous steps, you will be taken to their resource list/s. Add Resource List items for each additional child.

11. After you have selected lists for the final child connected to this order, clicking 'Continue' will take you to the delivery/billing address screen. Ensure the delivery address is for your own home or work address, not the school's address. Use the Edit button to update or correct any of the delivery details.

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Aitken College			F	
Resource Lists	Products	Details	Checkout	Complete Order
Details				
S We've got your details,	but if you need to update them, you m	nay edit them in your 🔔 profile]	
Delivery Address ()				Edit
100 Mickleham Rd				
TULLAMARINE VIC 3043 Australia				
Address verified by Australia	a Post			
Billing Address 🕕				Edit
				Same as Delivery Address
100 Mickleham Rd TULLAMARINE VIC 3043 Australia				
Address verified by Australic	Post			

12. Click on 'Continue' to go to payment page to finalise your order with a credit card payment. You can review your order and click on Edit to make any final changes before finalising payment.

	O sound	Gridekout	
			•
Checkout			
Delivery Address	Edit Billing Address		Edit
Kerri Batch	Kerri Batch		
100 Mickleham Rd	100 Mickleham Rd		
TULLAMARINE VIC 3043 Australia	TULLAMARINE VIC 304 Australia	3	
SS Sharon Stone - Year Eleven & Twelve (2024)			Edit
1 x Crucible, The (Modern Classics)			\$22.99
1 x Insight Text Guide: The Crucible 1 x Joyful Strains 3E			\$20.95 \$29.99
1 x Insight Text Guide: Rear Window			\$20.95
Delivery			\$5.05
Click Collect			Subtotal: \$94.88
			Delivery: \$5.95