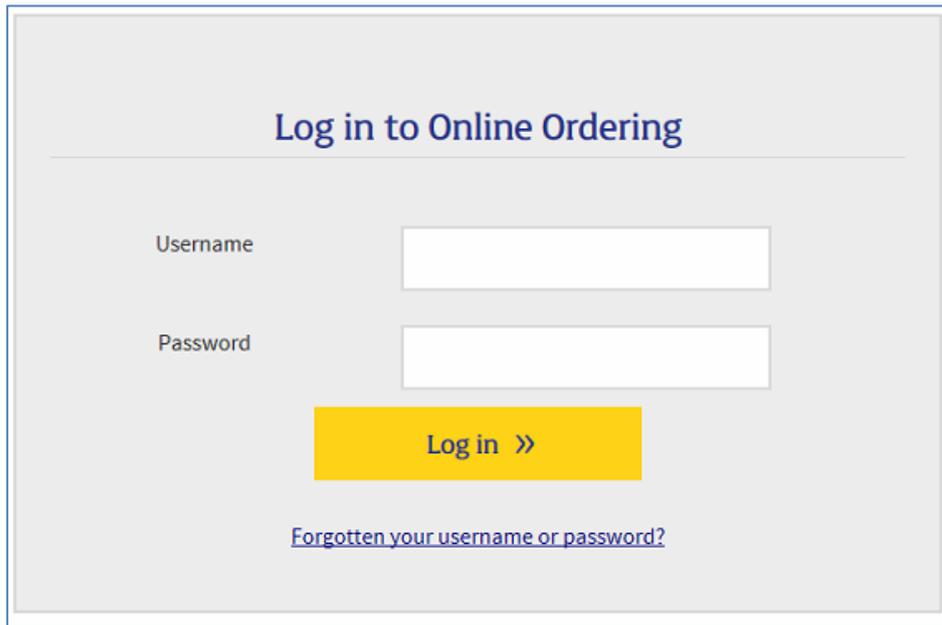


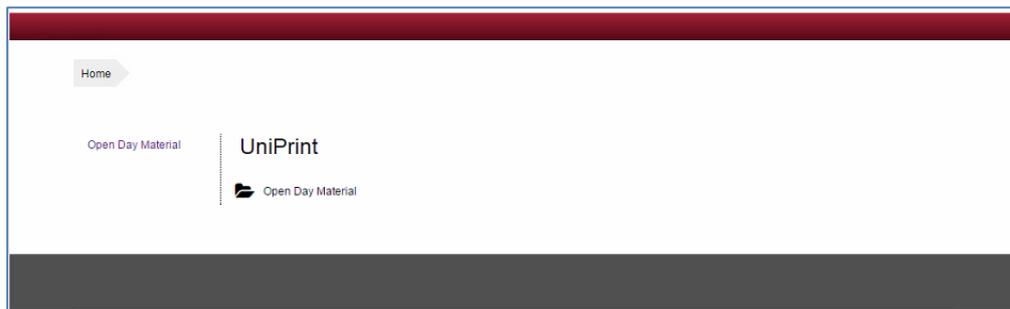
# Swim School Open Day material ordering procedure

- 1) Go to: <http://www.uniprint.uwa.edu.au/online-ordering/external-login>
- 2) Log in with the username and password you have been supplied



The screenshot shows a login page titled "Log in to Online Ordering". It features two input fields: "Username" and "Password". Below the fields is a yellow "Log in >>" button. At the bottom, there is a link that says "Forgotten your username or password?".

- 3) Select Open day material



4) click configure on the poster

Home > Open Day Material

Open Day Material

**Open Day Material**



**Open Day A3 Poster**  
\$0.00 for 1  
[Configure](#)



**Open Day DL Flyer**  
\$0.00 for 1,000  
[Configure](#)

**Open Day Material**



**Open Day A3 Poster**  
\$0.00 for 1  
[Configure](#)

- enter your details  
Note you can cut and paste  
For the activities – Enter a line with a return and the end of each  
When ready press next and you will see a live proof (you also have an option to save a pdf of your proof to your desktop)

### Open Day A3 Poster

Please note you may only order 10 A3 posters

Day / Date / Time <input type="text" value="Sunday 9th October 11am -1pm"/>	
Swim School Name <input type="text"/>	
Address Line 1 <input type="text"/>	
Address Line 2 <input type="text"/>	
Address Line 3 <input type="text"/>	
Optional Comments <input type="text"/>	
Logo1 <input type="text" value="Aqualife Swim School"/>	
Logo2 <input type="text" value="None"/>	
Activities <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Enter one activity per line, long text will automatically be wrapped. If too many activities are entered then they will not fit and you will get an error when you click Next. Between 6 and 10 activities should fit depending on the other information you have entered.

- you can select the logos from the drop down list  
or at the bottom of the dropdown, you have an option to upload a new / different one

Phone Number	<input type="text" value="South west sports Centre"/> <input type="text" value="City of Wanneroo, Wanneroo Aquamotion"/> <input type="text" value="Other, upload a logo from your computer"/>
Extra Contact Details 1	

- if your not happy with your proof – press the previous button at the foot of the page (don't use the back arrows on your browser) - You can then go back edit your text and press next agin to see your updated proof

8) Once you're happy with your proof – press the add to cart button

Note:

- a) you can add comments (ie if you can't fix something on the proof and want the production team to make a change)
- b) you must click the checkbox confirming proof and qty is correct to proceed

You can also download the proof as a PDF: [open it in a new window/tab](#) or [save it to your computer](#).

Quantity

Comments

I confirm that the proof PDF and the quantity are correct

9) you will be taken back to the Open day material page so you can select / configure your flyer.

Home > Open Day Material

Open Day Material

### Open Day Material

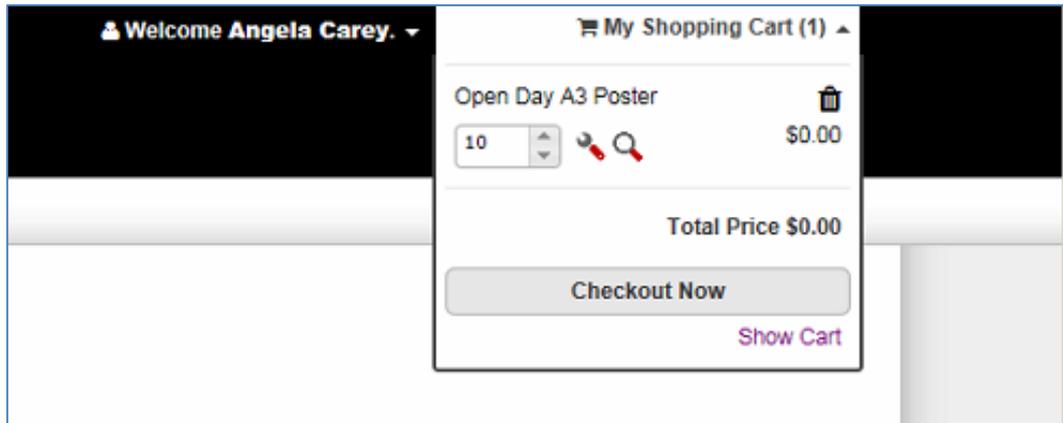


**Open Day A3 Poster**  
\$0.00 for 1



**Open Day DL Flyer**  
\$0.00 for 1,000

10) When you have completed configuring the Poster and Flyer you need, click on your shopping cart and press the **checkout now** button.



11) Confirm all items and quantities are correct and then press the submit button

Note: the delivery address will always be to Royal Life Saving (as the printed goods will go to them for distribution by them)

### Checkout

Please check and edit if required the administrative details for your job

Phone number	<input type="text" value="9383 8247"/>
Mobile	<input type="text"/>
Fax Number	<input type="text"/>
Email address	<input type="text" value="acarey@rlsswa.com.au"/>
Payment Method	<input type="text" value="Invoice"/>
Customer	<input type="text" value="The Royal Lifesaving Society (wa Branch)"/>
Section	<input type="text" value="Swim and Survive"/>
Order Reference	<input type="text"/>
Delivery Method	<input type="text" value="UniPrint Delivery Run"/>
Mail Bag Number	<input type="text" value="N/A"/>
Address 1	<input type="text" value="MCGILLIVRAY RD"/>
Address 2	<input type="text" value="MT CLAREMONT"/>

If you have any questions or require assistance you can phone: [08 6488 6779](tel:0864886779) or email: [acarey@rlsswa.com.au](mailto:acarey@rlsswa.com.au)

For support with the order process you can:

Call Angela: 9383 8200

Email: [acarey@rlsswa.com.au](mailto:acarey@rlsswa.com.au)