INSTRUCTIONS FOR REFUND

- Proceed to Northern Region School Sport Shop <u>https://rssshop.education.qld.gov.au</u>
- ➤ Log in

Go to Date	shboard at the top of	the screer	1			
🕁 Change Sport	Northern - Football 13-15 years Girls	🕞 Logout	ı	Dashboard ~	岸 Cart (0 items)	\$0.00
					Department of	Education

Select Order History – you may need to change the Order Date (start)

Region home State Championships	Regional Officials			
lome > Dashboard > Order History				
		Check the status of you	story ^{r order}	
Order Status	Order Date (start)	Order Date (end)	Your Reference	Product Search
ALL	18/06/2023	18/07/2023		
Customer Code	$\langle \rangle$			
Invoice / Order Number		OR		
Q Search				

> Select View on the order with the item you want refunded

Check the status of your order							
Order Status	Order Date (start)	Order Date (end)	Your Reference	Product Search			
ALL	• 09/03/2023	18/07/2023					
Customer Code							
Invoice / Order Number		OR					
Q Search							
≔ Search Results				I Export CSV			
3 records (1 page)							
				\frown			
Order No.	Vrder Date	Status	Your Ref	Total (inc) Options			
103671998	25/04/2023	Complete		• View			
103649538	05/06/2023	Complete		• View			
103584666	15/04/2023	Complete		• View			

Sorder History

- Select the items you wish to return. Use the +/- on the items required.
- Select Return/Cancel Selected Items

