



# HOW TO ORDER YOUR SCHOOL PHOTOS



Dear Parents/Guardians,

Here's a quick step-by-step on how to place your order for your Annual School Photos online with us!

## ONLINE ORDERING:

- Go to our website: [www.3p.net.au](http://www.3p.net.au)
- Select **Order Photos** at the top main menu
- Enter the Shoot Key:
- Scroll through to view the available packages for your school
- Select your chosen collection
- Enter details into the fields prompted:
  - Select your school name from the drop down list
  - Enter Student First Name
  - Enter Student Surname
  - Select Student Year Group from the drop down list
  - Enter Class Room
- Enter quantity required and **Add to Cart**
- Ordering for multiple children? Select **Continue Shopping**
- Once all orders have been added to the cart
- Check all details are correct and **Proceed to Checkout**
- Enter all fields for **Billing Details**
- Tick to accept our **T&C's** (view via the link provided)
- Place Order
- Complete **Payment Details** as prompted
- Order Number Provided once payment completed
- Automated Order Confirmation delivered to your inbox!

## ANY QUERIES?:

- Please check our FAQs
- Still need help? Please contact us via our Parent Query Form!

[www.3p.net.au](http://www.3p.net.au)

Shoot Key: **A5T3P**

