



## Procedures for registering an account and booking a Book Fair

- 1 Go to [www.thebookwarehouse.com.au](http://www.thebookwarehouse.com.au)
- 2 CLICK on **LOG IN / REGISTER** (located top right corner) and fill in all the details under the Register as panel

- 3 Fill in all the details under the Register As panel

Register

Register as\*

Register as Educational School / Childcare Centre

Register as Individual

School / Centre Name\*

School / Centre Address \*

Point of Contact\*

first name  last name

Phone Number\*

Email address \*

Password \*

**REGISTER**

And then click Register

- 4 This will now create your schools dashboard and the Log In / Register button changes to MY ACCOUNT

- 5 Click on **BOOK A FAIR** (located in the blue website masthead). This will take you to the Book a Fair booking page.

Book a Fair

Interested in organising a Book Fair for your School / Child Care Centre? Fill out the form below and we'll be in touch!

I am logged into my school's/children's Book Warehouse account, and have entered all contact information correctly!

If you are unsure if your account details are up to date, please confirm them here.

Email\*

Number of Students

Book Fair Starting Date  Book Fair Finishing Date

What kind of Book Fair would you like to run? (you may select either, or both options)

Traditional Book Fair  Online Book Fair  Traditional and Online Book Fair

ONLY REQUIRED IF "TRADITIONAL BOOK FAIR" IS SELECTED

Preferred Book Delivery Date (must be before starting date)  Preferred Collection Date (must be after ending date)

Additional Comments

**Send Book Fair Inquiry / Booking**

Please fill in all details and then click.

- 6 You will receive a confirmation message on screen and a follow up email from us confirming all the details. Click on **MY ACCOUNT**

- 7 Click the Book Fairs button

**Thank You**

Your message has been sent successfully, we will be in touch shortly

**Dashboard**

- Orders
- Addresses
- Payment methods
- Account details
- Book Fairs**
- Logout

This will bring up your book fair dates and Book Fair ID. Click on **VIEW**

Bookfair ID	School/Centre Name	Start Date	End Date	Actions
#3894	Sample School	August 28, 2020	August 30, 2020	<b>view</b>

to see all details and sales information. As parents purchase online all sales details will be recorded and the sales total is automatically updated.

Book Fair #3894 will start on **August 28, 2020** and end on **August 30, 2020**

**Book Fair details**

Book Fair ID: 3894

School/Centre Name: Sample School

Address: 1 Sample Street, Sample Town

Person Name: Sean Berkeley

Phone number:

Email Address: sean@thebookwarehouse.com.au

Emergency Email: sean@thebookwarehouse.com.au

Number of Students: 1

Book Fair Starting Date: August 28, 2020

Book Fair Finishing Date: August 30, 2020

Book Fair Type: Traditional and Online Book Fair

Additional Comments:

**Books purchased via book fair** TOTAL BOOK SALES: \$0

Book Title	Student Name	Student Classroom
There is no purchased books yet on this book fair.		

There is also a large FAQ section to answer lots of questions relating to all this book fair <https://www.thebookwarehouse.com.au/book-fair-faqs/>

And a whole page of information about online book fairs and how they run <https://www.thebookwarehouse.com.au/book-fair-from-home/>