Lilydale Books: Step-by-step written instructions

STEP 1: SELECT YOUR SCHOOL

To find your school's booklist, click "For Parents" on the main menu, then click "Order Your Booklist". Select your school's logo from the list of schools.

You can place your order online or print a PDF copy of your booklist.

Do you have a Lilydale Books account?

Creating an account is not mandatory; you can place your order as a guest. However, by creating an account, you have the option of saving your order and viewing your order history. If you do not have an account, you will be prompted to create one. Watch our video on how to create an account here.

STEP 2: ENTER STUDENT'S DETAILS

Fields required are Year Level, Student First and Last Name and Student email address. If you don't know your student's school email address, your email address is sufficient. Students that attend the same school can be placed in the same order.

STEP 3: SELECT PREFERRED METHOD OF COLLECTION

The three collection methods are:

- **Home Delivery (recommended).** Orders for Home Delivery are sent within 5-15 business days. You will receive an email and SMS when your order is sent, along with tracking details.
- **Store Collection.** Orders can be placed online for pre-packaged Store Collection. You will receive an email and SMS advising when your order is ready. Most orders are ready between 2-5 business days.
- **School Collection.** Booklists will be delivered to your school on the specified date. Note: This option will not appear if your school has not opted for a school delivery.
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STEP 4: CONFIRM YOUR SUBJECTS

Tick the boxes for the subjects that apply to your student/s. Scroll down the list and tick the items you wish to purchase. Ensure you follow any specific prompts for chosen subjects.

Note: Some items are compulsory e.g. Fees, they will already be ticked and cannot be changed. These fees are items that the school has requested Lilydale Books collect on their behalf. These items will be supplied by school at the start of Term 1, not by Lilydale Books.

STEP 5: STUDENT OVERVIEW

This is an overview of the items ordered for your student. If you are logged into an account, you can save your order and come back to it later if necessary. If you have multiple students you will be prompted to repeat the process.

STEP 6: ORDER OVERVIEW

This is the overview of the entire order and will show your total including any additional charges such as shipping.

STEP 7: CUSTOMER DETAILS

If you are the parent/guardian placing the order, this is where you will enter your details for billing and shipping. If your shipping address is different, tick the box to enter in the address.

HEATHMONT COLLEGE

STEP 8: PAYMENT
Select your payment method. Tick the box to acknowledge you have read and agree to the Terms and Conditions and opt in to receive exclusive updates. Please do not proceed to pay until you are ready to complete your order because you will be unable to go back until payment has been completed.

You will receive a confirmation email from Lilydale Books with all your order details. Depending on your chosen collection method, you will receive a notification via SMS and email when your order has been fulfilled.

If your order is being shipped, you will also receive separate tracking information once it has been dispatched.

HOW TO ACCESS DIGITAL CONTENT

Students access their eBooks via Educational Ebooks (EE), with login details sent before the start of Term 1 — no activation codes required. Products marked (Fee Only) are supplied directly by the school.