

Thank - you for choosing States School's Relief! Before you can lodge an application we need to first set-up your school in our system.  
Please ensure that you have the following information on hand:



- School contact details
- Details of school representatives that will be making applications on behalf of students
- The name of who sells your school uniforms
- Your uniform pricelist

Please follow the below steps to get started.

### Section 1. Confirm School Details

APPROX TIME: 10 MIN

Major step:	Key point:	Reason for Key point:	Illustration	
1	Call SSR on (03) 8769 8400	Please state: your name, position, school and that you are registering for the first time and would like to obtain a password.	SSR will provide your login password.	
2	Visit the SSR website and click on the "Logon for Schools" button.	SSR website: <a href="http://www.ssr.net.au/schools">www.ssr.net.au/schools</a>	To open the online interface to register.	
3	Enter in school email, password and press the "Log-in" button.	Use school 'generic email' as username (not individual's school email address). Example: School name is <b>SSR Primary School</b> therefore school email is: <a href="mailto:ssr.ps@edumail.com.au">ssr.ps@edumail.com.au</a>	SSR login system only recognises school generic email when registering for the first time.	
4	Click on the management tab and select contacts.		To update any school details.	
5	Check that school details are up to date and correct if necessary.	Check that each field has the correct email address, campus (if applicable), phone and fax numbers.	If there are any issues with orders SSR will use these contact details to contact the school.	
6	Click on "new contact" tab to add individuals onto the contact list	Any school representatives lodging applications on behalf of students i.e. business managers, welfare coordinators etc. will need to be added onto to the contact list individually.	Each individual now has their own login and password to enter the SSR schools page to make an application. When an application is made using an individual log-in any correspondence to do with that application will be sent through that individual's email.	
7	Add in details of new contact and click "Save".	Mandatory fields to complete include: - first name - last name -email address - password (at least 4 characters) - password confirmation	Each individual now has their own login and password to enter the SSR schools page to make an application.	

### Section 2. Retailer Profile Set-Up

APPROX TIME: 5 MIN

Now that you are logged in and your school details are up to date you need to set up your "Retailer Profile".  
Your "Retailer Profile" is information about who sells your school uniform.  
Depending on your school circumstances providing these details is vital for our invoicing purposes as without it we cannot process applications.

Major step:	Key point:	Reason for Key point:	Illustration	
8	Confirm whether you need to input details of your retailer.	Use the following guide to make decision.	To assist in our invoicing process.	<pre> graph TD     Q1[Where do student's buy their uniform?] --&gt; A[On school premise (shop/storage)]     Q1 --&gt; B[Outside of school premises]     A --&gt; Q2[Who operates the Shop?]     B --&gt; Q3[Who operates the Shop?]     Q2 --&gt; C[School]     Q2 --&gt; D[Retailer]     Q3 --&gt; C     Q3 --&gt; D     C --&gt; E[Skip Section 2 and go to Section 3: Uniform]     D --&gt; F[Please enter Retailer information by continuing]             </pre>
9	Click the 'Management' tab and select 'Retailer Profile'.		To confirm who sells your school uniform.	
10	Select retailer from the drop down box and click 'Add'.		To confirm who sells your school uniform.	
11	Repeat step 10 should you have multiple retailers.		To confirm who sells your school uniform.	(See above)

**Section 3. Uniform Profile Set-Up**

APPROX TIME: 25 MIN  
(DEPENDENT ON SCHOOL'S UNIFORM LIST)

Now that you have provided your retailer information we need your "Uniform Profile".  
Your "Uniform Profile" is simply your uniform price list inputted into our system.  
This is important to complete because when you make an application on behalf of a student products selected will be chosen from the uniform profile you are about to generate.

	<b>Major step:</b>	<b>Key point:</b>	<b>Reason for Key point:</b>	<b>Illustration</b>
12	From 'Management 'tab select 'Uniform Profile'	Please have your school uniform pricelist on hand	To build your online uniform pricelist in order to lodge applications with SSR.	
13	From the "Product" field select the product you would like to add from the drop down list.	<p>Please look carefully through the list as some items have sub categories. See below for examples.</p> <p>Example 1 - "shorts" have 3 sub categories: 1. Basketball shorts PE/ PE basketball shorts/ sports basketball shorts 2. PE shorts 3. School shorts</p> <p>Example 2 - products may be listed under a different name: "Tunic" is listed under "Pinafore/Tunic"</p>	To build your online uniform pricelist in order to lodge applications with SSR.	
14	<p><b>Did you know?.....</b> SSR can supply plain uniforms (no logos) direct to you from our warehouse?</p> <p>What does it mean for you?</p> <ol style="list-style-type: none"> <li>1. Uniforms are directly delivered to your school</li> <li>2. It eliminates the complexity and waiting time in using vouchers.</li> <li>3. You're helping to dress more students in need as we source our uniforms at a lower cost.</li> </ol> <p>For the product item selected choose your fulfiller from the "Fulfiller" drop down box.</p>	<p>To select fulfiller use the following guide:</p> <pre> graph TD     Q1[Does the uniform item have a logo?] -- NO --&gt; A1[Try SSR: Select "SSR" as your Fulfiller]     Q1 -- YES --&gt; Q2[Where do student's buy their uniform?]     Q2 -- On school premise (shop/storage cupboard) --&gt; Q3[Who operates the Shop?]     Q2 -- Outside of school premise --&gt; Q4[Who operates the Shop?]     Q3 -- School --&gt; A2[Select "School Shop" as your Fulfiller]     Q3 -- Retailer --&gt; A3[Select "Retailer" as your Fulfiller]     Q4 -- School --&gt; A2     Q4 -- Retailer --&gt; A3     </pre> <p>Note: Books and calculators are treated differently please contact SSR for further assistance.</p>	It allows us to identify whether we can supply the selected product directly to your school or whether we need to issue a voucher for the item.	
15	If fulfiller is a Retailer select appropriate retailer. Otherwise go to step 16.	Retailer is only applicable if fulfiller is a Retailer.	It allows us to identify who exactly we need to issue uniform authorisations to for invoicing purposes when applications are lodged.	
16	In the "Colour" field specify: - <b>Colour</b> - <b>Style (where necessary)</b> - <b>if uniform requires a logo</b> click "Save Product" once completed.	<p>Refer to your school uniform list for colour and style. Examples:</p> <p>For Bomber jacket: "<b>Bottle green no logo</b>" For PE shorts "<b>Navy blue rugby style with logo</b>" For track pants: "<b>Bottle green reinforced knee style no logo</b>"</p> <p>Note: Detail of logo is not required Each product item selected will need to be saved individually</p>	So that SSR can issue the right product.	
17	Click on the "pricing" button and assign size and price to product.	<p>Items that vary in price based on size are entered individually.</p> <p>If there is no change in price based on size enter size as <i>All Sizes</i>.</p>	This allows SSR to identify the invoice value of the relevant school shop/retailer.	
18	Click the "Add Price" button.		To save the sizing and pricing information.	
19	Click on the "Back to Product link" to return to Uniform Profile. Repeat steps 13-18.		To add more products to you uniform profile.	