

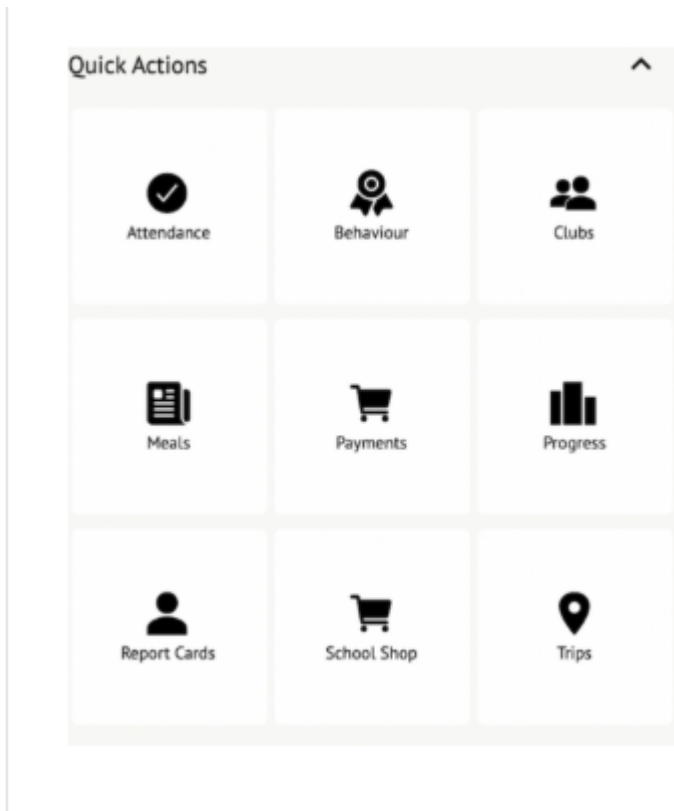
Arbor - School Shop

During the school year there will be opportunities to purchase items from our School Shop such as author visit books. (Please note: All HPPA event items should be purchased via Class List, **not** the Arbor School Shop)

To purchase an item through our School Shop please follow the instructions below:

On the Parent App

Go to your main menu and select **School Shop**.



The **School Shop** page will list any items that can be purchased for your child. Click on an item.

School Shop	
Jumper - Large £0.00	>
Jumper - Medium £0.00	>
Jumper - Small £15.00	>
PE Bag £9.60	>

Enter the number of items you wish to buy, then click **Buy product**.
Please note that the drop-down will only let you select a maximum of 9 items. To purchase more, process the transaction again.

Product Details
Product name Book Bag
Description a description
Price £2.00
Order Information
Quantity <input type="text" value="2"/>
Buy Product

If the item is free for your child, click **Order**. If you need to pay for the item, click **Pay now**.

Add your card details - Arbor accepts Visa or Mastercard only. You may also be asked to provide authentication.

Make Payment ✕

Card number

Expiration date

Name on card


Security code (CVV/CVC)

If an item has since become sold out, you will be told this and you won't be able to pay.

Make Payment ✕

Item Sold Out

Sorry, the item you are trying to buy has now sold out. Please contact your school if you require further information.

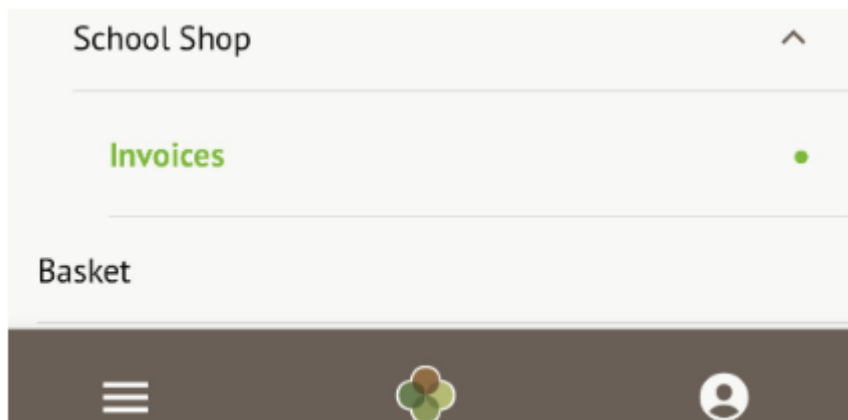
Card number 

Expiration date

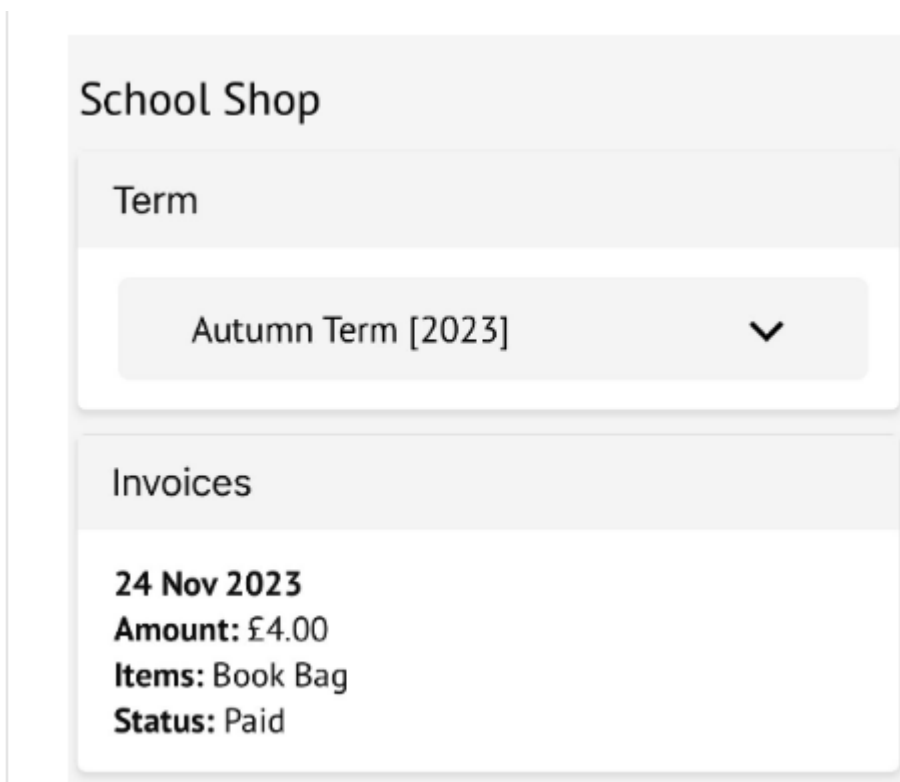
Name on card

Security code (CVV/CVC)

To view your purchased items, click the menu item in the bottom left, scroll down to **School Shop** and select **Invoices**.



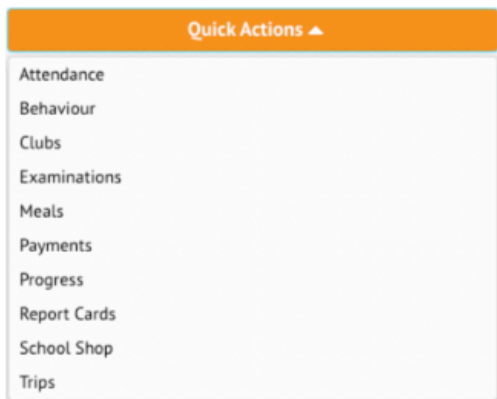
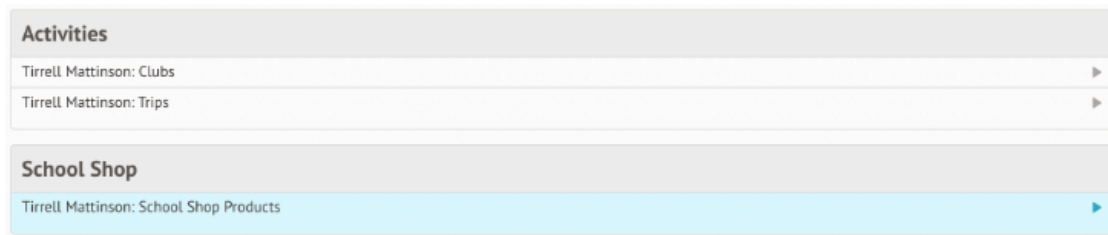
Here you can see the purchases. It'll either show 'Status: Paid', or 'Status: Issued' or 'Status: Cancelled', all in black text.



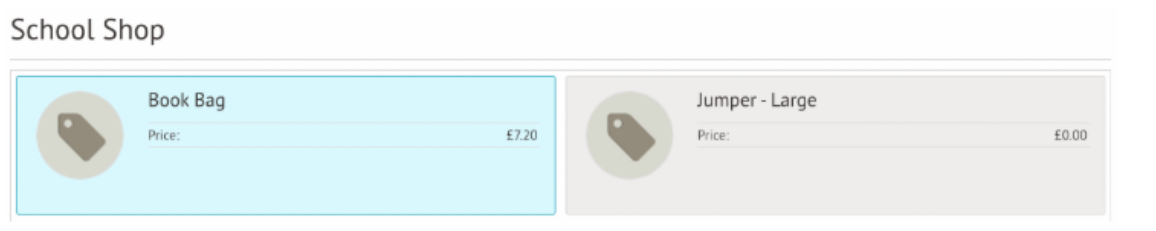
On the Parent Portal

You can either:

- From the main Parent Portal page, scroll down to the **School Shop** section.
- Click on **School Shop** in your **Quick Actions**.
- Click on the child's name and select the **School Shop** from the left-hand menu.



The **School Shop** page will list any items that can be purchased for the child. Click on an item.



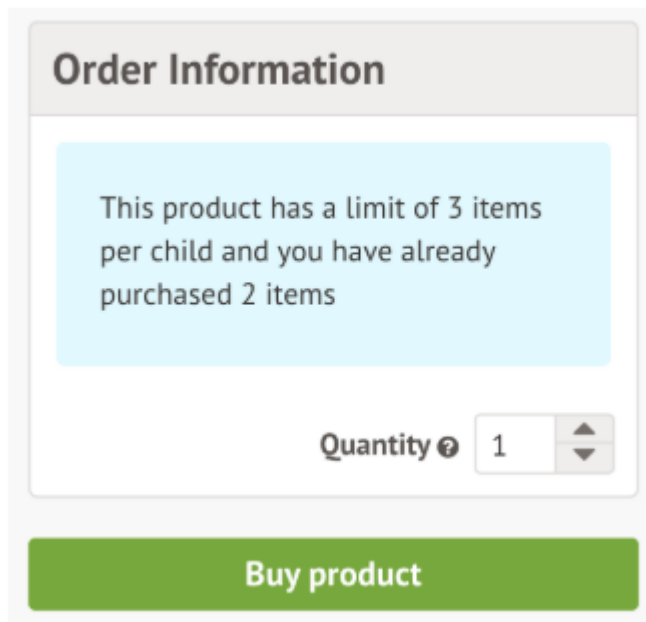
Enter the number of items you wish to buy, then click **Buy Product**.



The screenshot shows a product page for 'Tie'. On the left, there is a product card with a 'Tie' icon and a 'Product Details' table. On the right, there is an 'Order Information' section with a quantity selector set to 1 and a 'Buy product' button. A tooltip above the button says 'Enter the number of items that you wish to buy'.

Product Details	
Product name	Tie
Description	
Price	£5.00

If you are trying to purchase more than the maximum number of items available per student, please contact your school if needed.



The screenshot shows an 'Order Information' box. A light blue message box states: 'This product has a limit of 3 items per child and you have already purchased 2 items'. Below the message is a quantity selector set to 1 and a 'Buy product' button.

If the item is free for your child, click **Order**. You can add a note for your school if needed.

[« Back](#) **Buy Product**

The price for this product is £0.00 therefore no payment is required. Click "Order" to create a free purchase for this product.

Product Details

Product name	Tie
Description	
Total price	£0.00

Order Information

Quantity	1
Add a note to your order	<input type="text"/>

[Cancel](#) [Order](#)

If you need to pay for the item, click **Pay now**, or select to add the payment to your basket to pay later. You can add a note for your school if needed.

[« Back](#) **Buy Product**

Product Details	
Product name	Tie
Description	
Total price	£5.00

Order Information	
Quantity	1
Add a note to your order	<input type="text"/>

[Cancel](#) [Add to basket](#) [Pay now](#)

Add the card details - Arbor accepts Visa or Mastercard only. You may also be asked to provide authentication.

Make Payment ✕

Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

[Cancel](#) [Pay £5.00](#)

If the item has since become sold out, you'll be told this and you won't be able to pay.

Make Payment

Item Sold Out
Sorry, the item you are trying to buy has now sold out. Please contact your school if you require further information.

Card number: 4242 4242 4242 4242

Expiration date: 02 / 24

Name on card: 123

Security code (CVV/CVC): 123

Cancel Pay £7.00

To view your purchased items, return to your homepage, then select the student.

Tirrell Mattinson

Form **1TU**

Go to **Quick Actions > Payments > Invoices** from the left-hand menu, where you can see the purchases.

It'll either show 'Status: Paid' in green text, or 'Status: Issued' or 'Status: Cancelled' in black text

School Shop

Term Summer 2023

Invoices	
15 May 2023	Amount: £2.00 Items: App test Status: Paid