



Student Registration

Process for Student Registration: The student or parent will register the student using the School/Organization ID (provided by the group). The student registration website is: www.gaschoolstore.com/onlineportal

Click on "seller steps." There are 5 simple steps to retrieve a Student Online ID number, setup an address book, run an email campaign, and track sales.

- Step 1- REGISTER-This step will issue the student an ID number that should be written on the student's order form/s. Registering ensures prizes are awarded based on all paper sales and on line sales combined. After registering, the student will receive an email confirmation.
- Step 2- LOGIN-Once registered, the student may access their address book and reports while ensuring their privacy.
- Step 3- SET UP ADDRESS BOOK-This will place the student in their own personal address book. Click on the "add a new address" link. Students will enter the names and Email addresses of family and/or friends.
- Step 4-RUN EMAIL CAMPAIGN- Click on "email, compose and send an email". The student can use the default message provided or type a personal message in the body of the email to send out to family and friends. The emails will contain a link that will take the email recipient directly to the online store. The link will automatically credit the student and school for the sale. It is important the customer use the link to ensure accurate student credit.
- Step 5-TRACK SALES & REPORTS-The report will allow a student to see what was purchased on their behalf.

