second-hand textbook trading system...

2010 user guide

Objectives:
- Make trading textbooks easy
- Cut the cost of education
- Save you time and money
- Recycle and re-use

The system will assist you to:
- Precisely identify your requirements
- Accurately construct For Sale and Wanted ads
- Buy the correct books
- Sell your books easily

And:
- Automatically matches buyers with sellers
- Notifies each via email of Exact and Close matches
- Buyers contact sellers
- They arrange how, where and when to trade
- Most trading occurs within the parents own school community
- Supports you with excellent telephone and email helplines
Go to www.sustainableschoolshop.com.au

register & join

You need to Register and Join to use the Second-Hand Textbook Trading System.

Click on the ‘Parents’ tab and then ‘Register and Join’

Complete the form. It is essential to select your school.

Select an Annual Family Membership (you can also advertise other items covering all your children for 12 months)

Tick the Terms & Conditions, click Register Now.

You will receive a password setting email which will take you to your Sustainable School Shop Homepage. Your password and email address are used to log-in.

textbook trading system

Once logged-in click on “Textbook Trading System” in the Navbar to start.

searching for books

For each of your children with a booklist:

- Select and click on their new 2011 booklist. The booklist will now appear
- Please make sure the school, year level and title are correct
- Tick the boxes of all the textbooks you would like to buy
- Click on “Search for Selected Books” This searches the existing For Sale ads within the system for the exact book.

results for book search & listing wanted ads

Any search results are Exact Matches:

- “Exact Match” means it is the correct book from another parent at your school.
- Simply click on the link if a match is showing and contact the person listed within the For Sale ad
- Tick the box for each book you wish to place a Wanted ad for
- Click “Place Wanted Ad for Selected Books”
- The ad details are pre-filled, simply follow the prompts to complete each ad

selling your books

Click on “Sell my Books” tab

For each of your children with a booklist:

- Select and click on their old 2010 booklist. The booklist will now appear
- Please check school, year level and title are correct
Tick the boxes of all the textbooks you have and would like to sell

Have the books in front of you and make sure your children do not require them for the coming year

Click “Construct your For Sale Ad” button

Follow the prompts to complete each ad, most details have been pre-filled

You will need to determine the condition and price for each book, the retail price for a book can be found by clicking ‘Show Info’

Basic pricing guide:
- As new/excellent: 50-70% of new price
- Good condition: 30-50% of new price
- Fair condition: 20-30% of new price

Please remember to de-list your advertisement once it’s no longer needed.

After you list your ads, the system automatically notifies you via email of Exact Matches and Close Matches. Exact Matches are given priority.

“Close Match” means it could be the correct book, usually within 10 kilometres of your suburb and from any school. It has been matched on Title or ISBN.

assist your school...

The Sustainable School Shop School Benefit Program contributes at least 10% of all membership fees to Parent Associations and schools.

contact us...

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