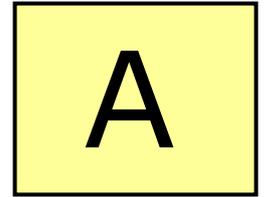




Ordering Method **Option:**



## OPTION A. Online Ordering

**THE ALAN DUFF CHARITABLE FOUNDATION**

Order online at [www.wheelers.co.nz/books-in-homes](http://www.wheelers.co.nz/books-in-homes) - It's quick and easy!

Order online to choose from a greater selection and to secure the books you would like for the children at your Centre.

As a thank you for your extra efforts, Wheelers will gift your Centre a **FREE BOOK**.



### Online Ordering Steps:

#### Step 1.

Visit [www.wheelers.co.nz/books-in-homes](http://www.wheelers.co.nz/books-in-homes)

- If you have previously registered on our site, **log in** using your email and password. If you have forgotten your password, please contact Wheelers.
- If this is your first time ordering online, please **register** on the Wheelers website using your own name, email address and your Wheelers **Customer Code** (usually your MOE number). If you do not know your code please contact Wheelers.

#### Step 2.

**Make sure you are in the Duffy ordering section. Click on the School tab at the top of the screen and then click on the Duffy logo (found mid right).**

- Browse the books on offer by clicking on the [Baby/Toddlers](#), [Preschool](#), or [Te Reo](#) tabs. You might find the search box helpful. **NB:** When a title can not be found on the Wheelers website, this means it has **sold out**.
- As you find books you would like, enter the quantity required and click on '**add to basket**'. Use the empty text box beside each title to add optional notes. e.g. *book for Sam*. These notes will appear on your delivery slip to help with distribution.
- Keep adding titles until the total equals twice the number of children enrolled in your centre, as you are entitled to **2** books per child.
- If you get interrupted and log out, books added into the basket will be saved.

#### Step 3.

**Once you have selected all the titles you need**

- Proceed to checkout by clicking on '**Checkout**'. Follow the prompts to complete your order. Make sure you receive a **confirmation email** to confirm your order has been processed.
- Contact Wheelers to update your Centre's name or delivery details if needed.