



# HOW TO PLACE A BOOK TRUST ORDER

## 1. Log in to [clubs.scholastic.com](https://clubs.scholastic.com) with your username and password.

When your students have chosen books, click on **Orders**.

## 2. Select the Student Flyer Orders tab.

Your Scholastic account is registered for Book Trust ordering when you have access to the **Student Flyer Orders** tab. Book Trust only receives order information for books ordered on the Student Flyer Orders tab. Teacher orders are not assigned to your students' stipends and are your responsibility to pay. You cannot submit Book Trust orders if you do not have access to the Student Flyer Orders option.

## 3. Add Your Order

In the Student Flyer Orders tab, you will see a box to enter student names and item numbers. Enter a student name and the item number for the book. Click the **Add button**. Don't forget each student has a \$12 stipend. If a student selected more than one book, you'll enter their name again and their next item. Click the **Add button**, and you will see their orders populate below. Enter your next student's name and item number, and so on.

## 4. Review Your Cart

After you've added all student orders, scroll to the bottom and click Review Cart. Take the time to review your full class order, separated by each student with their order total. This is a good time to make sure each student is in the \$12 range, without going over.

After you've reviewed the order, scroll to the bottom to proceed. Do not use the donation to Book Trust option here. While we're grateful for the intention, we can't take remaining student stipend money as donations. Adding a donation amount here means that you would like to pay out of pocket for a donation to Book Trust.



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## 5. Check Out

If your Student Flyer Orders are correct, click **Proceed to Checkout**. If a popup appears explaining your earned rewards, you can review and click **Proceed to Checkout**. On the Rewards page, you may see that you've earned rewards to Spend Right Now. Those are in addition to Clubs Points, and while Clubs Points never expire and can be redeemed any time, Spend Now Rewards can only be used before you submit the current order. Click **Make Selection** if you have a reward to redeem.

This page also reviews how many Clubs Points you have in your bank, and how many you are earning with this order. Click **Continue to Checkout**.

## 6. Shipping

Shipping for Book Trust orders is free, and you'll want to verify that the shipping address to your school is correct. For the payment method, click the drop-down menu and choose **Checks**. Choosing checks allows your books to be shipped right away before Scholastic receives the Book Trust payment. Scroll to the bottom and click **Continue Checkout**. Your order has not been submitted yet, and this is the last time you can review your order details. You'll see where the email summary is going to be emailed to you here, and you can review your student order details one last time.

## 7. Submit Your Order

After you have reviewed your entire order, click Submit Order. An order confirmation will be emailed to you from Scholastic, and you'll want to save that as your receipt. If you contact Book Trust for help with an order, we will likely ask you for the order confirmation email. In about two weeks, the Book Box will arrive!

## Questions?

Please contact us at [support@booktrust.org](mailto:support@booktrust.org).