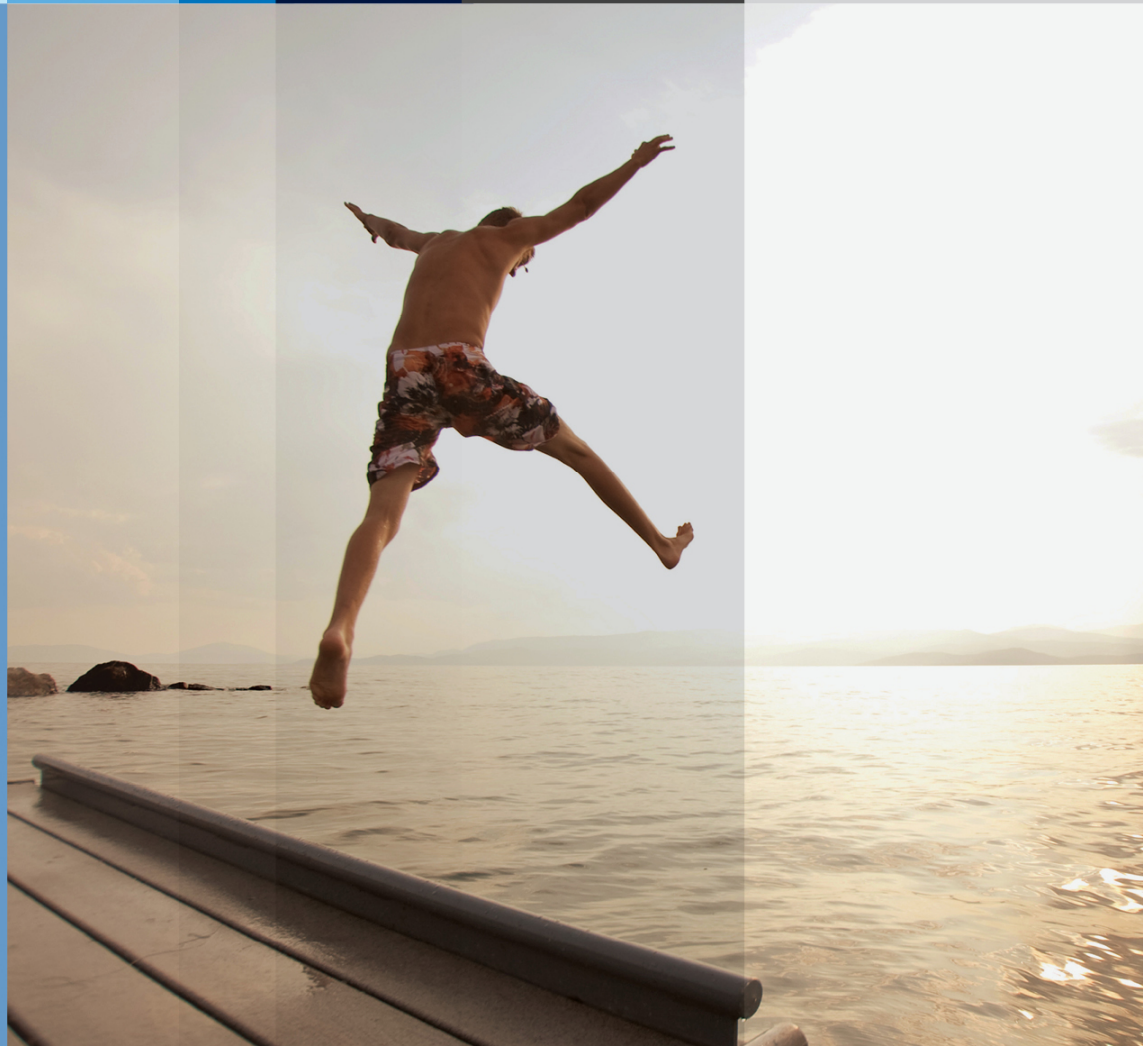


PRINT

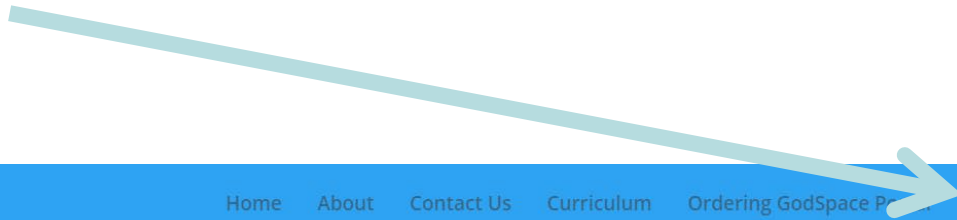
Godspace USER GUIDE



Create a Login or an Account:

This is the new look for our website. To access the website click here: <http://godspace.org.au/>

To create an account click on Orders



Create a Login or an Account:

Choose whether you would like to create a login or an account. The website explains what each is. Click one of the following two buttons.

GodSpace can be ordered online through our ordering portal

For 2019 all ordering for GodSpace is going online. This is to assist our diverse customers in getting GodSpace as quickly and efficiently as possible.

To access the ordering portal you will need to create either a **Login** OR an **Account**.

A **Login** is where you are able to pay immediately for your order by credit card. This is also where you get access to the great promotional offers we have this year (Please see at the very bottom of this page). Please allow 24 hours for your login to be created (if you have had one in 2018 you will need a new one for 2019).

To create a **Login** please click on the button to the left of the screen below. We recommend this type for those of you who are wanting to place smaller orders and can pay for those using a credit card.

An **Account** is where you will be invoiced for your order. The invoice will provide other options for you to pay for your order. Please note that all orders will not be sent until payment has been made for the order. Please allow 48 hours for your account to be created (if you have had one in 2018 you will need a new one for 2019).

To create an **Account** please click on the button in the middle of the screen below. We recommend this type for those of you who are wanting to place larger orders.

For a PDF guide to creating a **Login** or an **Account** and using our **Ordering Portal** please click on the Ordering PDF Tutorial to the right of the screen below.

Create a Login

Create an Account

Ordering PDF Tutorial

Information for your login or account

You will then be taken to a page that looks like this. Please fill in all the details of the form.

Account Request 2019 Form

GodSpace Account Request

This gives you access to the Ordering GodSpace Portal where you can place an order and pay by invoice. The Invoice gives you the various payment options. Please note that the orders will be sent once payment is received.

Section Break

Please allow 48 hours for the creation of your account username and password. Kindly allow extra time during the holidays for Christmas and New Year. Once your account is created this will give you access to the Ordering GodSpace Portal where you can place an order and pay by invoice. The Invoice gives you other ways of paying, besides credit card (Credit card is how you pay if you create a login). Fields marked with an * are required.

Name *

First

Last

Email *

Enter Email

Confirm Email

Information for your login or account

Click the submit button. You should receive a confirmation email. You will then need to wait for our friendly team to create your login details or account. (Please allow 24 hours for a login and 48 hours for an account.)

Address *

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Australia ▼

Country



Submit

Access the ordering portal:

Once you have been sent your access details for the Ordering Godspace Portal, click on the Ordering GodSpace Portal button. This can be found on the Ordering GodSpace page & on the Ordering Portal page.

Ordering Portal

To access our ordering portal and to place your order once you have your **Login OR Account** please click here:

Ordering GodSpace Portal

[Home](#) [About](#) [Contact Us](#) [Curriculum](#) [Orders](#) [Resources](#) 

Ordering Portal

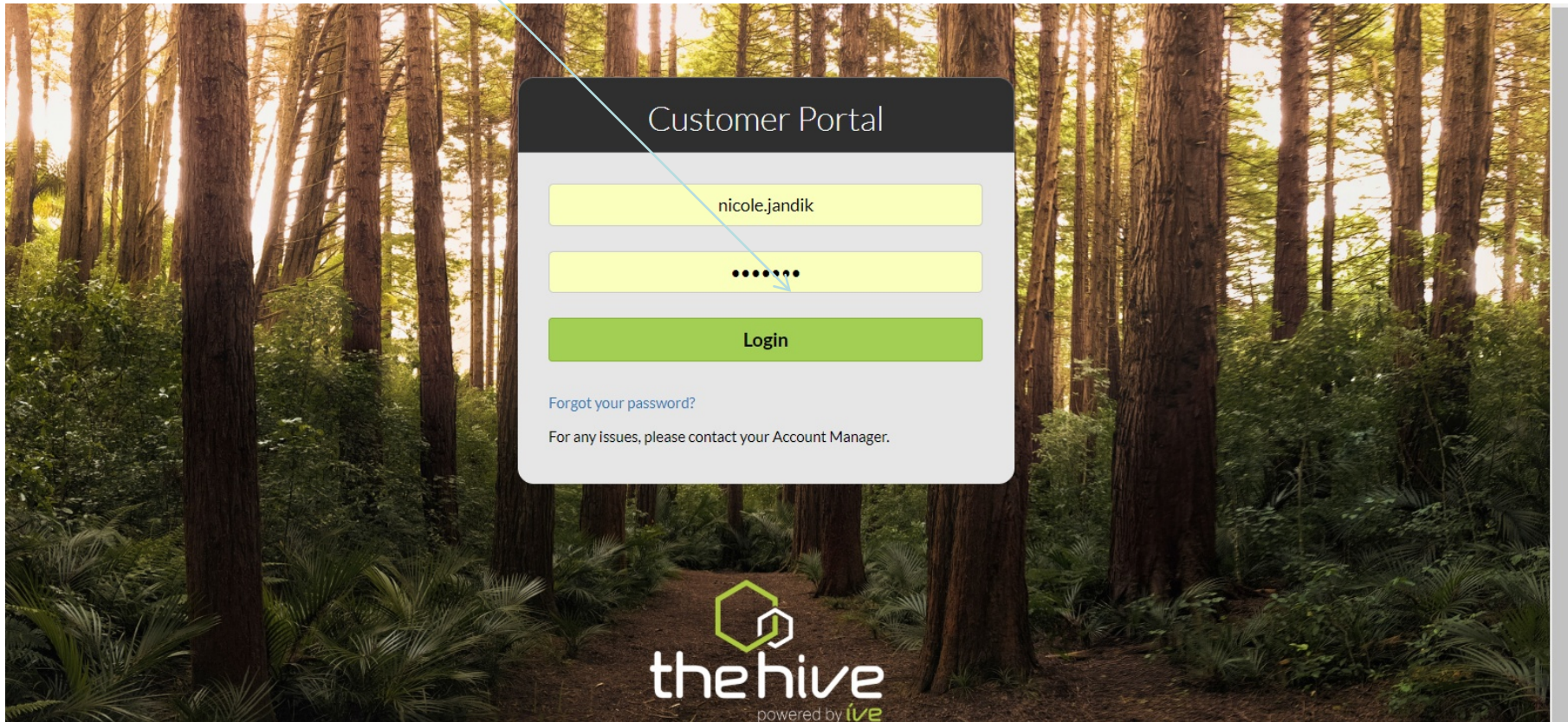
To access our ordering portal and to place your order once you have your **Login OR Account** please click here:

Ordering GodSpace Portal

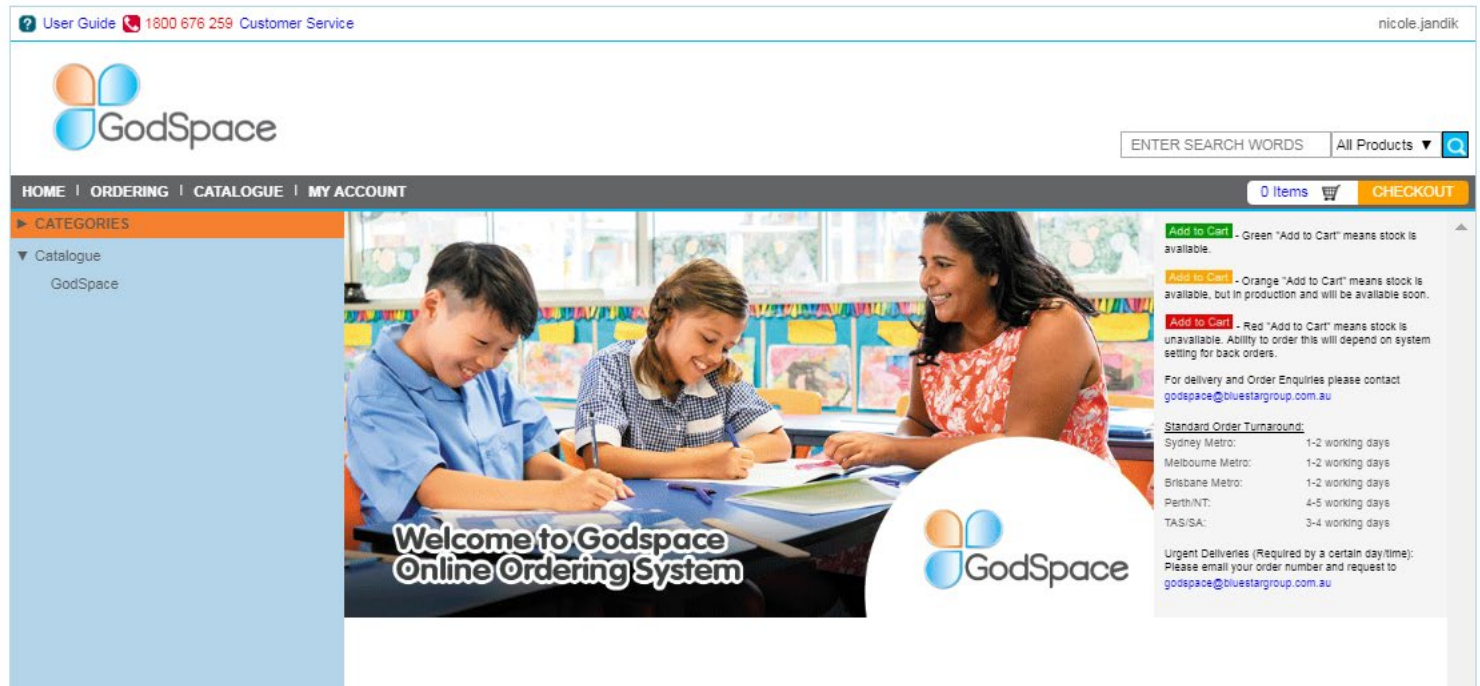
Ordering Godspace

To order GodSpace online go login to our customer portal via the following link:
<http://apps.bluestaronline.com.au/CustomerPortal/>

Enter your user name and password – go to user maintenance to change password



Select Stock Items in Godspace Material



Step 2. Home Page

You can select from the Product folders listed down the left hand side of the screen, this will enable you to select from a list of product lines available. User Guide and Customer Service Information
Contact godspacesupport@bluestargroup.com.au for any enquiries relating to deliveries or Online.

? User Guide 1800 676 259 Customer Service nicole.jandik

GodSpace

ENTER SEARCH WORDS All Products

HOME | ORDERING | CATALOGUE | MY ACCOUNT 0 Items CHECKOUT

CATEGORIES

▼ Catalogue

GodSpace

Welcome to Godspace Online Ordering System

GodSpace

Add to Cart - Green "Add to Cart" means stock is available.

Add to Cart - Orange "Add to Cart" means stock is available, but in production and will be available soon.

Add to Cart - Red "Add to Cart" means stock is unavailable. Ability to order this will depend on system setting for back orders.

For delivery and Order Enquiries please contact godspace@bluestargroup.com.au

Standard Order Turnaround:

Sydney Metro:	1-2 working days
Melbourne Metro:	1-2 working days
Brisbane Metro:	1-2 working days
Perth/NT:	4-5 working days
TAS/SA:	3-4 working days

Urgent Deliveries (Required by a certain day/time):
Please email your order number and request to godspace@bluestargroup.com.au

Step 3. Placing an order

When you have found the item you require, enter the quantity required and click 'Add'. Repeat this step for each item you require.

When you have finished, click 'Check Out' .

The screenshot shows the GodSpace website interface. At the top, there's a header with a user guide icon, a phone icon, the number 1800 676 259, and the text 'Customer Service'. On the right, the user name 'nicole.jandik' is displayed. Below the header is the GodSpace logo. To the right of the logo is a search bar with the placeholder text 'ENTER SEARCH WORDS', a 'Category' dropdown menu, and a search icon. Below the search bar is a navigation bar with links: HOME | ORDERING | CATALOGUE | MY ACCOUNT. On the right side of the navigation bar, there's a shopping cart icon with '0 Items' and a 'CHECKOUT' button. Below the navigation bar is a section for 'CATEGORIES' with a dropdown arrow and the text 'Catalogue'. Below this is a list of categories: 'GodSpace'. To the right of the categories is a section for '9 results for : Catalogue - GodSpace'. Below this is a yellow banner with the text 'All prices inclusive of GST.'. Below the banner is a grid of four product cards. Each card has a product image, a title, a product code, a price, and two buttons: 'Details' and 'Add to Cart'. The products are: 'Adventurers Magazine' (code 340_4201G19ADV, price \$ 4.35 EACH), 'Explorers Magazine' (code 340_4201G19EXP, price \$ 4.35 EACH), 'Lesson Manual' (code 340_4201G19LM, price \$ 71.50 EACH), and 'Navigators Magazine' (code 340_4201G19NAV, price \$ 4.13 EACH). A blue line starts from the 'Add to Cart' button of the 'Adventurers Magazine' and points to the 'CHECKOUT' button in the top right.

Product	Code	Price	Details	Add to Cart
Adventurers Magazine	340_4201G19ADV	\$ 4.35 EACH	Details	Add to Cart
Explorers Magazine	340_4201G19EXP	\$ 4.35 EACH	Details	Add to Cart
Lesson Manual	340_4201G19LM	\$ 71.50 EACH	Details	Add to Cart
Navigators Magazine	340_4201G19NAV	\$ 4.13 EACH	Details	Add to Cart

Adding / deleting products from your Order

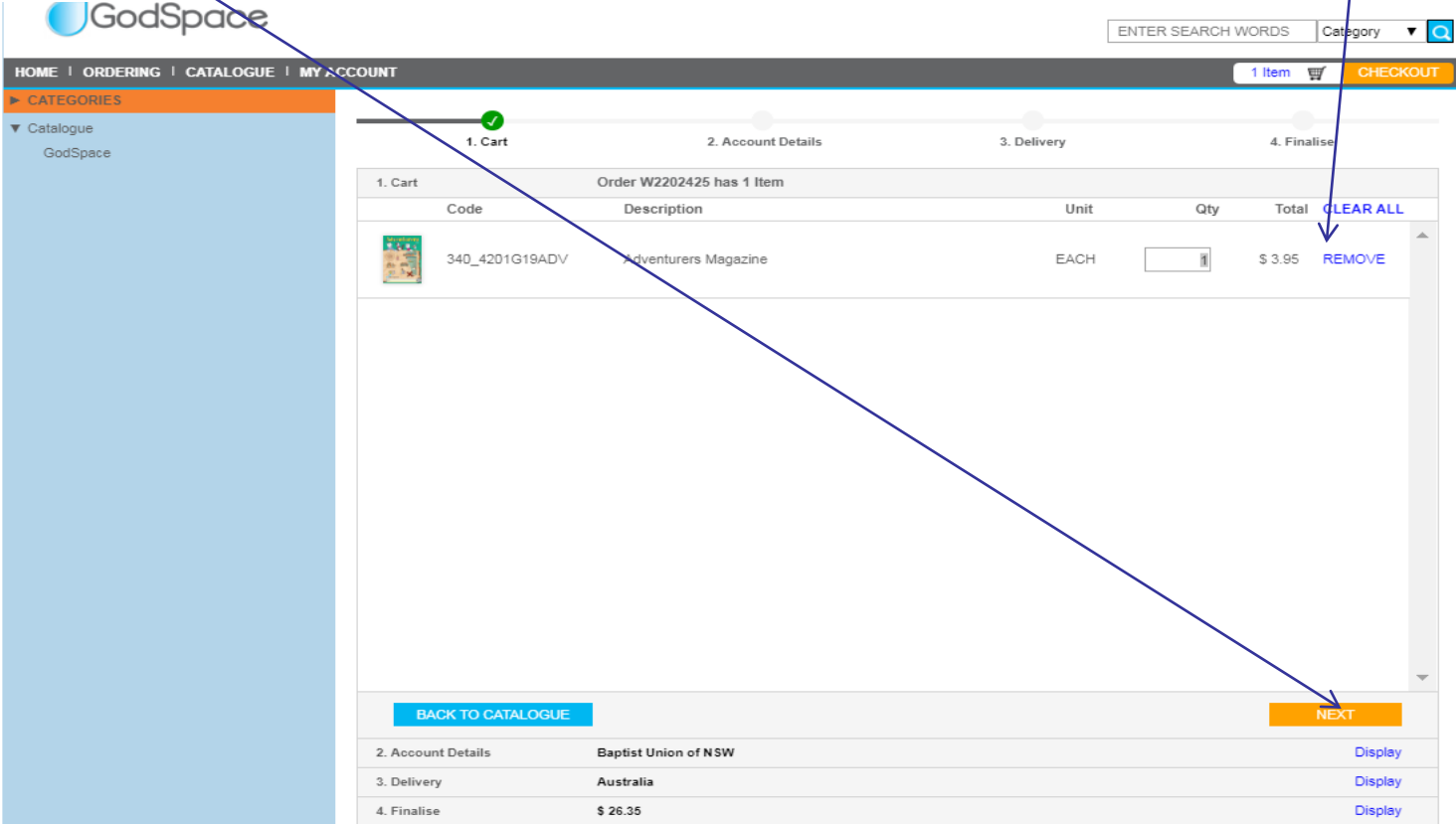
You can change the quantities of products in your order, add products to your order and remove products from your order from the checkout screen.

CHANGE QTY by clicking the EDIT button beside the product line.

DELETE the product line by clicking REMOVE either beside the product line or from the checkout window.

Then click 'NEXT'.

EDIT OR DELETE



GodSpace

HOME | ORDERING | CATALOGUE | MY ACCOUNT


1 Item CHECKOUT

CATEGORIES

- ▼ Catalogue
- GodSpace

1. Cart 2. Account Details 3. Delivery 4. Finalise

1. Cart Order WZ202425 has 1 Item

Code	Description	Unit	Qty	Total	
 340_4201G19ADV	Adventurers Magazine	EACH	<input type="text"/>	\$ 3.95	CLEAR ALL REMOVE

[BACK TO CATALOGUE](#) [NEXT](#)

2. Account Details	Baptist Union of NSW	Display
3. Delivery	Australia	Display
4. Finalise	\$ 26.35	Display

Step 4. Completing your Order

Enter Your Address

Click NEXT

GodSpace

ENTER SEARCH WORDS Category

HOME | ORDERING | CATALOGUE | MY ACCOUNT 1 Item CHECKOUT

CATEGORIES

- ▼ Catalogue
- GodSpace

1. Cart 2. Account Details 3. Delivery 4. Finalise

1. Cart Order W2202425 has 1 Item [Display](#)

2. Account Details Baptist Union of NSW [Display](#)

3. Delivery Australia

Delivery Company*

Deliver attention of*

Send confirmation email to*

Delivery Phone Number

Country Name*

Delivery Address*

City*

State*

Postcode*

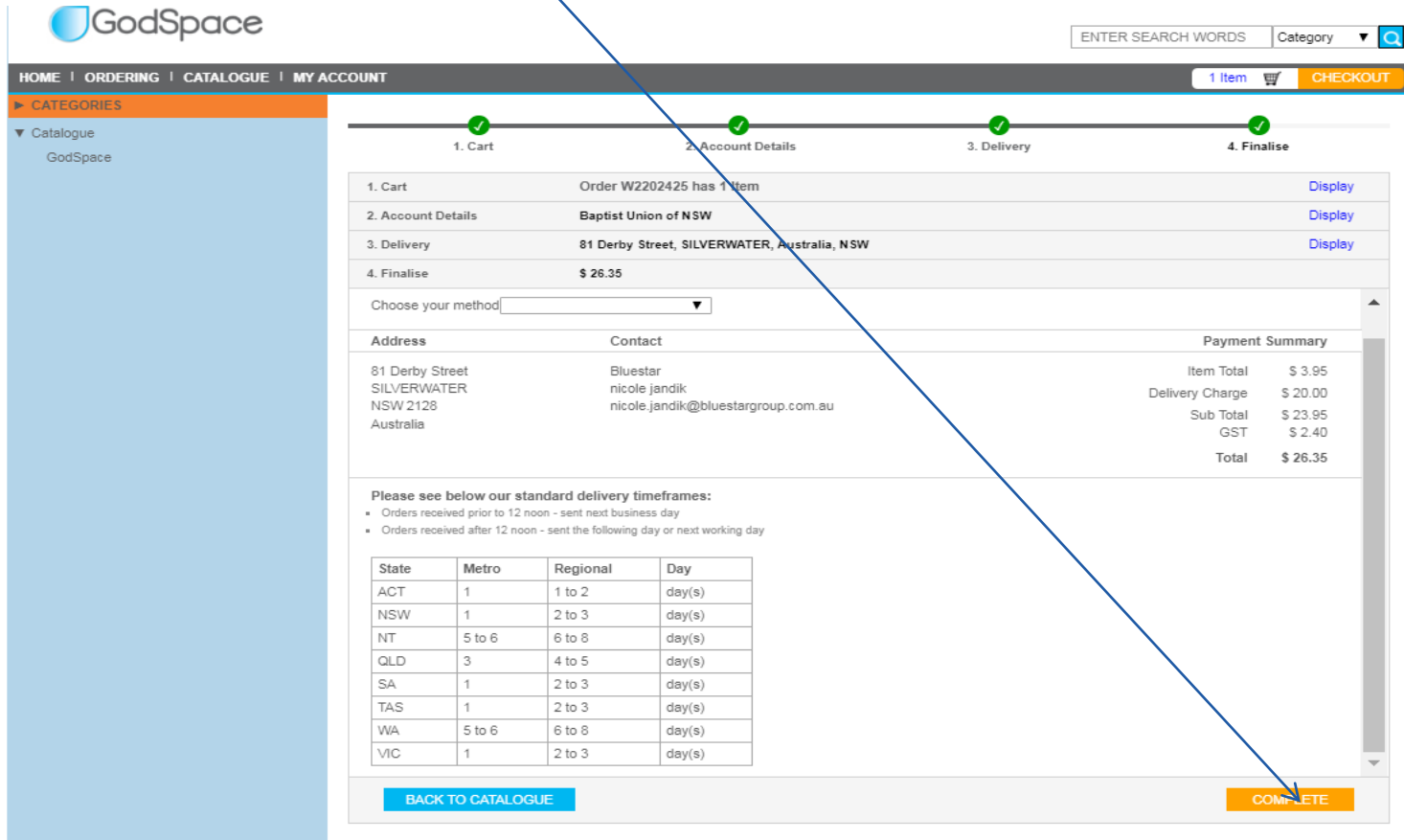
To create a user delivery address please enter the address details and press 'Add to Address Book'.
This address will become your editable default address and will be displayed on future orders.

[BACK TO CATALOGUE](#) [NEXT](#)

4. Finalise \$ 26.35 [Display](#)

Step 4. Completing your Order

Once completed Steps 1 – 3 click **COMPLETE** – this will process your order.
You will receive an order number with the details of your order.



GodSpace

HOME | ORDERING | CATALOGUE | MY ACCOUNT

1 Item **CHECKOUT**

CATEGORIES

- ▼ Catalogue
- GodSpace

1. Cart 2. Account Details 3. Delivery 4. Finalise

1. Cart	Order W2202425 has 1 item	Display
2. Account Details	Baptist Union of NSW	Display
3. Delivery	81 Derby Street, SILVERWATER, Australia, NSW	Display
4. Finalise	\$ 26.35	

Choose your method

Address	Contact	Payment Summary
81 Derby Street SILVERWATER NSW 2128 Australia	Bluestar nicole.jandik nicole.jandik@bluestargroup.com.au	Item Total \$ 3.95 Delivery Charge \$ 20.00 Sub Total \$ 23.95 GST \$ 2.40 Total \$ 26.35

Please see below our standard delivery timeframes:

- Orders received prior to 12 noon - sent next business day
- Orders received after 12 noon - sent the following day or next working day

State	Metro	Regional	Day
ACT	1	1 to 2	day(s)
NSW	1	2 to 3	day(s)
NT	5 to 6	6 to 8	day(s)
QLD	3	4 to 5	day(s)
SA	1	2 to 3	day(s)
TAS	1	2 to 3	day(s)
WA	5 to 6	6 to 8	day(s)
VIC	1	2 to 3	day(s)

[BACK TO CATALOGUE](#) [COMPLETE](#)

Getting Help

See User Guide on the Home Page

To get help on how to place an order or any enquiry regarding an order you have already placed (including tracking of delivery) please contact:

godspacesupport@bluestargroup.com.au

TURNAROUND TIMES

For delivery and Order Enquiries please contact

caanzsupport@bluestargroup.com.au (John Hawley is included in this email)

Standard Order Turnaround:

Sydney Metro: 1-2 working days

Melbourne Metro: 1-2 working days

Brisbane Metro: 1-2 working days

Perth/NT: 4-5 working days

TAS/SA: 3-4 working days

Urgent Deliveries (Required by a certain day/time): Please email your order number and request to

caanzsupport@bluestargroup.com.au