

## How to use the online shop

### To find items in the online store:

- Items are listed in the 'Product Catalogue' under 'Physics', under the sub-category 'British Physics Olympiad'.
- Items can also be found by searching for 'BPhO'.

### To order papers and certificates (printed and posted copies):

1. Type the number of entries required in the 'Qty' box.
2. Click 'Add to Basket'.
3. Fill in the questionnaire items and click 'Next'. Items highlighted with a \* are mandatory.
4. Select 'Continue Shopping' or 'Proceed to Checkout'.
5. Select 'Proceed to Checkout' once you have made your final order.

### To order papers and certificates (electronic copies):

1. Click 'Add to Basket'.
2. Fill in the questionnaire items and click 'Next'. Items highlighted with a \* are mandatory.
3. Select 'Continue Shopping' or 'Proceed to Checkout'.
4. Select 'Proceed to Checkout' once you have made your final order.

Note: The names of students will be given when the papers are returned for marking.

### To checkout: new customers

1. Select 'This is my first visit'.
2. Provide an email address and password and enter your contact details. Click 'Continue'.
3. Check your Delivery Address details and click 'Continue'.
4. Check your Billing Address details and click 'Continue'. You also have the option of adding an alternative address.
5. You will be taken to our secure payment site, where you should enter the details of the card that you are using to pay. If you are ordering free items only then you do not need to enter any payment details and your order will automatically be processed.
6. You will receive an email confirming your order, and a second confirming dispatch of your certificates.

### To checkout: returning customers

1. Enter your email address and password.
2. Check your Order and click 'Proceed to Checkout'.
3. Check your Delivery Address details and click 'Continue'.
4. Check your Billing Address details and click 'Continue'. You also have the option of adding an alternative address.
5. You will be taken to our secure payment site, where you should enter the details of the card that you are using to pay. If you are ordering free items only then you do not need to enter any payment details and your order will automatically be processed.
6. You will receive an email order confirmation, and a second when your papers are dispatched.

If you have any further questions, contact [BPhO@physics.ox.ac.uk](mailto:BPhO@physics.ox.ac.uk)