TLSC Pre-Loved Bookstore



HOW TO SELL

HOW TO BUY

List your books for sale online

- •Go to tlsc.lottabooks.com
- Register.
- List books that you'd like to sell.

Drop your books off

 Drop your books off at the school on the given date to The Hub - grey building located on small carpark on Parmelia Drive. Make sure you have filled out the Price Guide list and submit this with your books.

Get paid

•After your book/s sell, monies will be paid into your nominated bank account or deposited onto your school account early next year.

Buy your books online

- •Go to tlsc.lottabooks.com
- •Browse and reserve books to buy at the end of year sale, this happens over one weekend!

Pay for your books

• Pay for your books via COMPASS - once the online booksale closes you will be invoiced for the cost of your books via COMPASS. You will see this on your COMPASS homepage. Make payment by the due date in order to collect your reserved books.

Come in to collect your books

•Come into the school on the given date to The Hub - grey building located on small carpark on Parmelia Drive to collect your books. They will be packaged up and ready for pick up!

DATES FOR SELLING DATES FOR BUYING

	Online bookstore opens to list books for sale:	Drop off books that you have listed for sale:	Online bookstore open to reserve books:	Payment for reserved books due by:	Pick up books you have bought:
Year 11 & 12 Textbooks	Thursday 19 th November	Thursday 26 th November 3pm -4.30pm	Saturday 28 th November 9am - Sunday 29 th November 9pm	Wed 2 nd December 10am (your payment link on COMPASS will be available from 10am Monday 30/11)	Wednesday 2 nd December 3pm -4.30pm
Year 7 - 10 Textbooks	Thursday 19 th November	Thursday 3 rd December 3pm -4.30pm	Saturday 5 th December 9am - Sunday 6 th December 9pm	Tues 8 th December (anytime before pick up) (your payment link on COMPASS will be available from 10am Monday 7/12)	Tues 8 th December Between 9am- 3.30pm

The bookstore will temporarily close at the following times to allow for processing by the school: Thursday 26th November 4.30pm to Saturday 28th November 9am AND Thursday 3rd December 4.30pm to Saturday 5th December 9am. Books must be listed and dropped off by the set date in order to be placed in the end of year sale. Late listings can be sold at a later date.

Details:

- You will need to register your details on the site in order to sell books. Click on the Register button. Please ensure the surname listed is the same as one of your children who attend the College. Once you have done this you have set up your account. From your account page click on 'register book' on left hand side under My Books (to get back to your account page at any-time click on your name at the top of the page- besides the logout button).
- Add the ISBN of the book (you can copy and paste this from the list supplied) and 'Look Up'. This will usually populate the fields for you. Don't worry if there is no image. Select the category (year level) and then add in the price you are selling the book for.
- Please ensure you have the Price List with you as you must list the books at the price indicated.
- For parents needing assistance with registering and listing books online for sale, there will be opportunity on the book drop off date to be assisted with this process. This is however limited and parents requiring this should expect delays with this process.
- When you drop off your books please ensure you include the Price Guide with your details.
- For buying books, visit the site over the one weekend listed above and reserve your books. Then make payment for your books via COMPASS before the pick up date.
- The bookstore will re-open on December 9th and remain open across the year for further selling and buying of books. Books bought on or after this date can be picked up from the school office in the last week of school or at the beginning of next year.