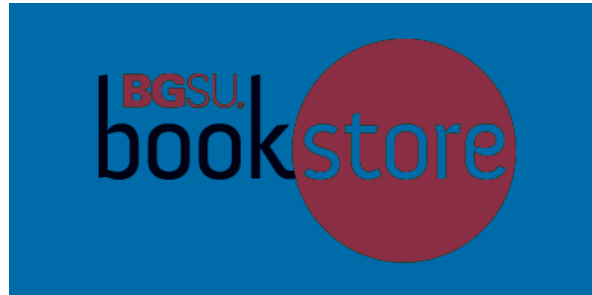


Ordering Athlete Books Procedure Guide



1. Obtain a copy of the athlete's schedule and locate the *Class Number* for each course.
NOTE: There may be more than one *Class Number* per course, indicating labs, recitations, and other meeting times. Include all class numbers in order to ensure all books are ordered.

ENVH 3040 - Air Quality Management						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
73912	1001	Lecture	MoWeFr 11:30AM - 12:20PM	Math Science 140	Charles Keil	8/24/2009 - 12/18/2009
Campus		Instruction Mode				
Main Campus		In Person				

ENVH 3060 - Envir Regul-Org n-Admin						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
73915	1001	Lecture	TuTh 11:30AM - 12:45PM	East Hall 114	Gary Silverman	8/24/2009 - 12/18/2009
Campus		Instruction Mode				
Main Campus		In Person				

ENVH 3090 - Environ Assess Methods I						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
73924	1001	Lecture	Tu 2:30PM - 4:55PM	Health Center 120	Charles Keil	8/24/2009 - 12/18/2009
Campus		Instruction Mode				
Main Campus		In Person				

ENVH 4490 - Epidemiology						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
73928	1001	Lecture	MoWeFr 9:30AM - 10:20AM	Hayes Hall 118	Charles Keil	8/24/2009 - 12/18/2009
Campus		Instruction Mode				
Main Campus		In Person				

2. Using your web browser, navigate to bookstore.bgsu.edu and under the “Textbooks” tab, select “Buy/Reserve Now”.
3. A new window should appear. If one does not open, turn off your pop-up blocker. In the new window, select the BG Campus button at the top of the page.
4. On the next screen, be sure the term selected is the correct term you wish to order for.
5. Input the Class Numbers, one-by-one, from the athlete’s schedule into the “Enter Course ID” field on the right side of the screen for each class. Once all Class Numbers have been entered, select the “Get Course Materials” button.

Course Materials > Select Term and Departments Help

Select Term and Departments

Terms open for ordering

FALL 09 SUMMER 09

Select Departments or Get Course Materials by Course ID

- ABR
- ACCT
- ACEN
- ACS
- AERO
- AERT
- AFRS
- AHS
- AMPD
- ARCH
- ART
- ARTC

Enter Course ID:

Add Course

Current Course List:

73912

73915

73924

Remove Course

Get Course Materials

6. The next screen will display all course materials for each course. There are three possibilities for course materials:
 - a. The course has books listed.
 - b. The course displays “Textbook requirements have not yet been determined for this course. You will have the option to select whether or not to add materials if they become available.” This message indicates that the instructor has not yet selected books for the course.
 - c. The course displays “This course does not require any course materials.” This message indicates that the instructor has chosen not to use books for the class.
7. Set the radio button to used, and click the “Add to Cart” button **for each required item.**
8. For courses with no books listed, click the “Add to Cart” button **for each course.** A later option will allow all required materials to be added to the order if the instructor should choose to use books.
9. Once all required items and courses have been added to the cart, click the “Shopping Cart” Button.

Select Textbooks

Print Book List Shopping Cart

Term: FALL 09 Name: ENVH 3040 Section: 73912 Instructor: Keil Charles Course ID: 73912 Location:

Add to Cart This item has been added to your cart.

This course does not require any course materials.

Term: FALL 09 Name: ENVH 3060 Section: 73915 Instructor: Silverman Gary Course ID: 73915 Location:

Add to Cart This item has been added to your cart.

Textbook requirements have not yet been determined for this course. You will have the option to select whether or not to add materials if they become available.

Term: FALL 09 Name: ENVH 3090 Section: 73924 Instructor: Keil Charles Course ID: 73924 Location:



USING STATISTICS TO UNDERSTAND ENVIRON.
 Look Inside This Book
 Author: WHEATER

Used: \$33.75 New: \$44.95

Quantity: This item has been added to your cart.

10. The next screen is a summary view of items ordered. This is an opportunity to edit the order in case you accidentally added a non-required book or if you ordered more than one book. If it is all correct, click the “Continue Checkout” button.
11. On the next screen, under the “Order Update Action” pull down menus for each class, select the “Add Only Required” option. This will allow the Bookstore to update the order with required items if the instructor selects new materials. Be sure to check the confirmation box at the bottom of the screen and click the “Continue Checkout” button.

Order Preferences

If an instructor changes course materials before an order is processed, we will remove unnecessary items.
 However, for materials your instructor adds, please select your preference:

Course	Section	Professor	Order Update Action	Preference
ENVH 3040	73912	Keil Charles	Add Only Required	Used Preference
ENVH 3060	73915	Silverman Gary	Add Only Required	Used Preference
ENVH 3090	73924	Keil Charles	Add Only Required	Used Preference
ENVH 4490	73928	Keil Charles	Add Only Required	Used Preference

I understand that by allowing the bookstore to modify my order based on my instructors' actions, the final total of my order may be increased from that being quoted at this time.

12. If you are not currently logged into the Athletics Books account, you will be required to log in before proceeding further.
13. Once logged in, the information for the Athletics Department will be displayed. Be sure that the first name is “Athletics” and the last name is “Books” to ensure the order is

recognized as an athlete book order and then click the “Continue to Shipping Address” button.

14. On the Shipping Information screen, you will enter information about the athlete the books are being ordered for. If you have previously placed an order for an athlete, select them from the pull down menu on the left and click the “Use This Address” button. If you have not placed an order for this athlete, click the “Add New Address” button.
 - a. ENTERING INFORMATION FOR A NEW ATHLETE:
 - i. First Name: Athlete – Sport Code (ex. Athlete – MFB)
 - ii. Last Name: Athlete’s Last Name (ex. Overholt)
 - iii. Address Line 1: Athlete’s Student ID (ex. 0123456789)
 - iv. City: Bowling Green
 - v. State: OH
 - vi. ZIP: 43403
 - vii. Phone Number: Athlete’s Number (ex. 419-555-7780)
 - viii. E-mail: Athlete’s Email (ex. textbooks@bgsu.edu)
 - b. Once the new athlete’s information in added, it will be available in the list of shipping addresses

Cart > Billing Address > Shipping Address Help

Shipping Address

First Name:	Athlete - MFB
Last Name:	Overholt
Address Line 1:	0123456789
Address Line 2:	<input type="text"/> (optional)
City:	Bowling Green
State/Province:	OHIO
Zip/Postal Code:	43403
Country:	United States
Phone Number:	419-555-7780
Email:	textbooks@bgsu.edu

Cart > Billing Address > Shipping Address Help

Shipping Address

Choose a shipping address below

Athlete - MFB Overholt, 0123456789	Use This Address	or	Add a new shipping address	or	To pick up at the bookstore
			Add New Address		Pick Up At Store

[Go to Address Book](#)

Athlete - MFB Overholt
0123456789
Bowling Green, OH 43403
United States
textbooks@bgsu.edu

15. The next screen will contain an order summary and a shipping address option. From the pull down menu, select “PickUp BGSU Store” and then click the “Continue” button.

To view shipping policy click here

Shipping Methods	
Order Details	Quantity Shipping Method
Ship to: Athlete - MFB Overholt 0123456789, Bowling Green	PickUp BGSU Store
<p>FALL 09 ENVH 3040 Section:73912 Instructor:Keil Charles This course does not currently require any course materials.</p> <p>FALL 09 ENVH 3060 Section:73915 Instructor:Silverman Gary Textbook requirements have not yet been determined for this course.</p> <p>FALL 09 ENVH 3090 Section:73924 Instructor:Keil Charles Title: USING STATISTICS TO UNDERSTAND ENVIRON. 1 Author: WHEATER</p> <p>FALL 09 ENVH 4490 Section:73928 Instructor:Keil Charles Title: EPIDEMIOLOGY:CONCEPTS+METHODS 1 Author: OLECKNO</p>	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

16. The next screen will contain an order summary and an option to add a message to send with the order. This field can be left blank unless the athlete shares his last name with another athlete (e.g. for common surnames such as “Smith”), in which case the athlete’s full name should be included. No promotional code will be required. Click the “Continue Checkout” button when finished.

Estimated Taxes: \$6.53
 Grand Total: \$106.93

Shipment Details						
Ship To: Athlete - MFB Overholt 0123456789, Bowling Green		Method: PickUp BGSU Store				
Shipping Charges: \$0.00						
Shipping Total: \$0.00						
Course Materials						
Author	Usage	Preference	Used Price	New Price	QTY	
<p>FALL 09 : ENVH 3040 Update Action: Add Required Materials Section:73912 Location: Instructor:Keil Charles This course does not currently require any course materials. Keep this course in your cart if you want the bookstore to update your order when materials become available.</p> <p>FALL 09 : ENVH 3060 Update Action: Add Required Materials Section:73915 Location: Instructor:Silverman Gary Textbook requirements have not yet been determined for this course. Keep this course in your cart if you want the bookstore to update your order when materials become available.</p> <p>FALL 09 : ENVH 3090 Update Action: Add Required Materials Section:73924 Location: Instructor:Keil Charles</p>						
USING STATISTICS TO UNDERSTAND ENVIRON.	REQUIRED	Used Preferred	\$33.75	\$44.95	1	
<p>FALL 09 : ENVH 4490 Update Action: Add Required Materials Section:73928 Location: Instructor:Keil Charles</p>						
EPIDEMIOLOGY:CONCEPTS+METHODS	REQUIRED	Used Preferred	\$41.60	\$55.45	1	

Message to send with order:

17. Payment information can be entered on the next screen. Select the “BG Bucks” payment option. The Account Number will be the Athlete’s student ID Number. Once complete, click the “Submit Order” button to complete the order.

[Cart](#) > [Billing Address](#) > [Shipping Address](#) > [Select Shipping Type](#) > [Order Summary](#) > **Payment Options** [Help](#)

Payment Options

Payment Type: Visa
 Mastercard
 Discover
 BG Bucks

Account Number:

Verification: This box must be checked. By checking this verification box I authorize the use of my available BG Bucks funds to pay for books and/or merchandise. When using your BG Bucks please enter as follows, 00##### excluding the P in the beginning and including how many times you replaced your card as the last number. 0 if you have never replaced your card.

Please click the submit button only once.

18. The last page will display your order receipt, which can be printed for your records. An electronic copy of the receipt will be sent to the e-mail address listed for Athletics Books in the billing information.

If you have any questions or problems, they can be directed to your contact at the BGSU Bookstore.