

REFERENCE GUIDE

Placing a Product Rewards Order



Log into the Host Hub

- 1 Log in to your Host Hub account. Visit schol.ca/x/au to log in.
- 2 Visit the Fairs Details and Settings page in your Host Hub account and scroll down to the Wrap Up section. Here, you'll find the link to **"Place Product Rewards Order"**.

Wrap Up

After your Fair is over, make sure you place student reorders and fill out your financial form to calculate Fair sales, bonuses, and how many Scholastic Dollars you earned!

[Complete Financial Form](#)

[Place Product Rewards Order](#)

[Give Feedback](#)

For Fair wrap up help, visit the [Learning Lab](#)

Once you click the link, it will take you to the Product Rewards Order site. You will not need to log in again.

Placing Your Order

Rewards Product Order

Account 6456041
School SCHOLASTIC TEST

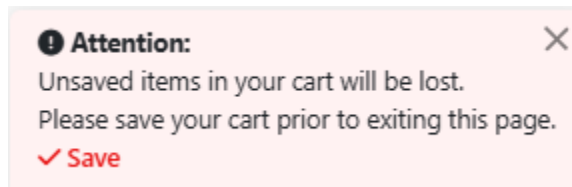
Products

Product Title	ISBN	Price	Quantity
Freak The Mighty	9780590474139	\$5.00	0
Up, Up, Down, Down	9780439988155	\$8.50	0
Esperanza Rising	9780439120425	\$5.00	0
Deep Snow	9780439946582	\$5.00	0
French: Mission Adoption: Margot	9780545988063	\$9.25	0
French: Mission Adoption: Chocolat	9781443109130	\$9.25	0
French: Souriel	9781443106931	\$18.50	0
French: Castor Qui Travaillait Trop Fort, Le			
Neversink School And Other Silly Poems			
French: Klutz: Avion Papier			
Recherelle: Les Mots de la Semaine			
French: Bonne Nuit, Les Camions!			
French: Mission Adoption: Luce			
Very Hockey Christmas, A	9781443128605		

1

Mark the quantities you would like to order for each item. Once you add or update quantities, you will be prompted to save in the upper right-hand corner of the page.

Please note: For product taken directly off your Fair, this is recorded directly in your Financial Form, and not through the Product Rewards site.

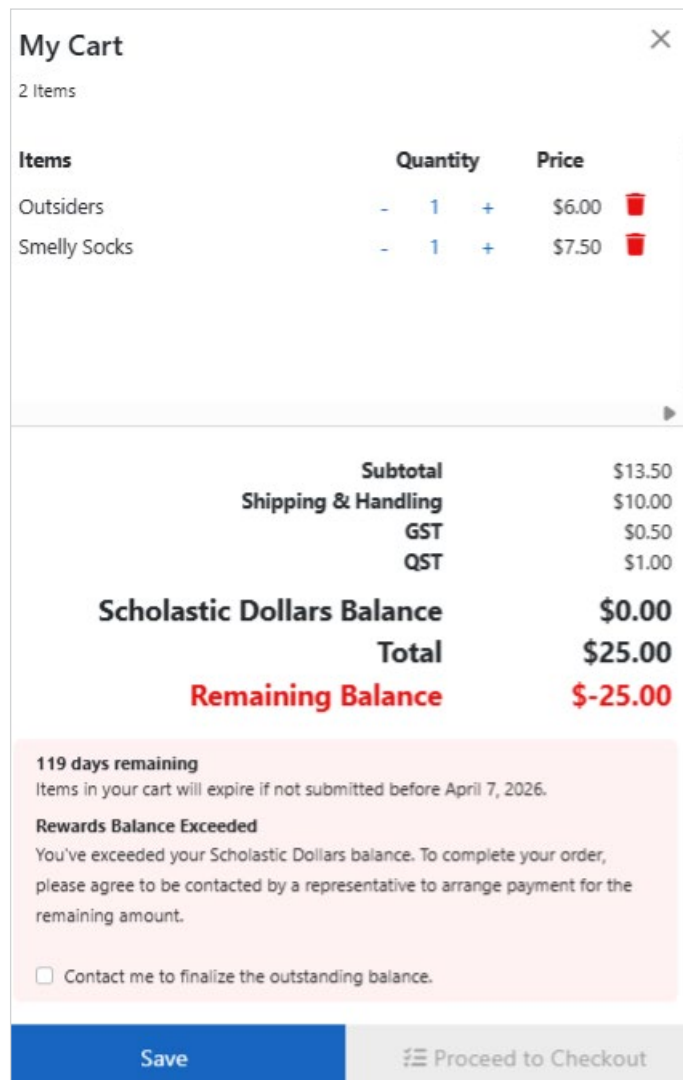


2

To view your cart, click on the cart button at the bottom of the page beside the search bar.



- 3** From your cart you can review the items, quantities, and prices of the items you've chosen. You can also adjust quantities or delete items from the cart view. Click **"Save"** whenever you make any changes to your cart.



Not enough Scholastic Dollars? Select the checkbox that says **"Contact me to finalize the outstanding balance"**.

- 4** When you're ready, you can proceed to checkout.

Please note: You will not be able to proceed to checkout until all changes have been saved.

5 This will take you to the **“Review Your Product Rewards Order”** page.

Title	Price	Quantity	Total
Who Is The Real Santa?	\$5.00	1	\$5.00
Who Would Win: Underwater Battles	\$15.75	1	\$15.75

Product Rewards Order Summary	
Book Fair Info	Account 6455041
School SCHOLASTIC TEST	
Your Items	
Total Items	2
Subtotal	\$20.75
Shipping & Taxes	
Shipping & Handling	\$10.00
HST	\$1.30
Scholastic Dollars Balance	
Total	\$784.60
Total	\$32.05
Remaining Balance	\$752.55

You can review quantities and prices and remove any products from this page. Remember to click **“Save”** if you make any changes.

6 Click **“Submit Order”** to place the order.

Note: If you don't have enough Scholastic Dollars, you will click the checkbox under **“Rewards Balance Exceeded”**. You won't be able to submit your order unless that button is checked. A representative will contact you to process the remaining balance.

7 You will receive a confirmation email when you submit your order.

Frequently Asked Questions

What if I want to order more than my Scholastic Dollars balance?

If your Scholastic Dollars balance is insufficient, you can opt to have a representative contact you to complete the remaining payment using an alternative method.

How long will it take for my order to arrive?

Your servicing Branch will pack and process your order as your Scholastic Dollars become available. If we are waiting for your payment to be processed, it can take up to 4 weeks for your cheque to arrive and for Scholastic Dollars to be added to your account. Once shipped, you should receive your package within 10 business days. Some exceptions may apply.

Will I be charged shipping?

Shipping fees for product rewards orders are as follows:

- Orders up to \$150: Flat rate of \$10.
- Orders \$150 & up: 7% of the order value.

There is a book I want to order, but it is not on the list.

Our Branches carry a variety of titles, with many recent and popular options for the school year, though selections change and older or specific titles may not always be available. Looking for more titles? Check out Scholastic Book Clubs or Scholastic Education online, and remember—you can redeem your Scholastic Dollars when you shop.



[scholastic.ca/bookclubs](https://www.scholastic.ca/bookclubs)



[scholastic.ca/education](https://www.scholastic.ca/education)