

Instructions for ordering on shopping cart

Australian Journal on Volunteering

1. Go to www.volunteeringaustralia.org and if you are already registered, Login. If you are not already registered, click on '**Register**' and enter your details.

2. Once you are logged into the site, a Restricted Access Only section will appear on the bottom of the left hand navigation panel. Click on '**Shopping Cart**', then click on '**AJV subscription**'.

3. Three subscription options are available - Individual, Not for profit organisation or Institution. Scroll down the page and click on your preferred choice.

4. Under '**Subscription**' select either 1 year or single issue. Click on '**Add to cart**' button. This will take you back to the options page.

5. Click on '**View cart**'. This page confirms what you have ordered. Here you can change your order and either '**update**' or '**remove**' the item from the shopping cart.

6. When the order is correct click on '**Checkout**'.

7. Enter all your delivery details.

8. Click on '**Submit order**'.

9. You will be sent an email confirming your order. Please print a copy and keep it for your records.