

UCFB

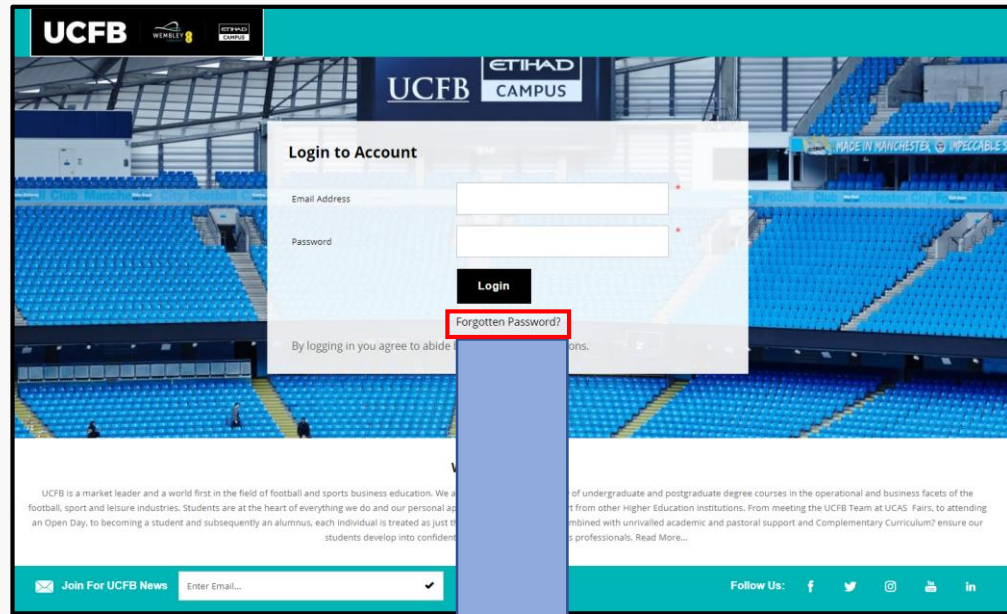


[UCFB Online Store](#)

User Guide

Accessing the UCFB Online Store

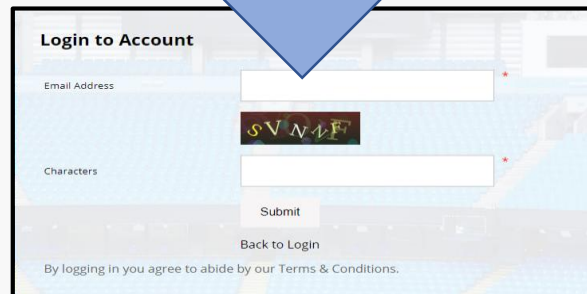
<http://online.ucfb.com>



When you access the UCFB Online Store, you will be presented with a login screen

When accessing for the first time, or if you have forgotten your password, you will need to **re-set your password**

The email address will be the email address you used to sign up to UCAS **OR** your UCFB Student Email address



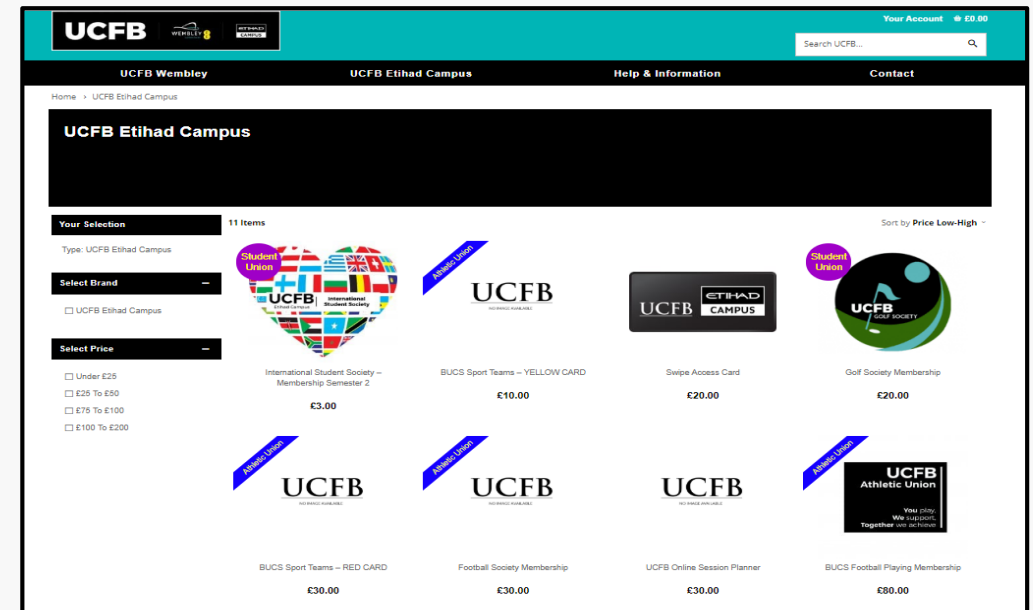
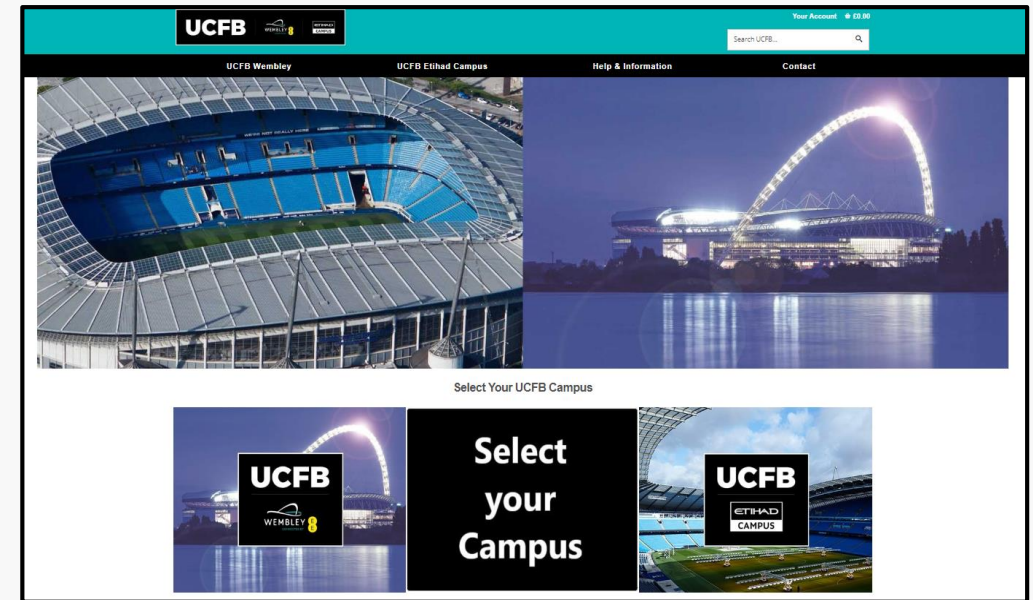
Once you have been emailed the re-set link, follow the instructions and set your password

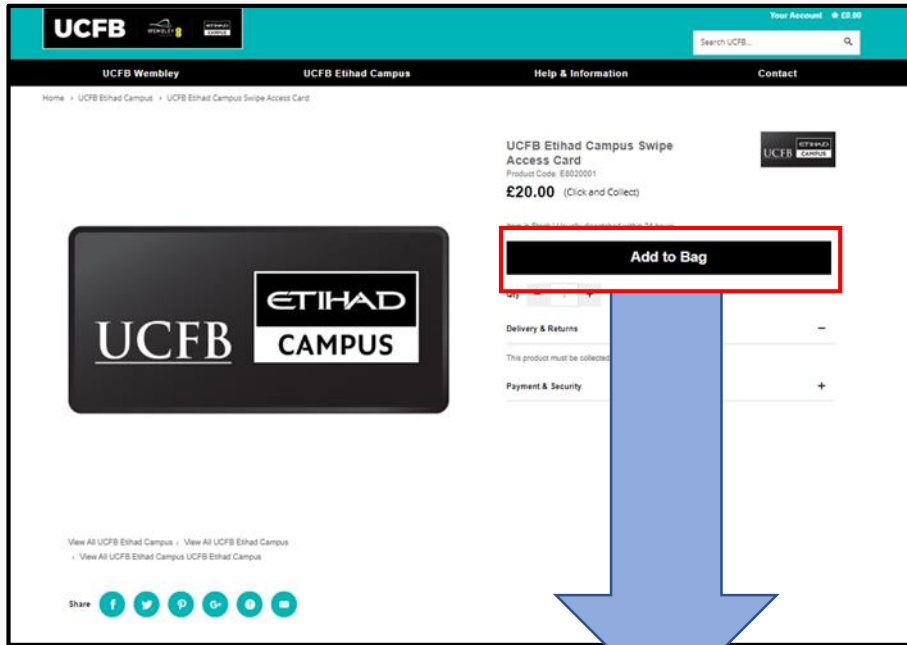
Select your Campus

Once you are in, you need to select your Campus.

This will display all products that are relevant to your Campus.

This example is for the Etihad Campus. If you are based within Wembley, you just need to select Wembley Campus.



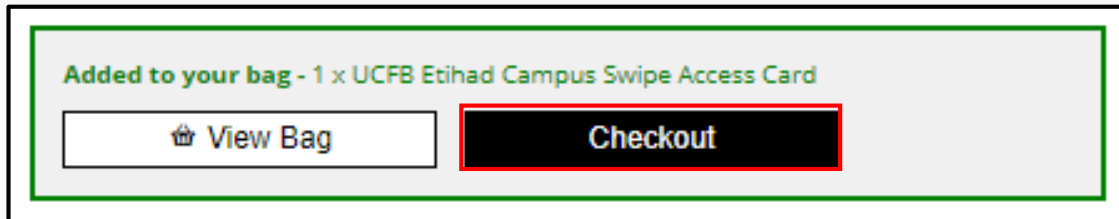


Purchasing an Item

Click on the item you wish to purchase, then 'Add to Bag'

A new option appears, where you can 'View Bag' or 'Checkout'

If you are ready to pay, press 'Checkout'



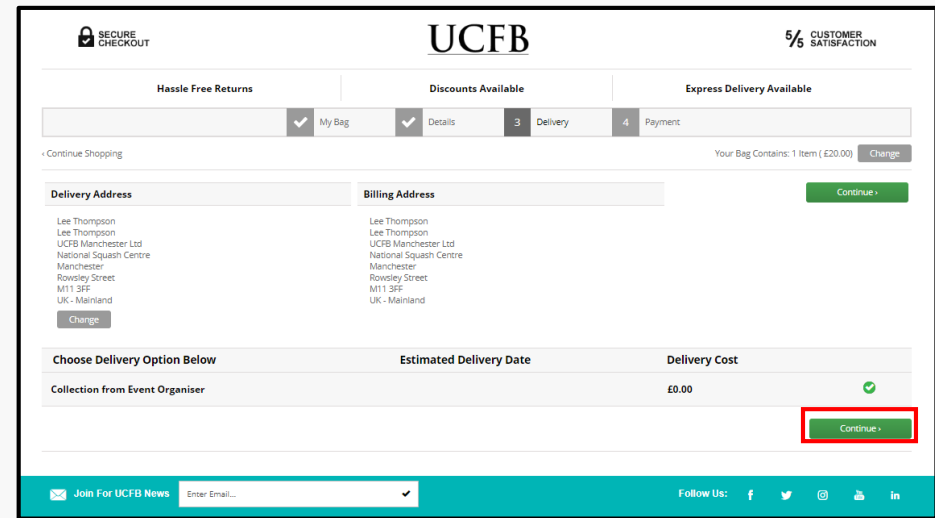
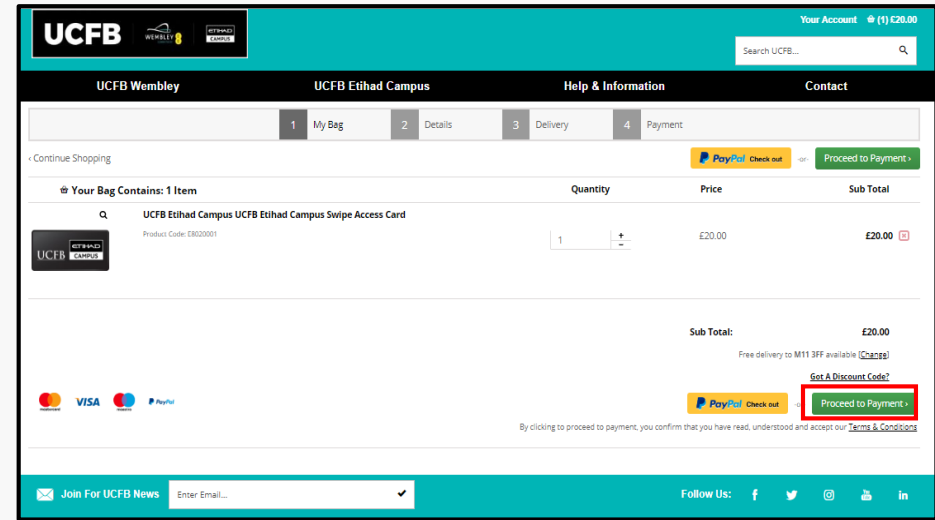
Checkout

Welcome to your Bag!

From here, you can select how you would like to pay.

UCFB accepts payment via PayPal as well as card payments. To select a card to pay, select 'Proceed to Payment'

The next page is a summary of the delivery page. To go to the payment options, click 'Continue'



SECURE CHECKOUT UCFB 5/6 CUSTOMER SATISFACTION

Hassle Free Returns Discounts Available Express Delivery Available

My Bag Details Delivery **4** Payment

Continue Shopping Your Bag Contains: 1 Item (£20.00) [Change](#)

Payment Details

Please select a payment method by clicking on the logo.

VISA [Can I add my card to my Mastercard?](#)

or checkout by: [PayPal](#)

Order Summary

Sub Total:	£20.00
Delivery:	£0.00
ORDER TOTAL:	£20.00

Delivery Address

Lee Thompson
Lee Thompson
UCFB Manchester Ltd
National Squash Centre
Manchester
Rowsley Street
M11 3FF
UK - Mainland

Billing Address

Lee Thompson
Lee Thompson
UCFB Manchester Ltd
National Squash Centre
Manchester
Rowsley Street
M11 3FF
UK - Mainland

Delivery Type

Collection from Event Organiser

Enter Offer Code... [Apply](#)

Payment

In this section, you need to select how you pay.

Click on the relevant payment method, and it will ask for your card details.

SECURE CHECKOUT UCFB 5/6 CUSTOMER SATISFACTION

Hassle Free Returns Discounts Available Express Delivery Available

My Bag Details Delivery **4** Payment

Continue Shopping Your Bag Contains: 1 Item (£20.00) [Change](#)

Payment Details

Pay with: **VISA**

Cardholder's name*:

Card number*:

Expiry date (mm/yyyy)*: /

Card verification code*: [What is this?](#)

* Mandatory fields

YES, I CONFIRM MY PAYMENT

[Back](#)

or checkout by: [PayPal](#)

Order Summary

Sub Total:	£20.00
Delivery:	£0.00
ORDER TOTAL:	£20.00

Delivery Address

Lee Thompson
Lee Thompson
UCFB Manchester Ltd
National Squash Centre
Manchester
Rowsley Street
M11 3FF
UK - Mainland

Billing Address

Lee Thompson
Lee Thompson
UCFB Manchester Ltd
National Squash Centre
Manchester
Rowsley Street
M11 3FF
UK - Mainland

Delivery Type

Collection from Event Organiser

Enter Offer Code... [Apply](#)

Enter your details and click 'Yes, I confirm my Payment'

Need any help?

For any access issues, please email onlineshop@ucfb.com who will assist.

Remember:

- Try to reset your password first, using either your UCFB Email or the email used to apply to UCAS.
- Check your **Spam or Junk mail** folders – the reset email may be hiding!
- If any details are incorrect, or need to be updated, please email onlineshop@ucfb.com