

QM Store Online – Quick Start Guide

Welcome to the Australian Air League QM Store Online

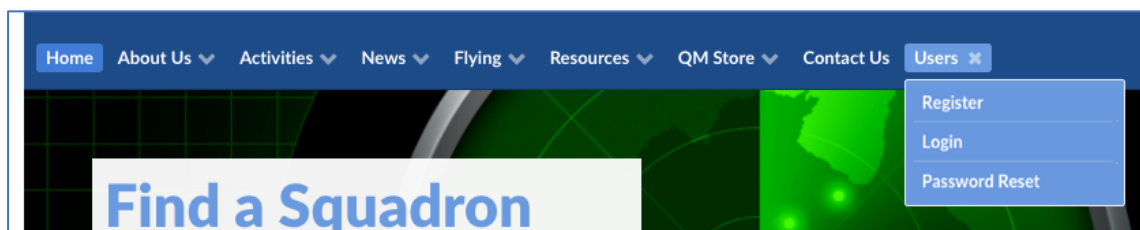
The **Australian Air League** is pleased to be able to offer exclusively for our members the ability to purchase digital workbooks from our **QM Store Online**. This will allow us to provide quality colour publications to our members at a lower cost, in a format more in keeping with the twenty-first century.

This guide is designed to assist members to login into the store and make purchases.

How to Log In

If you provided the Air League with your email address at time of joining, you may already have a user account to the **Australian Air League** website – you would have received a **Welcome** email. If not, follow these simple steps to create an account.

Firstly, go to <https://www.airleague.com.au> and select **Register** from the **Users** Menu



Fill out your information, making sure to use your **Air League Membership Number** as your Username, this will allow us to confirm your membership.

Register

To create a user account on the Australian Air League website, fill out the form below.

Members are requested to use their membership number as their user name so we can verify their details.

Username

First Name

Last Name

Nickname

E-mail Address

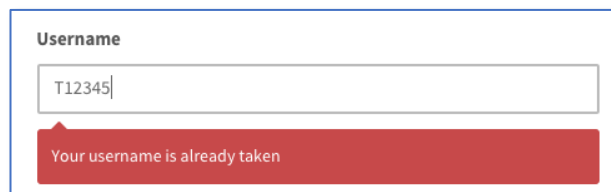
Password

Confirm Password

Once this is done you will receive an initial email pending review, then a second email once our staff have confirmed your account. You will now be able to log in to your account, this time using **Login** from the **Users** Menu.

My Username is already taken!

If you get a message like this regarding your **Username** or **Email Address**, an account has already been created for you and you can reset your password using the **Password Reset** from the **Users** Menu.

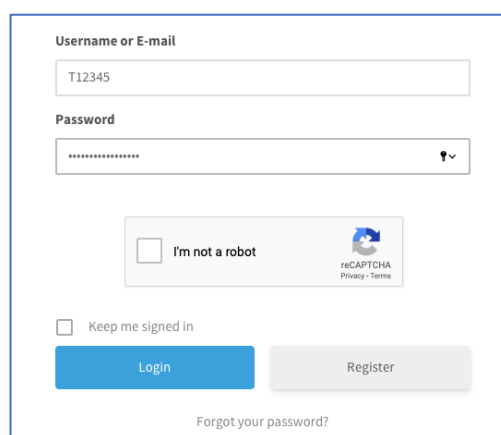


A screenshot of a web form titled "Username". It features a text input field containing "T12345". Below the field is a red error message box that reads "Your username is already taken".

If you have any further problems creating your account, please email support@airleague.com.au

Logging In

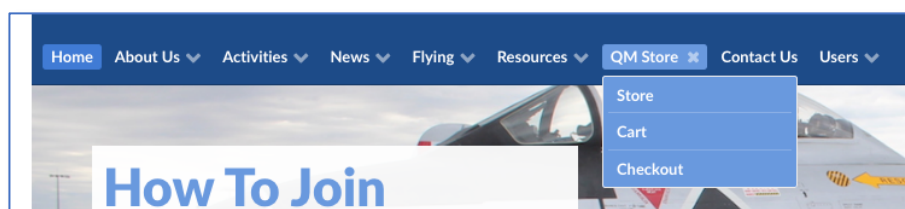
Select **Login** from the **Users** Menu and enter your **email** or **Username** (Membership Number) and your password. You should now be logged in.



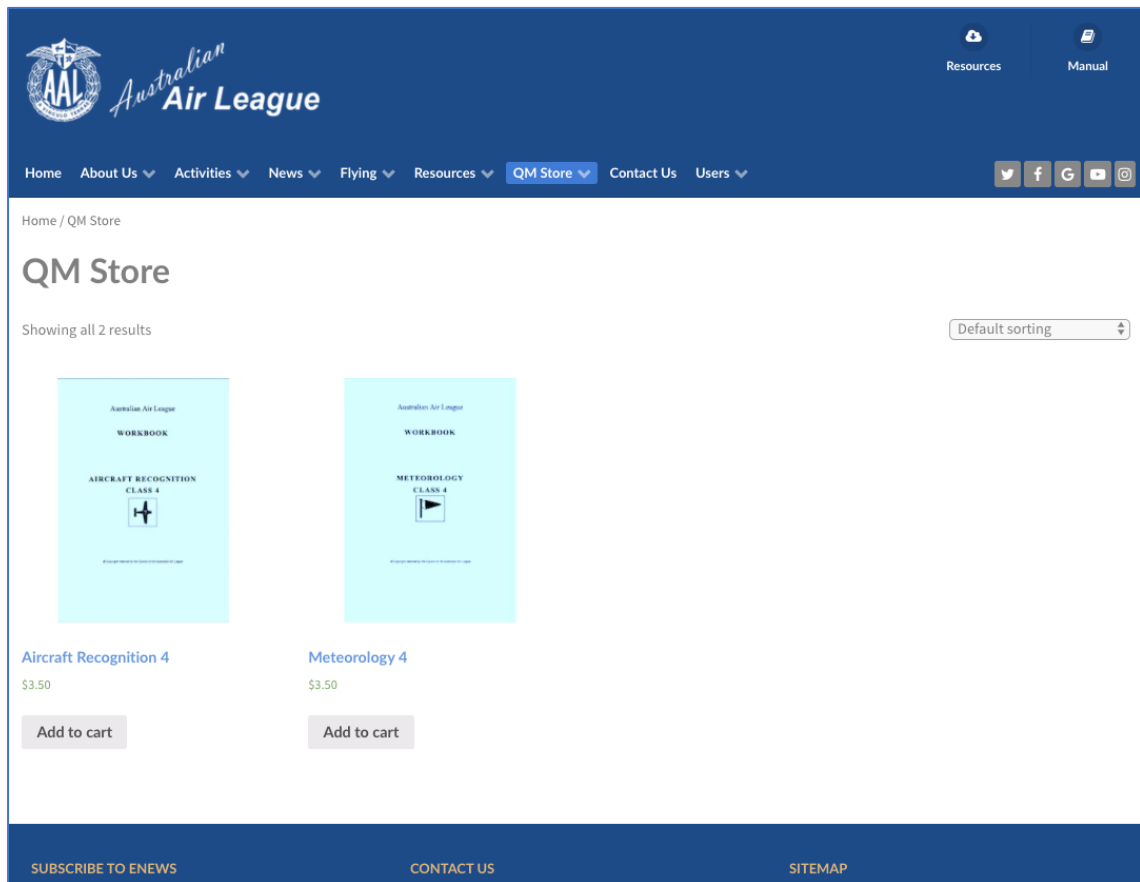
A screenshot of the login form. It has two input fields: "Username or E-mail" with "T12345" and "Password" with masked characters. Below these is a reCAPTCHA widget with the text "I'm not a robot" and a "Keep me signed in" checkbox. At the bottom are "Login" and "Register" buttons, and a link for "Forgot your password?".

If you forget your password and try to guess too many times, you will be locked out for 1 hour. This is designed to prevent brute force hacking attempts – we suggest you use the **Password Reset** if you are not sure.

Once you are logged in – it's time to visit the store!



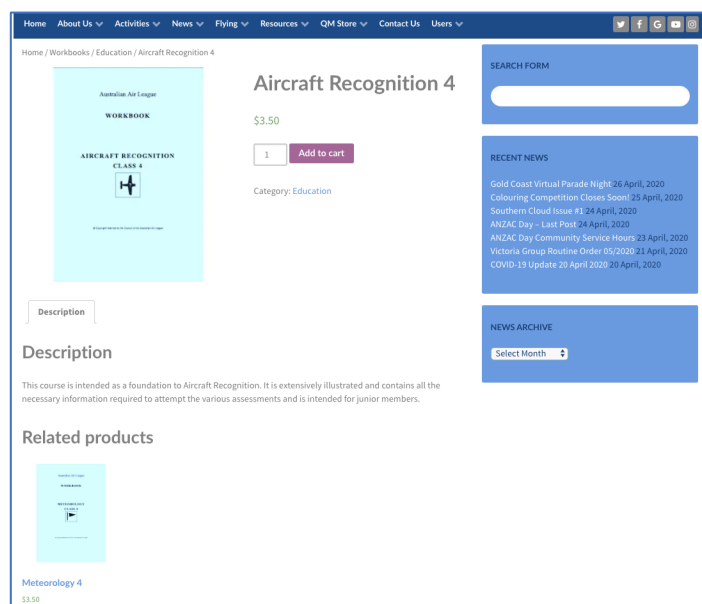
QM Store Online



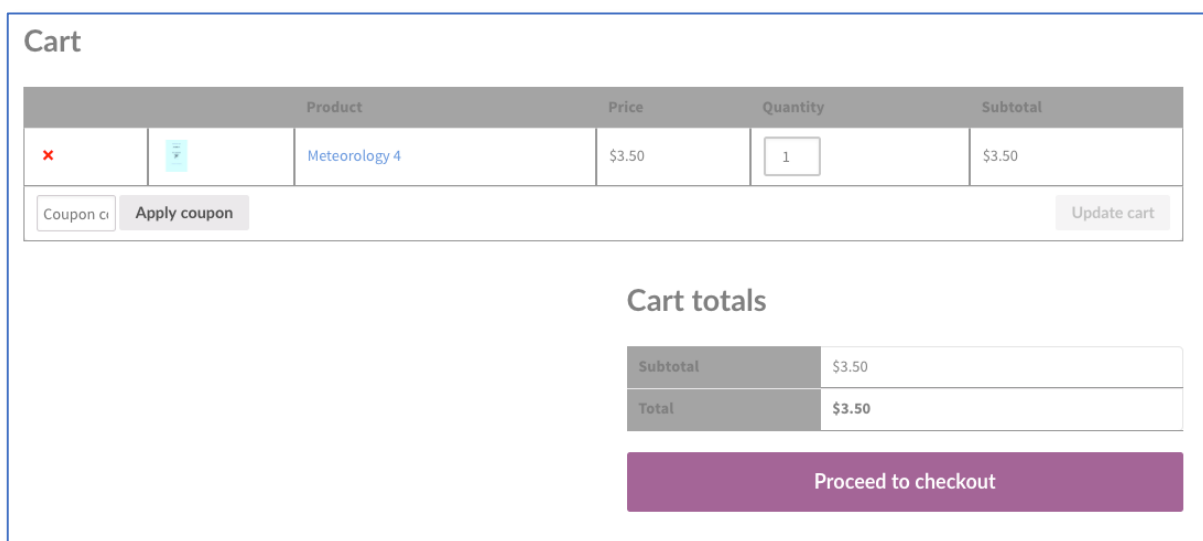
The **QM Store Online** will offer a growing assortment of quality digital colour workbooks designed for the exclusive use of our members. These are available in a **PDF** format and are priced at a low nominal fee.

Proceeds from the sale of these online books will be used to support the **Air League** with money going to your **Group**, less GST and costs such as merchant fees.

To learn more about a workbook, click on the image or on its name. If you want to buy straight away just click **Add to Cart**.



Once you have selected the workbooks you wish to purchase, go to the **Shopping Cart** to review your purchases.



Here you can delete items from the cart or change the quantity (as it is a digital workbook you only need one copy!)

Once you are satisfied, click **Proceed to Checkout**.

Checkout

Checkout

Have a coupon? [Click here to enter your code](#)

Billing details

First name Last name

Company name (optional)

Country / Region

Street address

Suburb

State

Postcode

Phone

Email address

Additional information


Order notes (optional)

The first step is to enter your billing address – you only need to do this once. As we are not shipping physical goods there’s no need for a shipping address. Please take note of the email address you enter here – you will need it later on.

Review your Order then click **Process to PayPal**.

Your order

Product	Subtotal
Meteorology 4 × 1	\$3.50
Subtotal	\$3.50
Total	\$3.50

PayPal  [What is PayPal?](#)

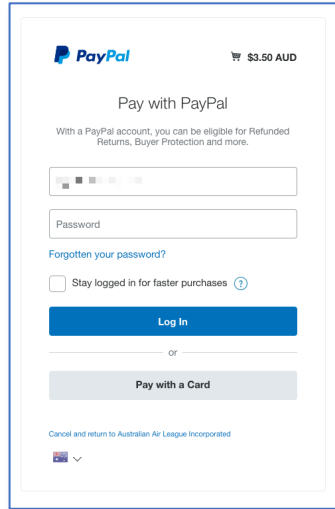
Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.

[Proceed to PayPal](#)

Payment

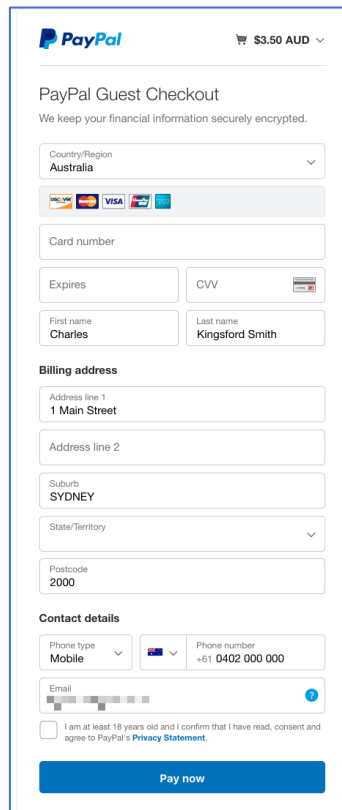
The **QM Store Online** currently accepts payment via **PayPal**, you can also pay with credit card if you don't have a **PayPal** account using **PayPal Guest Checkout**.

To use **PayPal**, just fill out your details as shown below



The screenshot shows the PayPal login interface. At the top, the PayPal logo is on the left and a shopping cart icon with "\$3.50 AUD" is on the right. The main heading is "Pay with PayPal". Below this, a note states: "With a PayPal account, you can be eligible for Refunded Returns, Buyer Protection and more." There are two input fields: one for the email address (partially filled with "a...") and one for the password. A link "Forgotten your password?" is below the password field. A checkbox "Stay logged in for faster purchases" is also present. A blue "Log In" button is at the bottom of the login section. Below the button is an "or" separator and a grey "Pay with a Card" button. At the very bottom, there is a small link: "Cancel and return to Australian Air League Incorporated" with a small flag icon.

To use **PayPal Guest Checkout** – click **Pay with a Card** and fill out your details.



The screenshot shows the PayPal Guest Checkout page. At the top, the PayPal logo is on the left and a shopping cart icon with "\$3.50 AUD" is on the right. The main heading is "PayPal Guest Checkout". Below this, a note states: "We keep your financial information securely encrypted." There is a "Country/Region" dropdown menu set to "Australia". Below this is a row of payment method icons: Mastercard, Visa, American Express, and Discover. There are input fields for "Card number", "Expires", and "CVV". There are also input fields for "First name" (filled with "Charles") and "Last name" (filled with "Kingsford Smith"). The "Billing address" section includes input fields for "Address line 1" (filled with "1 Main Street"), "Address line 2", "Suburb" (filled with "SYDNEY"), "State/Territory" dropdown, and "Postcode" (filled with "2000"). The "Contact details" section includes a "Phone type" dropdown (filled with "Mobile"), a "Phone number" field (filled with "+61 0402 000 000"), and an "Email" field. At the bottom, there is a checkbox "I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's Privacy Statement." and a blue "Pay now" button.

Once completed you will be taken to the **Order Received** screen which includes a link to your workbook.

Order received

Thank you. Your order has been received.

ORDER NUMBER: 29 April, 2020 ORDER TOTAL: \$0.00

Downloads

Product	Downloads remaining	Expires	Download
Meteorology 4	∞	Never	MET4-Workbook-101104.pdf

Order details

Product	Total
Meteorology 4 x 1	\$3.50
Subtotal:	\$3.50
Discount:	-\$3.50
Total:	\$0.00

[Order again](#)

Billing address

[Redacted]
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

You will also receive an email with details of your purchase and a link to the file.

Thanks for shopping with us

Hi [Redacted]

We have finished processing your order.

Downloads

Product	Expires	Download
Meteorology 4	Never	MET4-Workbook-101104.pdf

Thank you for making this purchase! If your document is password protected please use either your email address or order id to unlock the file.

[Order: [Redacted] 29 April, 2020)

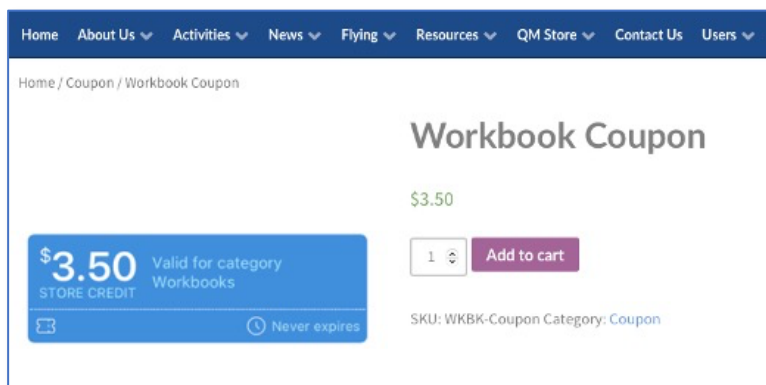
Product	Quantity	Price
Meteorology 4	1	\$3.50

Purchasing Coupon Codes

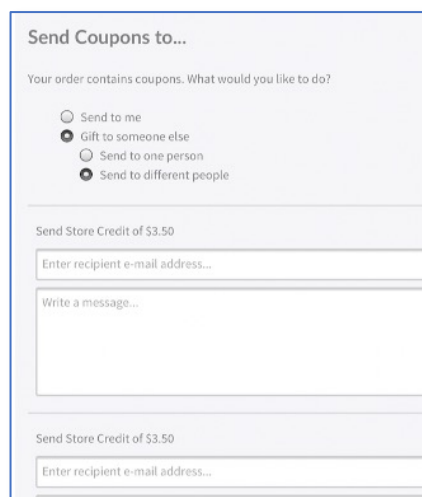
You may wish to purchase workbooks for cadets in your Squadron to download, this can be done simply and easily via **Workbooks Coupons**.

To get started, log on to the Australian Air League website and navigate to the QM Store via this link <https://www.airleague.com.au/product/workbook-coupon>

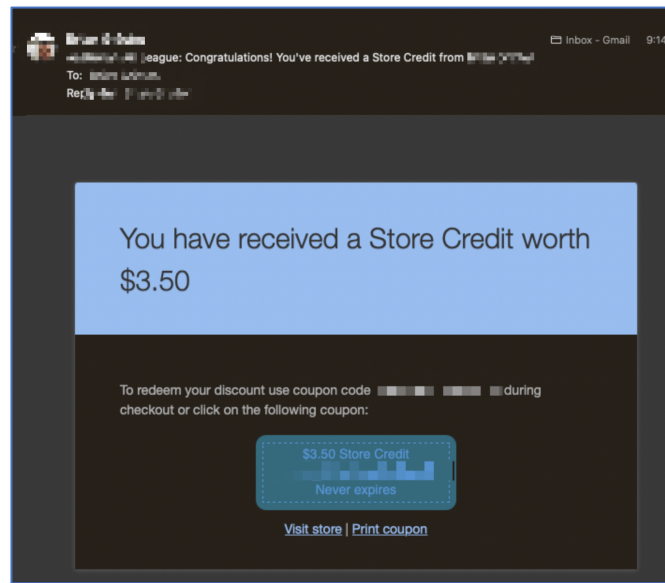
- Select the number of coupons you wish to purchase.



- Proceed to the checkout and purchase in the usual manner
- You can either arrange to have the coupons sent to you to then forward to the cadets, or send to each cadet with their email address and an instruction or message

A screenshot of a form titled 'Send Coupons to...'. The form asks 'Your order contains coupons. What would you like to do?' and provides four radio button options: 'Send to me', 'Gift to someone else' (which is selected), 'Send to one person', and 'Send to different people'. Below the options, there are two identical sections for sending a 'Send Store Credit of \$3.50'. Each section contains a text input field for 'Enter recipient e-mail address...' and a text area for 'Write a message...'. The form is styled with a light blue background and rounded corners.

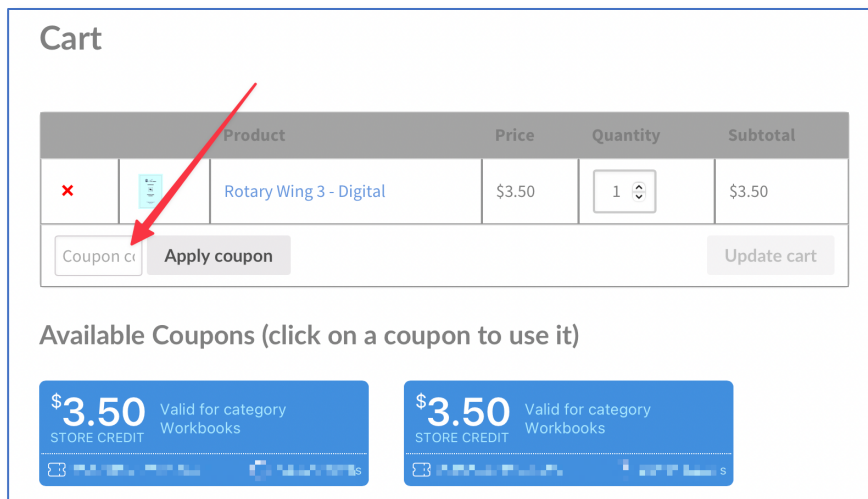
The recipient will receive an email with their store credit that they can use to redeem online.



How to Redeem a Coupon Code

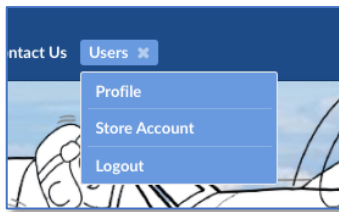
To redeem your code, when you log in to the store and purchase a workbook, you can enter your coupon code as shown below and click "Apply coupon".

Purchased coupon codes will also be shown if assigned to a particular member – just click on the coupon image to apply.




Past Orders and Downloads

To access your past Orders and Downloads, click **Store Account** under the **Users** menu.




Orders

- Dashboard
- **Orders**  **Click Orders**
- Downloads
- Addresses
- Account details

Order	Date	Status	Total	Actions
#48939	29 April, 2020	Completed	\$0.00 for 1 item	View

Downloads

- Dashboard
- Orders
- **Downloads**  **Click Downloads**
- Addresses
- Account details

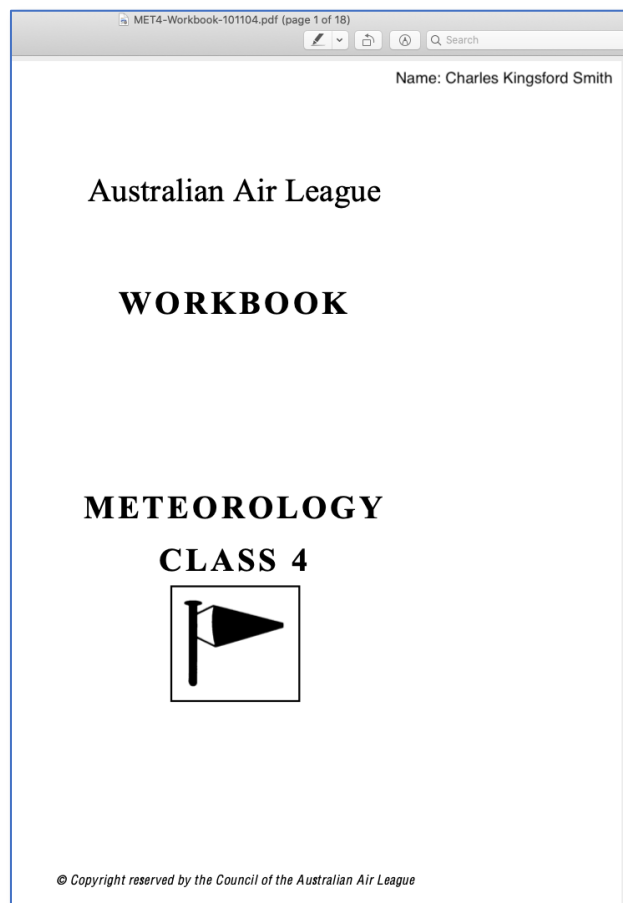
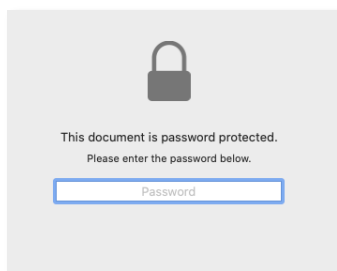
Product	Downloads remaining	Expires	Download
Meteorology 4	∞	Never	MET4-Workbook-101104.pdf

You are not restricted to the number of times you can download a file, nor is there an expiry date.

Accessing Your Workbook

Our workbooks have been written by many of our hardworking volunteers over the years and we're proud of their work and our extensive syllabus. We do however wish to protect their hard work and for this reason the books are copy-protected to prevent their content being reused by others.

When you open your workbook, you will be prompted for a password – this is simply the email address that you entered for your Billing Details.



Your workbook

Tablet Devices

These workbooks are also perfectly suited to mobile devices like tablets for on-the-go reading in full colour.



Questions?

If you have any further questions regarding the **QM Store Online**, please contact qmstore@airleague.com.au or support@airleague.com.au .