



CAMPION RESOURCE LIST BUILDER USER GUIDE

SCHOOL USERS

Vo8 2025

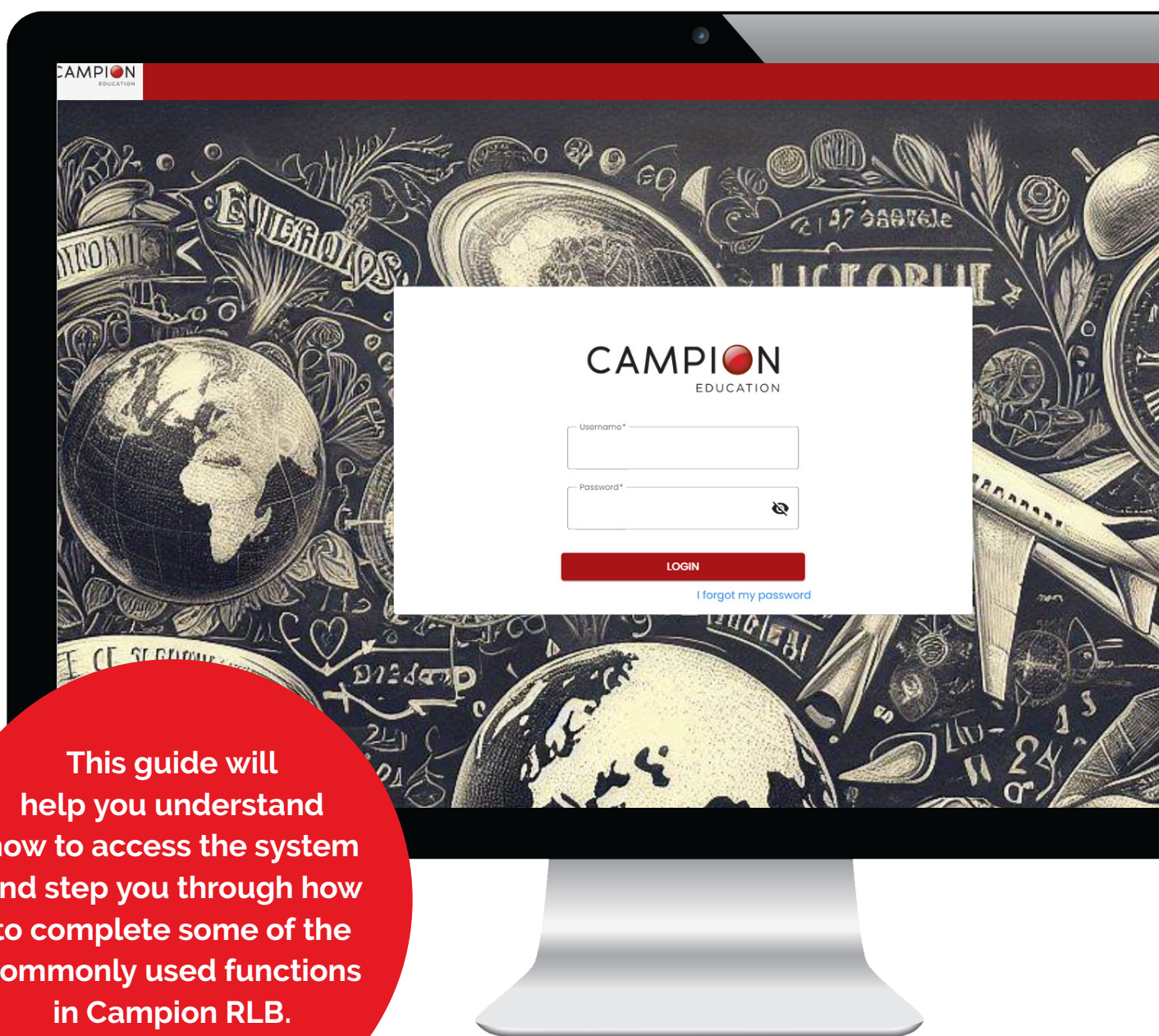


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WELCOME & INTRODUCTION TO THE CAMPION RESOURCE LIST BUILDER

Welcome to the Campion Resource List Builder (RLB).
One simple and intuitive platform for all your education resource list
requirements for the coming year.



LOGGING INTO CAMPION RESOURCE LIST BUILDER

Visit the Campion Resource List Builder website:

<https://app.campion.com.au/login>

1

Login Details

Enter your **Username** (your school email address) and **Password** in the fields provided.

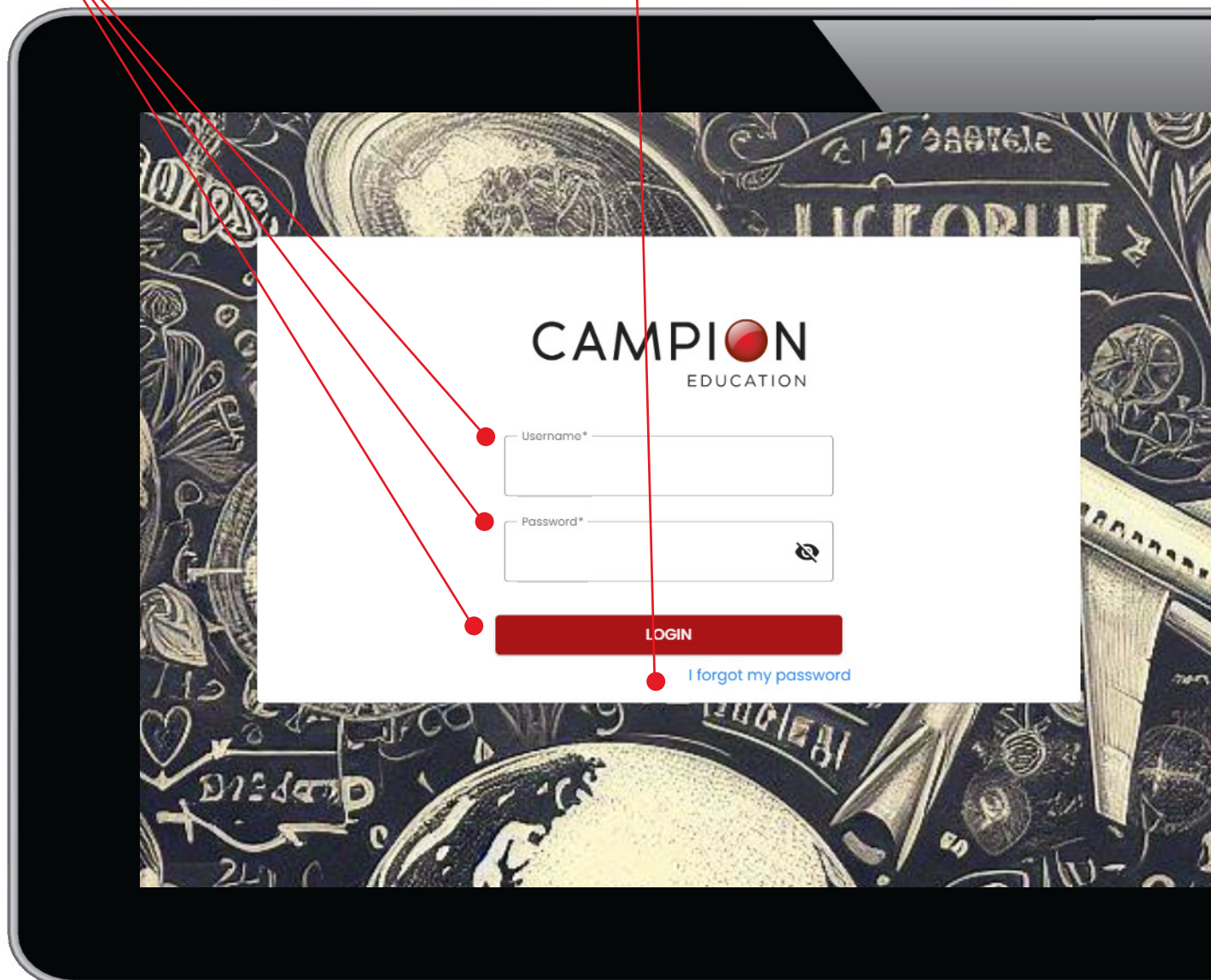
Then select '**Login**'.

The first time you log in, you will be asked to set a password.

2

Trouble signing in?

Select the '**I forgot my password**' link, and you will be sent an email with details to reset your password.



CAMPION RESOURCE LIST BUILDER OVERVIEW

Understanding the Campion Resource List Builder dashboard

1

Navigation

Displays available navigation items and is used to move around the system. This can be collapsed to allow more working area on the screen.

2

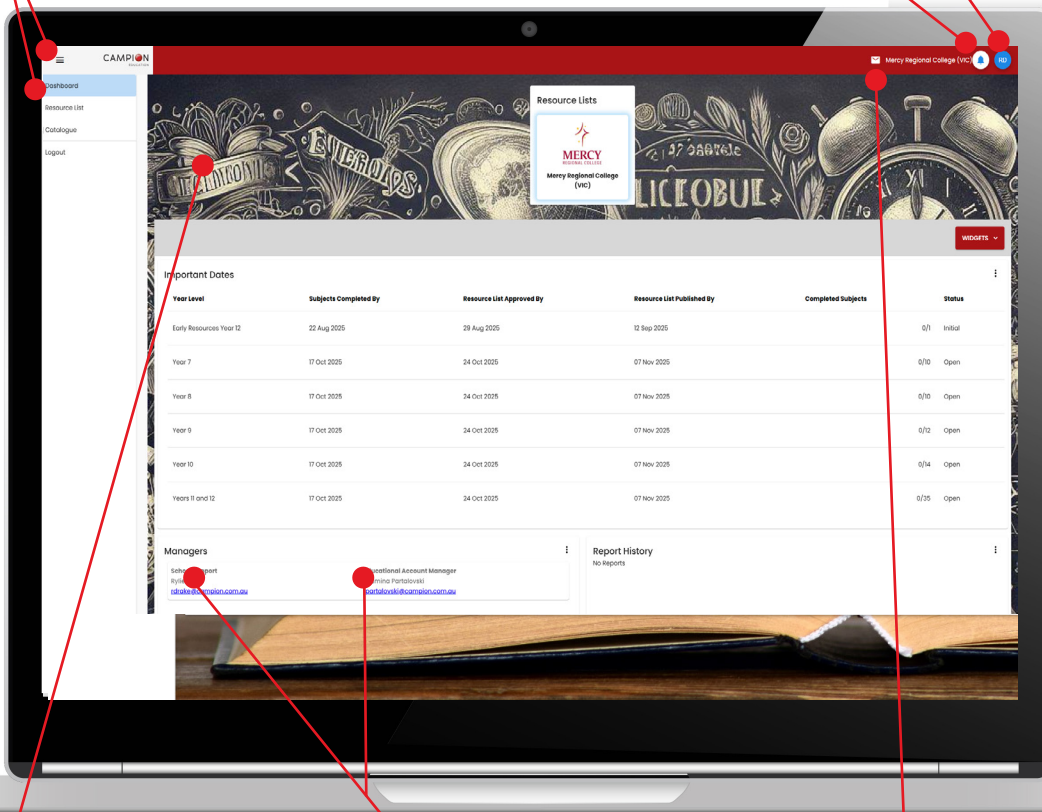
Notifications

Notification display

3

Your Profile

Allows you to toggle Dark Theme, edit your profile and log out.



4

Main Dashboard

The main dashboard area displays items like notifications, important dates, and completed subjects.

5

Contact Details

Contact details for your **School Support** person and **Educational Account Manager**.

6

Support

Contact your school support coordinator via email.

EDIT A RESOURCE LIST

Access a Resource List to make updates and changes

1

Resource List Navigation

Click on the year level showing in your Dashboard or Navigate to the dashboard panel.

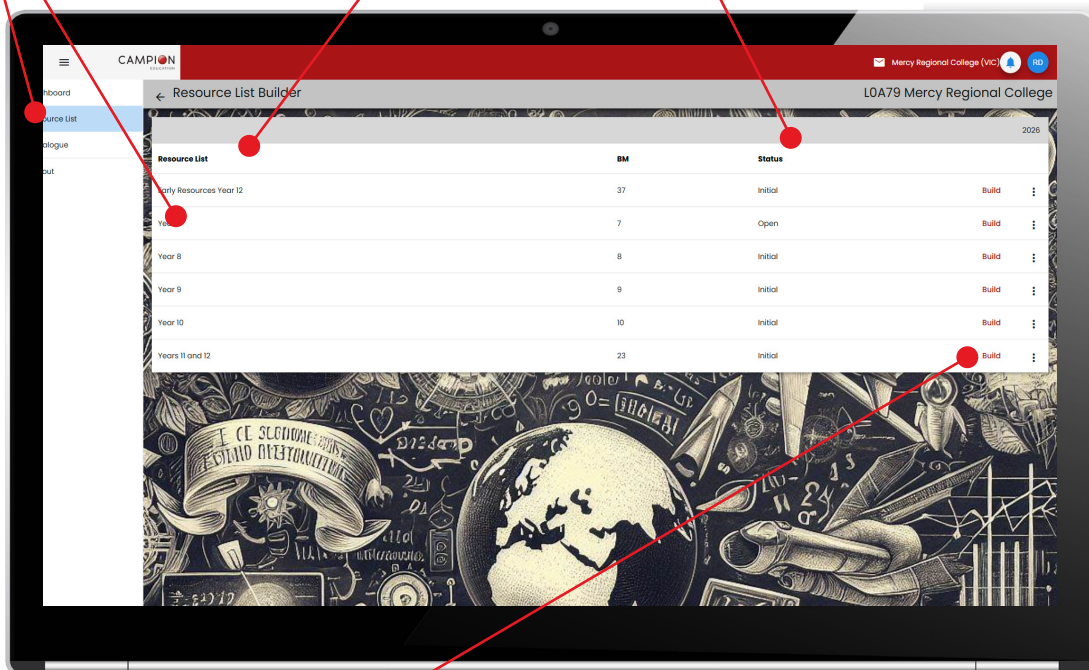
Select 'Resource Lists'.

2

Display

This will display the available Resource Lists under the heading 'Resource List'.

View the status of a Resource List under the 'Status' heading. The status indicates the stage of the Resource List.



3

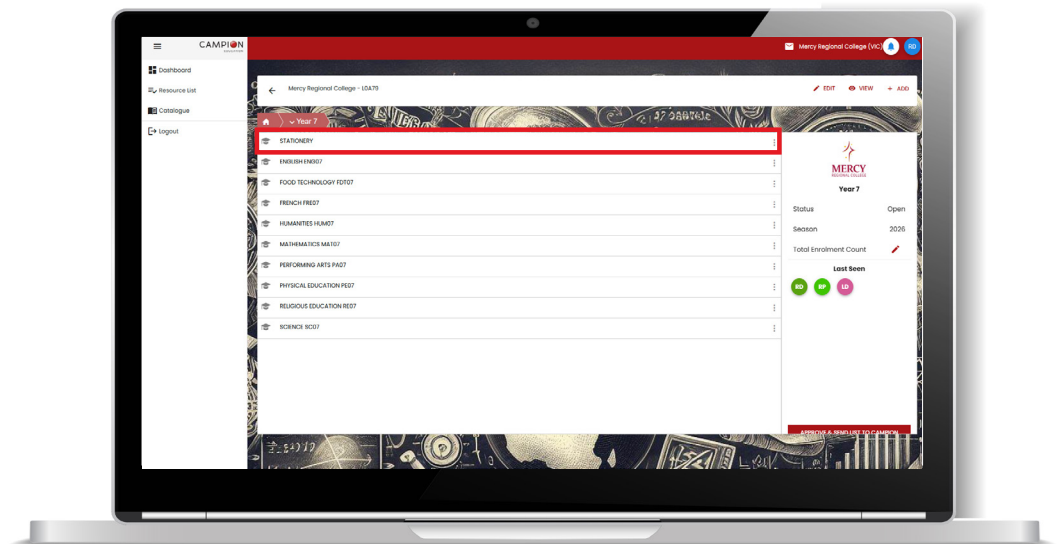
Update a Resource List

To view or make changes to a Resource List, select 'Build' next to the Resource List you wish to open.

Subject list

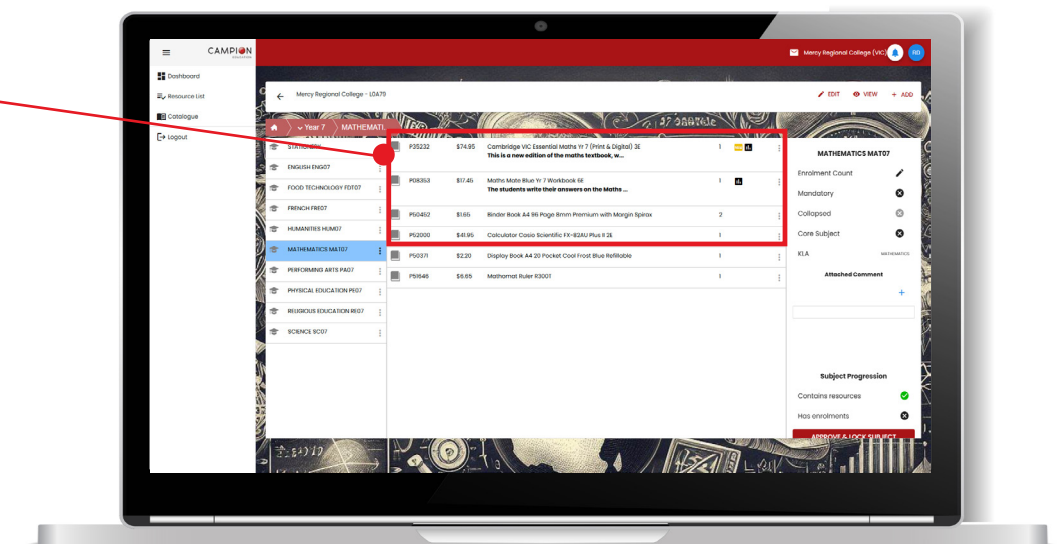
All subjects will be displayed for the selected year level.

Click on the subject to view or edit



4

Once a subject is selected, a list of items assigned to this subject will be displayed.



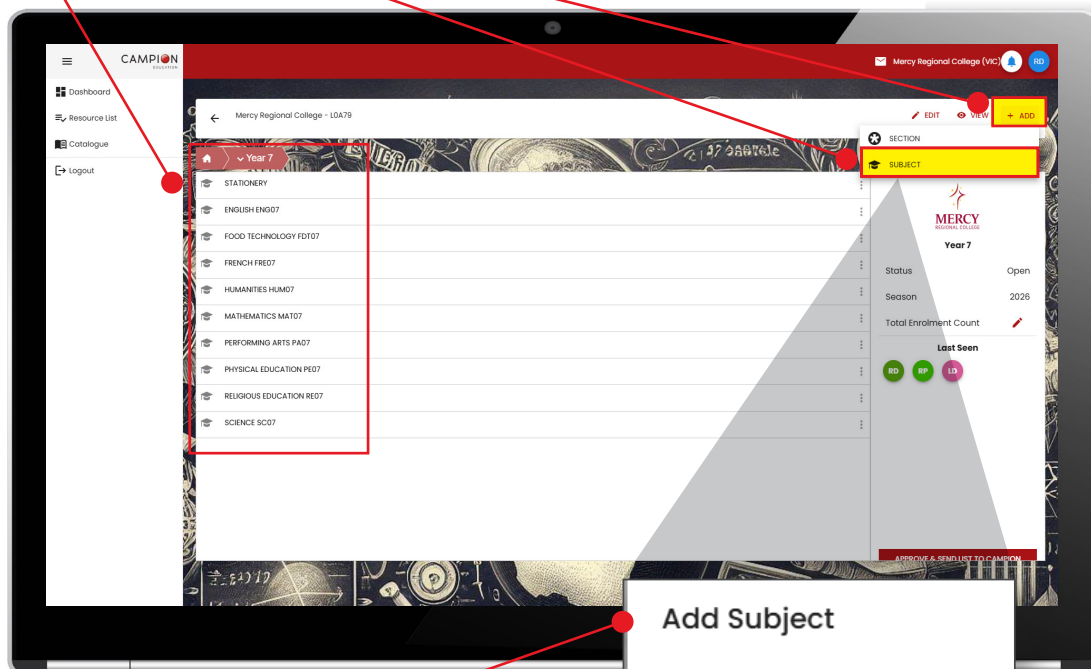
ADD A SUBJECT TO A RESOURCE LIST

1

Add a Subject to a Year Level Resource List

Navigate to the year level to make changes.
All current subjects will be displayed on the main dashboard.
To add a subject, select the **+Add** icon.

From the dropdown menu, select **'Subject'**.



2

A pop-up window will appear.

Fill in the **'Subject Name'**, and select a KLA (e.g. HIS: History) from the **'KLA search'** area that best matches your subject.

Select the **'Add'** button to add the subject to the Resource List.

Add Subject

Subject Name*

Parent*
Resource List

KLA Search

Core Subject

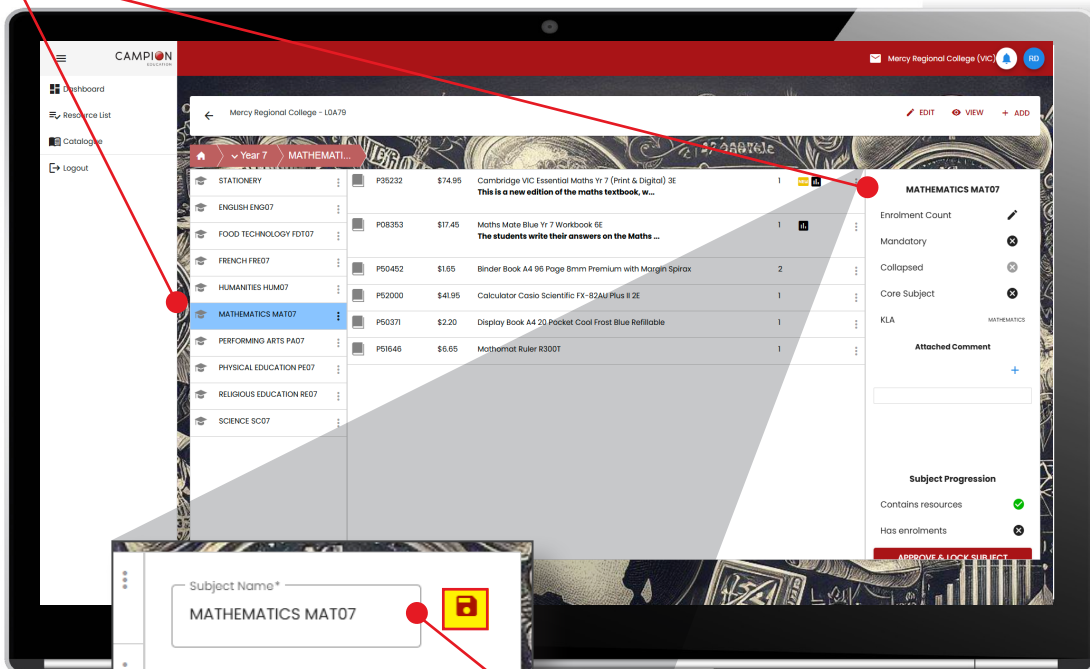
CANCEL
ADD

EDIT A SUBJECT NAME

1

To change the name of a subject:

With a subject selected, click on the subject name showing on the right-hand panel.



2

A pop-up window will appear.

Update the subject name in the area provided, then click the 'Save' icon.

Subject Name*

MATHEMATICS MAT07

Enrolment Count

Mandatory

Collapsed

Core Subject

KLA

Attached Comment

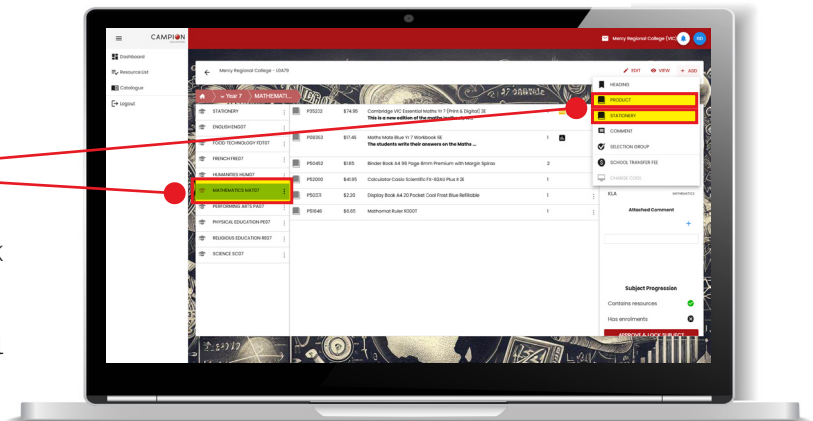
MATHEMATICS

ADD A PRODUCT TO A RESOURCE LIST

1

To add a product to a Resource List, first click on the subject.

Select the '+Add' button, a drop-down list will appear and select 'Product' or 'Stationery'.



2

A pop-up window will display the Catalogue and search options.

New products will be indicated with a 'NEW' label.

3

Use the search function to find a product. Type in the search term (e.g. Cambridge Essential Maths 7, or Binder) and all items related to the search term will display in the main dashboard.

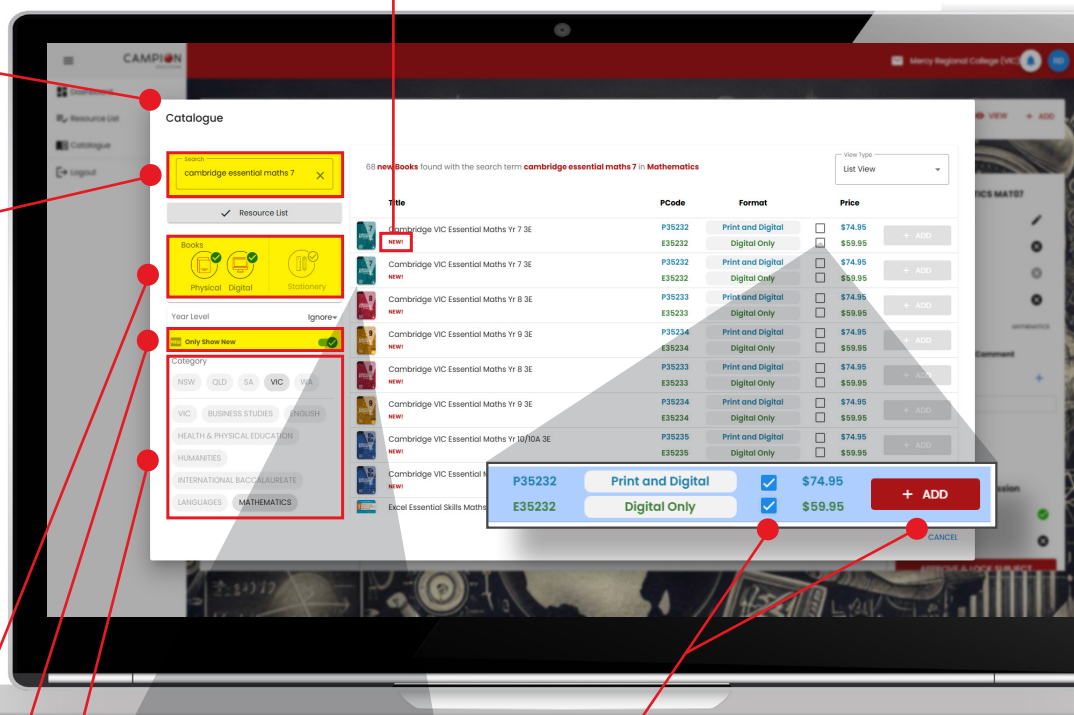
When searching with ISBNs, remove dashes and spaces.

Search options

These include options to search for products by format (Physical/Digital for Products, or Stationery).

When selecting a stationery item, toggle off "Only used by my school" to broaden the search results to all items available in the Campion catalogue.

Refine the search by selecting 'Category' filters.



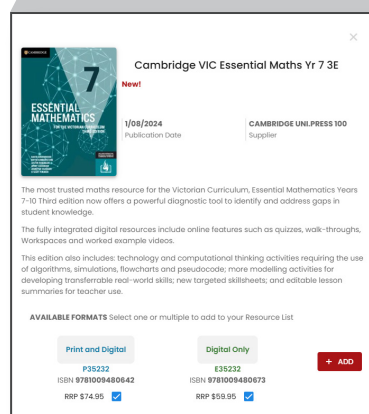
4

For print or digital products select the tick-box next to the required format/s.

Selecting multiple formats will automatically generate a selection group which will prevent families from ordering both formats.

Select the 'Add' button to add the product/s to the Resource List.

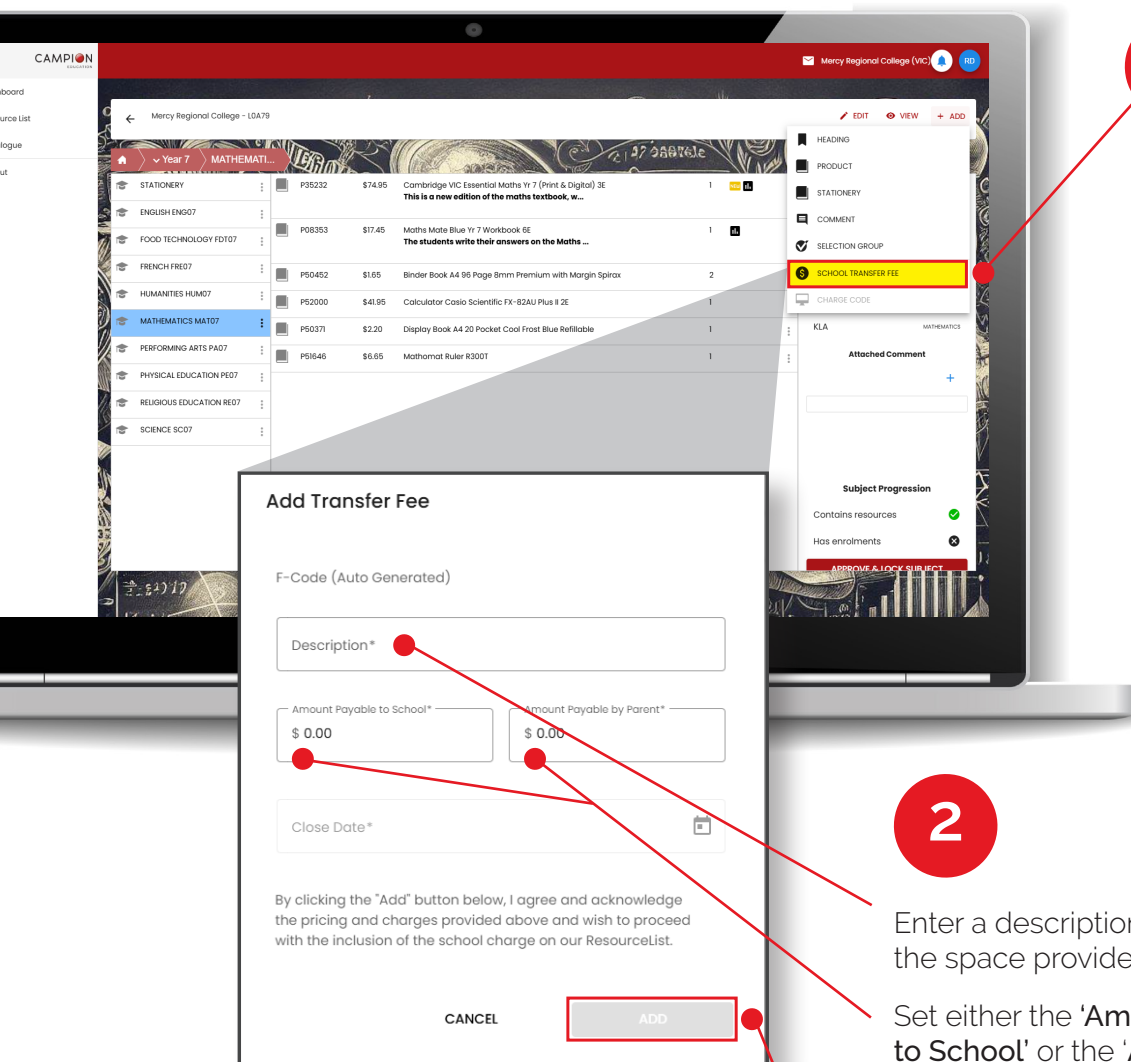
Note: Format selection is not required for stationery items.



Products can also be added from the detailed view.

ADD A SCHOOL TRANSFER FEE TO A RESOURCE LIST

A school transfer fee is an amount collected on the resource list that is paid to the school. These are subject to standardised fee markup agreements. Some school transfer fees incur a different mark up.



1

To add a school transfer fee to a Resource List, first click on the subject.

Select the '+Add' button, a drop-down list will appear and select 'School Transfer Fee'.

2

Enter a description of your fee in the space provided.

Set either the 'Amount Payable to School' or the 'Amount Payable by Parents'. These values will adjust based on a pre-set fee markup.

Contact your School Account Manager for more information.

Click the 'Add' button to add the fee to the current Resource List.

Note: School users with Resource List Coordinator access can create new fees and delete existing fees. However, existing fees cannot be edited by school users.

Please contact your School Support Coordinator to edit existing fees.

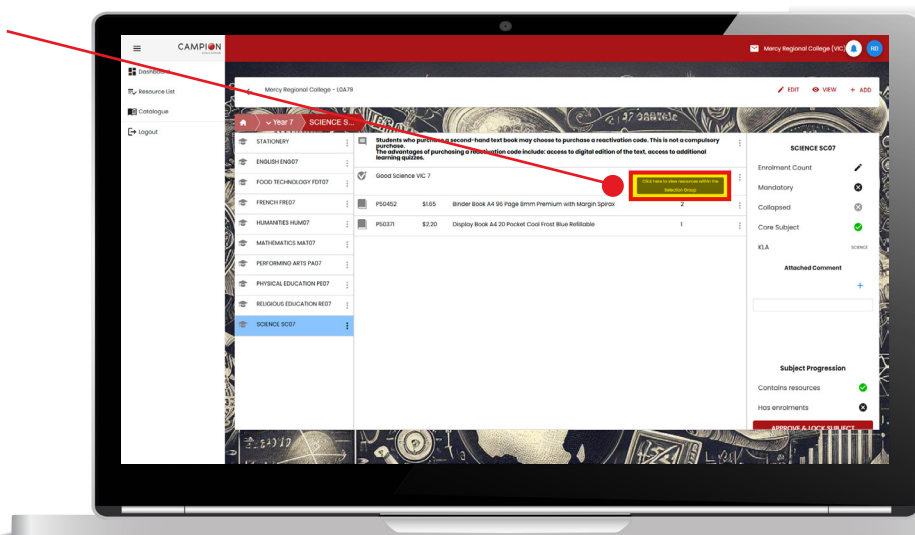
VIEW & EDIT A SELECTION GROUP OF PRODUCTS

1

To view and edit a selection group on the Resource List, click the grey prompt to open the listing.

2

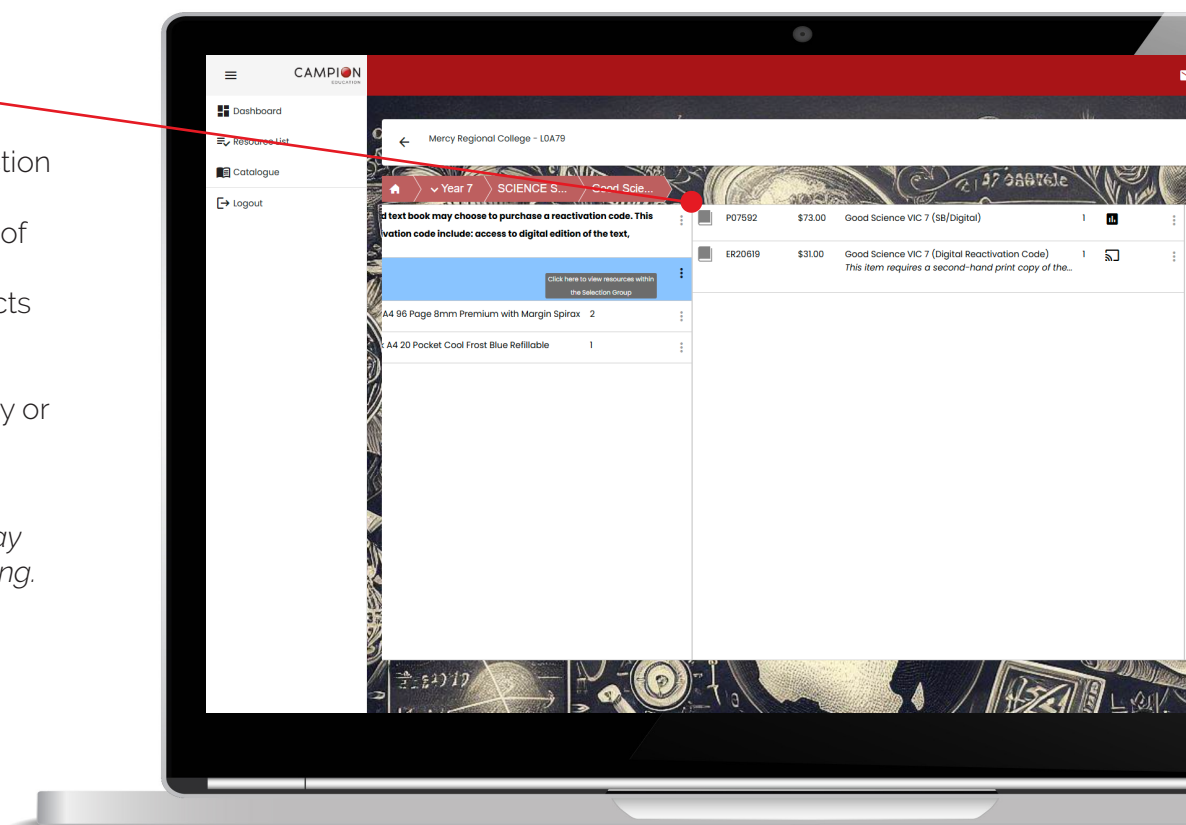
To edit the selection group, follow the steps on page 10 to add a product, or on page 15 to delete a product.



3

The purpose of a selection group is to provide students with a choice of products. This ensures that each student selects only one item from the available options, preventing unnecessary or duplicate purchases.

Note that unattached comments do not display on student online ordering.



VIEWING, EDITING AND SUBMITTING PACKS

Schools utilising custom packs can view and edit their contents within Campion's Resource List Builder.

1

Select a subject containing a custom pack. These are shown with a briefcase icon.



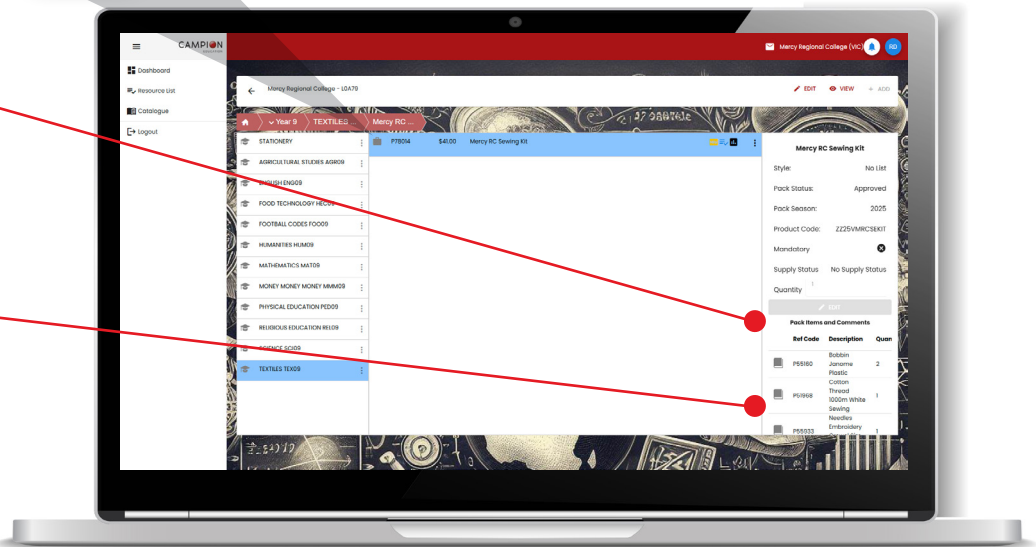
2

Click to select the pack you wish to view/edit.

3

Click the 'Edit' button to make amendments to the pack.

Pack components can be viewed within the right-hand information panel, scroll to see any additional components.



4

Make any necessary changes.

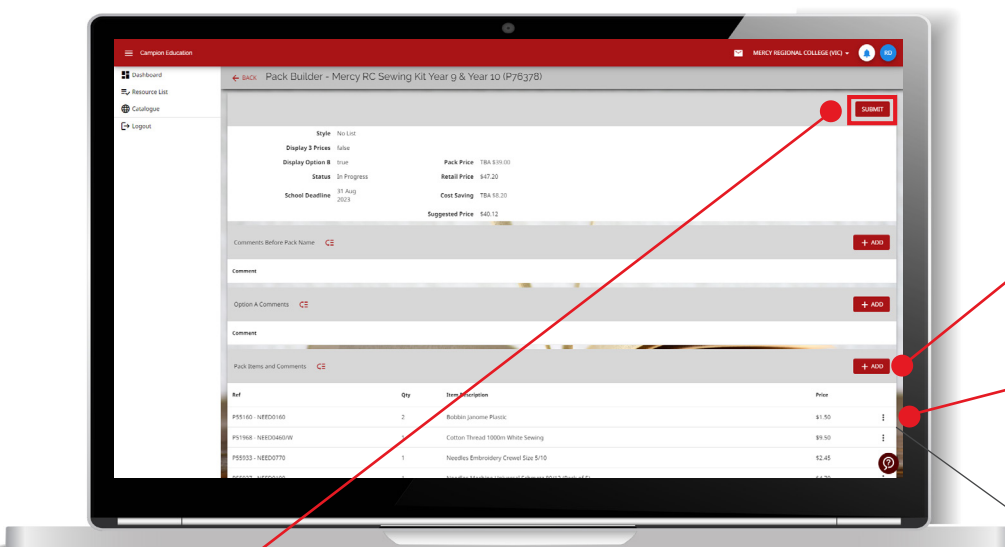
Select 'Add' to add additional items to your pack.

Click the **three dots** to the right of an items row to amend the quantity or remove an item.

- EDIT QUANTITY
- DELETE

5

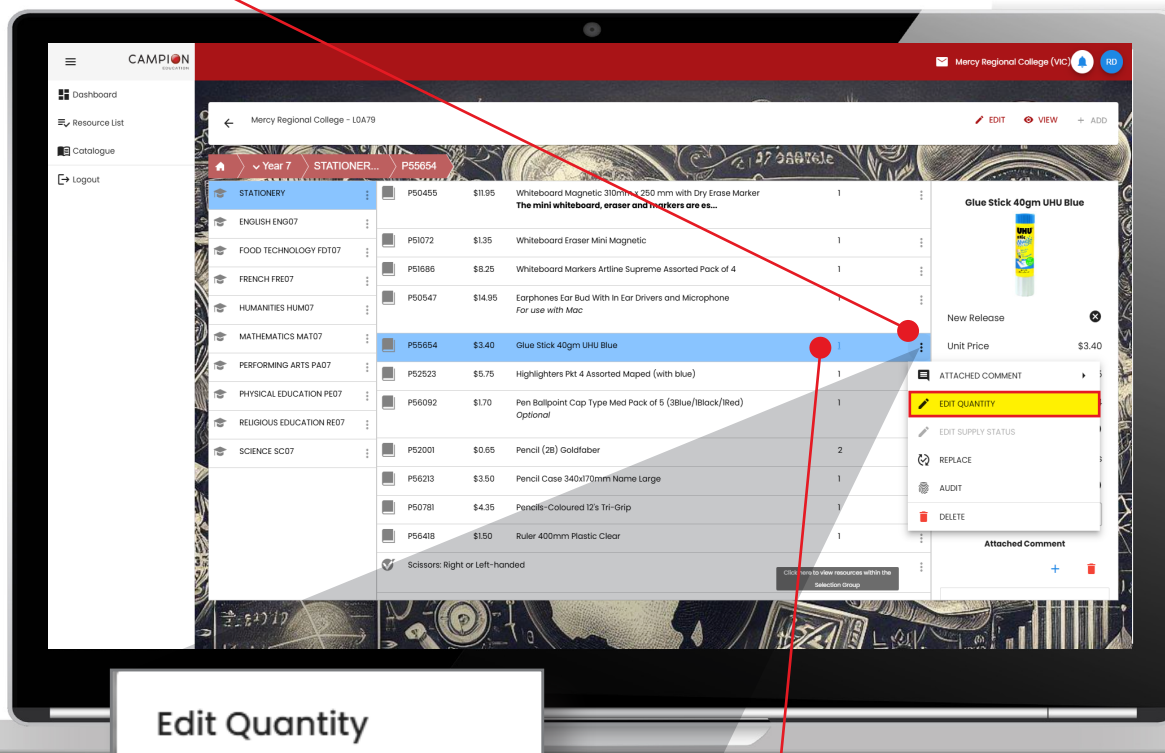
Once your pack component list is correct, click 'Submit'. Please be aware that no further changes can be made to a pack once it has been submitted.



EDIT PRODUCT QUANTITY IN A RESOURCE LIST

1

Select the product and click on the three dots, this will display a drop-down menu with available options. Select 'Edit Quantity'.



Edit Quantity

Quantity

1

CANCEL

SAVE

2

Update the quantity in the area provided, then click the 'Save' button.

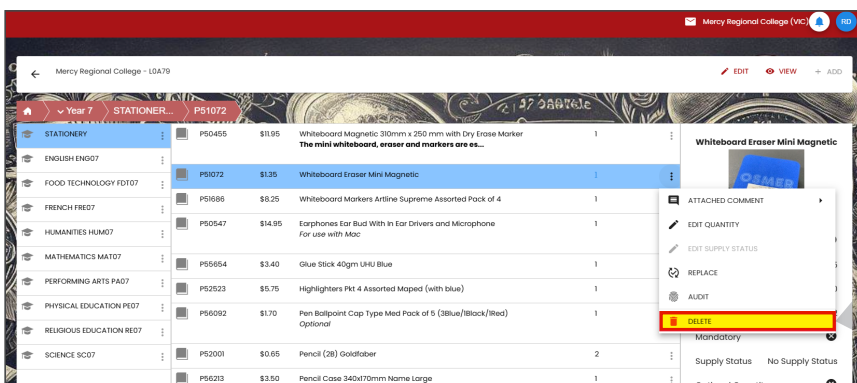
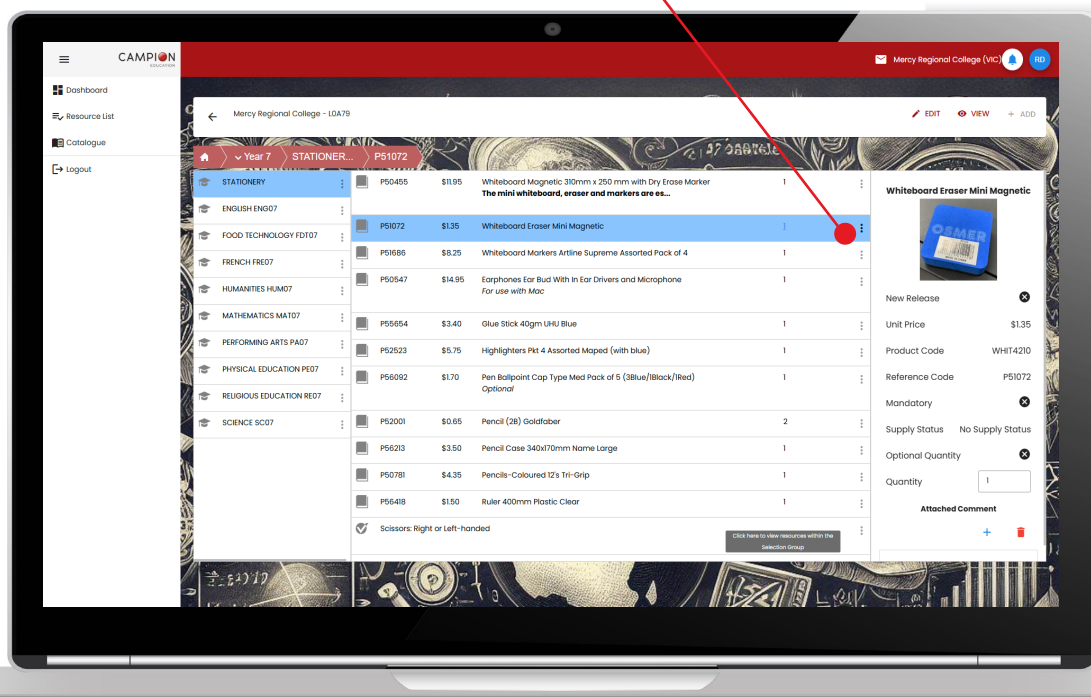
3

The updated quantity will be displayed against the item.

DELETE A PRODUCT IN A RESOURCE LIST

1

To delete a product from your Resource List, click on the item which you wish to delete, then click the **three dots** to the right of the row.



Warning

Are you sure you want to continue with this action?

CANCEL

CONTINUE

2

A drop-down menu will appear. Navigate to 'delete' and select.

3

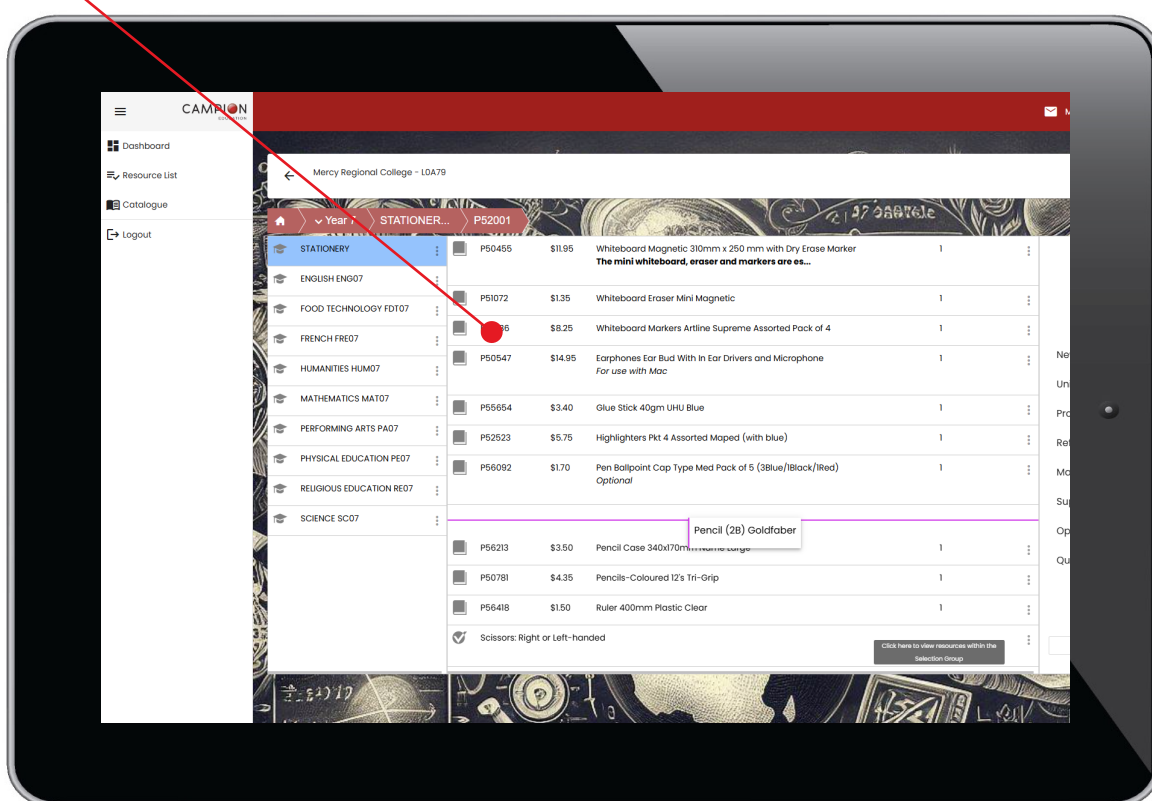
A pop-up window will display a warning. Click the 'Continue' button to delete the product.

REARRANGE THE ORDER USING 'DRAG AND DROP'

Within a Resource List, users have the ability to rearrange the order of subjects, headings, products, and unattached comments.

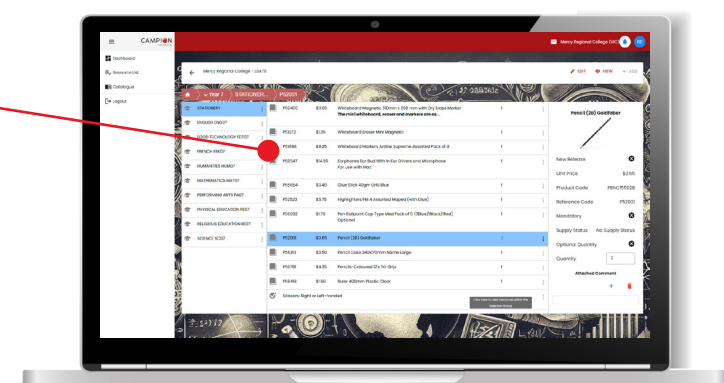
1

Click and hold the item you want to move. While still holding the mouse button down, drag the item to your preferred position. Release the mouse button to drop the item in place.



2

The item will now be displayed in the preferred order.

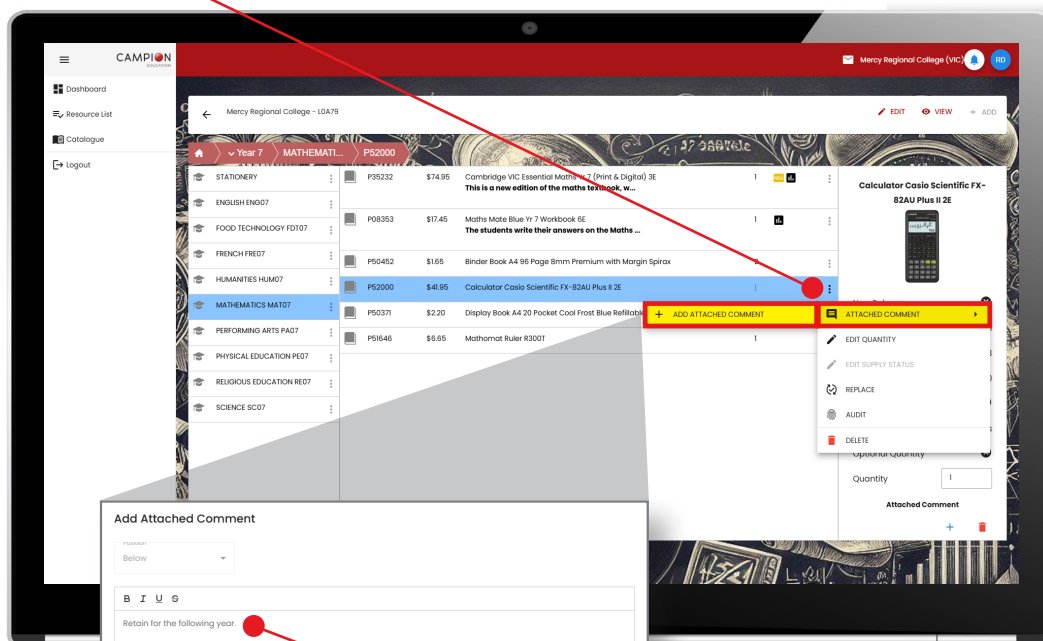


ADD AN ATTACHED COMMENT TO A PRODUCT OR SUBJECT

1

To add an attached comment to a product

Select the product and click on the three dots, this will display a drop-down menu with available options. Select 'Add Attached Comment'.



2

A pop-up box will appear. Type in the comment.

3

The attached comment will display within the product.

Users have the ability to format the comment using the options in the top panel of the pop-up box (bold, italics, underline, strike-through).

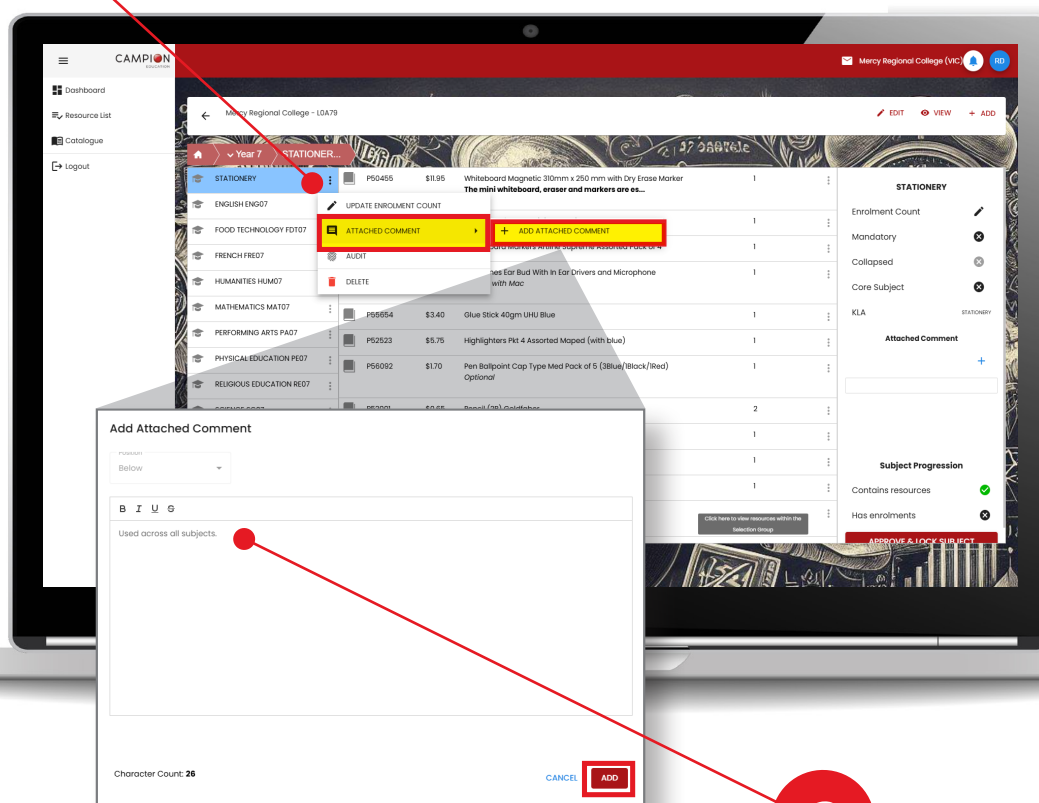
Click the 'Add' button to add the comment to the product.

P50452	\$165	Binder Book A4 96 Page 8mm Premium with Margin Spiral	2	
P52000	\$41.95	Calculator Casio Scientific FX-82AU Plus II 2E Retain for the following year.	1	
P50371	\$2.20	Display Book A4 20 Pocket Cool Frost Blue Refillable	1	

1

To add an attached comment to a subject

Click to highlight a subject in the Subject List, click the three dots menu next to the subject name, a drop-down list will appear. Select 'Attached Comment', then click the '+ Add Attached Comment'.



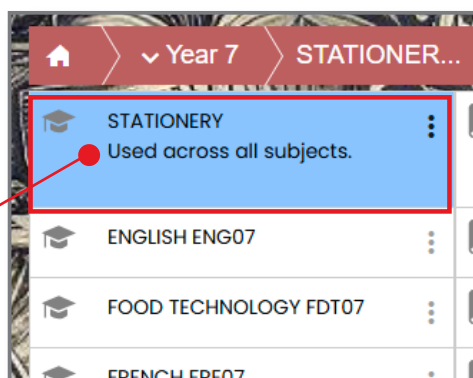
2

A pop-up box will appear. Type in the comment.

Users have the ability to format the comment using the options in the top panel of the pop-up box (bold, italics, underline, strike-through).

Click the 'Add' button to add the comment to the subject.

3



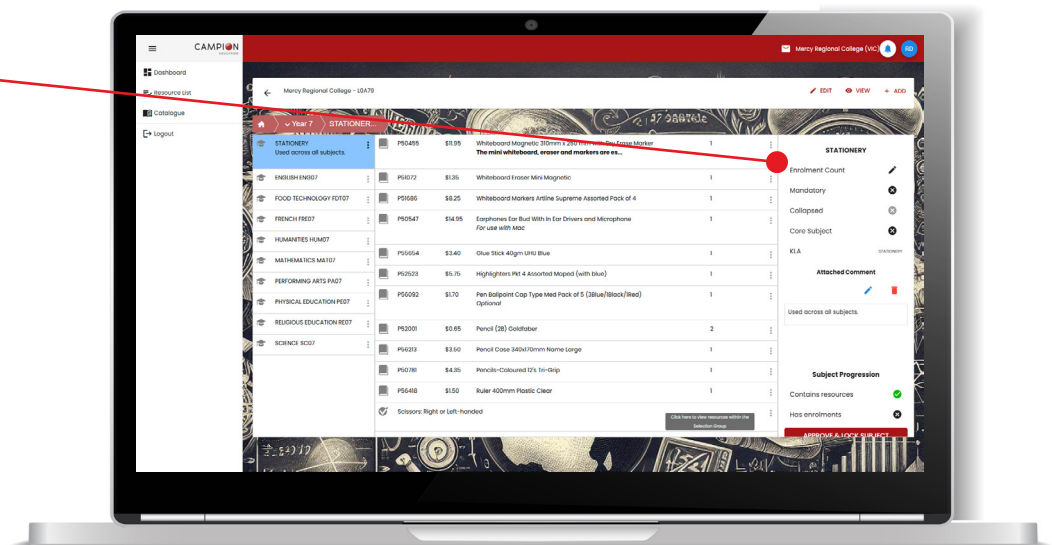
The attached comment will display below the subject name.

SET ENROLMENT COUNT IN A RESOURCE LIST

It is important to set the Enrolment Count to help with the most accurate ordering for your school and ensure sufficient stock supply during the busy back-to-school season.

1

'Enrolment Count' is located in the right hand panel. Click the pencil icon to make changes.

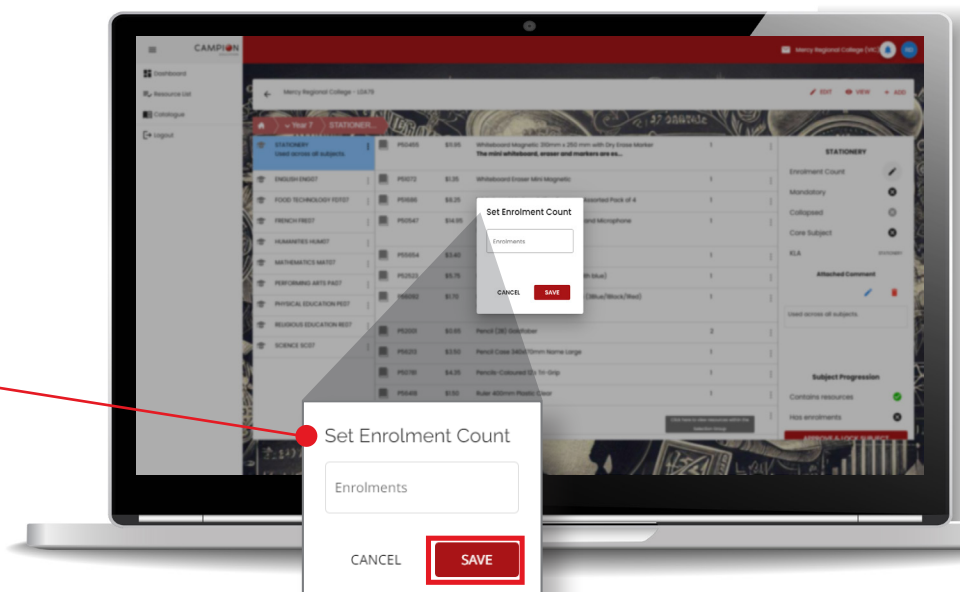


2

A pop-up box will appear.

Enter the estimated enrolment count for that subject and then click the 'Save' button.

If you are a Head of Department and unsure of the enrolment count, you can still approve and lock the subject for now. An estimated enrolment count will be required prior to the resource list being approved for publication.



AMENDING HEADING NAMES AND ENROLMENT COUNTS

Where headings are used to break up subjects, enrolments are set at a heading level as well as the subject level.

Headings are shown with a Banner Icon

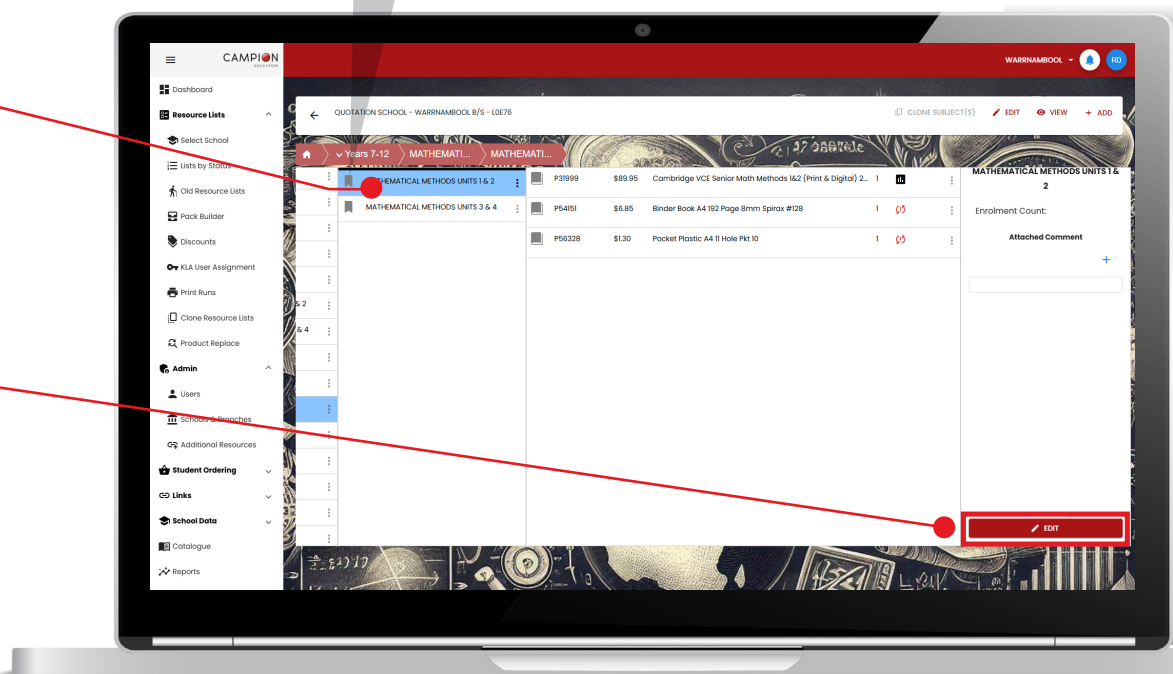


1

Click to select a heading.

2

Click the 'Edit' button.



3

A pop-up box will appear.

Enter the updated Heading name and/or estimated enrolment count and then click the 'Save' button.

Update Heading

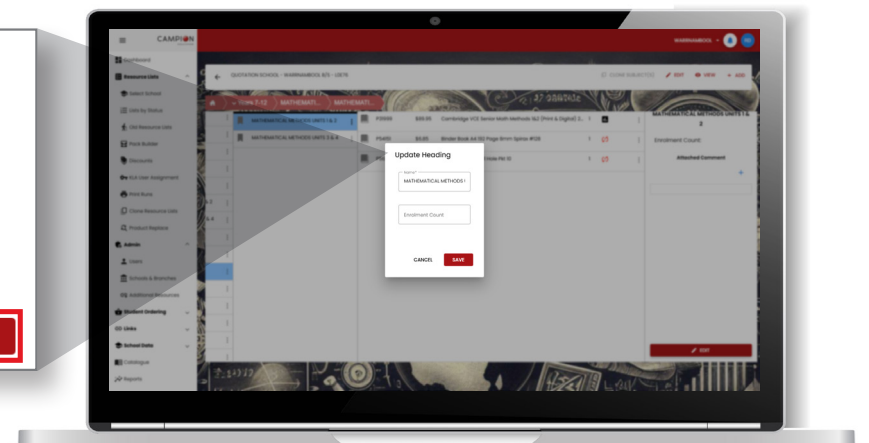
Name *

MATHEMATICAL METHODS

Enrolment Count

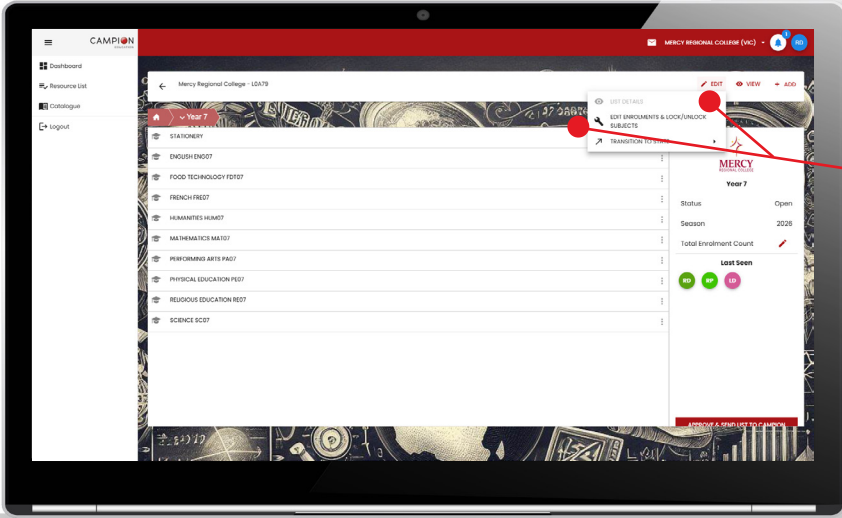
CANCEL

SAVE



SET ENROLMENTS FOR MULTIPLE SUBJECTS LISTED ON A RESOURCE LIST

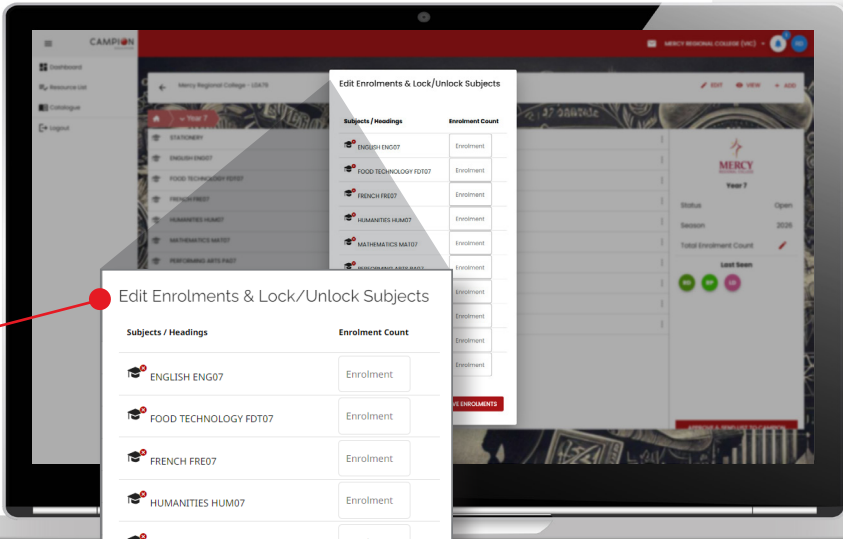
Resource List Coordinators can update multiple subjects Enrolment Counts.



1

Click the pencil icon next to the 'EDIT' button in the top pane to make changes.

From the dropdown menu, select 'Edit Enrolments & Lock/Unlock Subjects'.



2

A pop-up box will appear.

Enter the number of enrolments and then click 'Save Enrolments' button.

This feature is only available for the Schools Designated Resource List Coordinator.

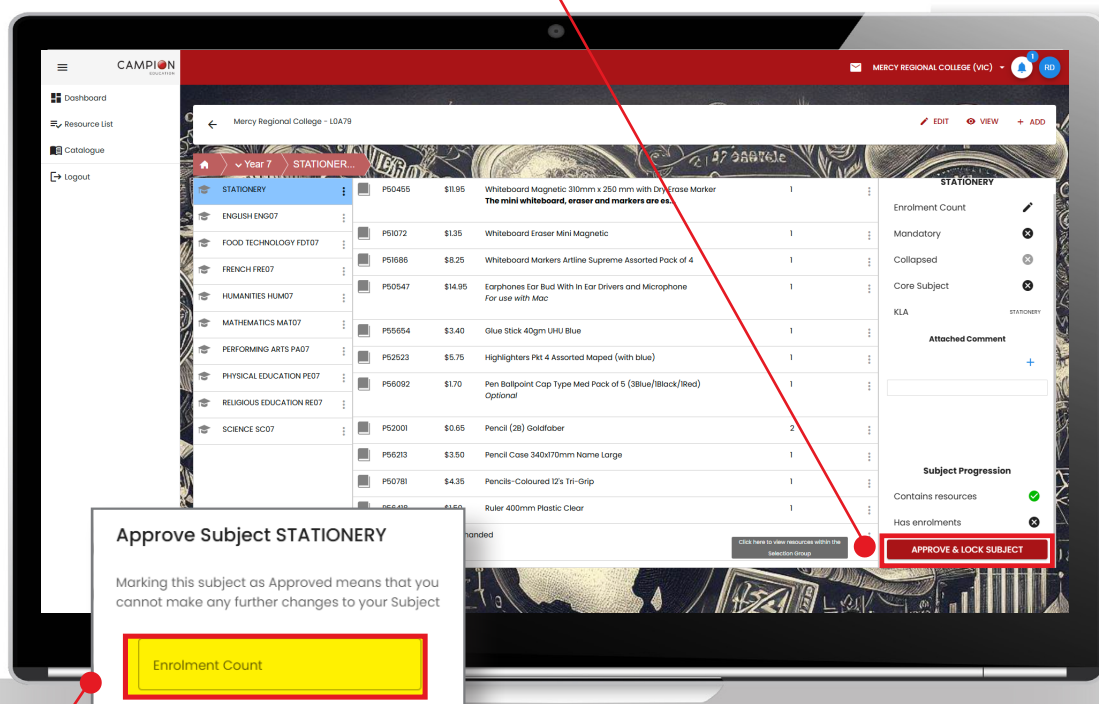
Subjects / Headings	Enrolment Count
ENGLISH ENG07	Enrolment
FOOD TECHNOLOGY FDT07	Enrolment
FRENCH FRE07	Enrolment
HUMANITIES HUM07	Enrolment
MATHEMATICS MAT07	Enrolment
PHYSICAL EDUCATION PE07	Enrolment
RELIGIOUS EDUCATION RE07	Enrolment
SCIENCE SC07	Enrolment
STATIONERY	Enrolment
STEAM	Enrolment
CLOSE	SAVE ENROLMENTS

APPROVE & LOCK A SUBJECT IN A RESOURCE LIST

A subject will need to be approved and locked once a user has finished making all changes.

1

Select the 'Approve & Lock Subject' button in the right hand panel on the dashboard.



Approve Subject STATIONERY

Marking this subject as Approved means that you cannot make any further changes to your Subject

Enrolment Count

CANCEL

APPROVE & LOCK

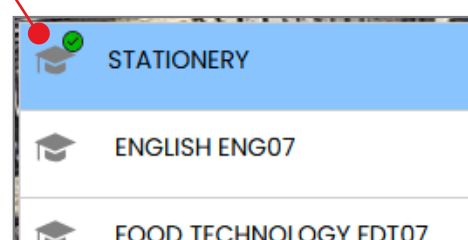
2

A pop-up window will prompt users to add or reconfirm the final 'Enrolment Count' for the subject. If an Enrolment Count is unknown, please provide an approximate count.

Click the 'Approve & Lock' button.

3

A small green tick will be displayed next to the subject to indicate the subject has been finalised.



UNLOCK A SUBJECT

'Approved and Locked' subjects can be unlocked fby the School's Designated Resource List Coordinator until they click 'Approve & Send List to Campion'.

1 Select the subject to be unlocked.

2 On the right-hand side information panel, scroll down and click 'Unlock Subject'.

3 A pop-up box will appear to confirm that you wish to unlock this subject, click the 'Unlock' button.

Warning
Are you sure you want to unlock ENGLISH ENG07? You will need Approve the subject again.

CANCEL UNLOCK

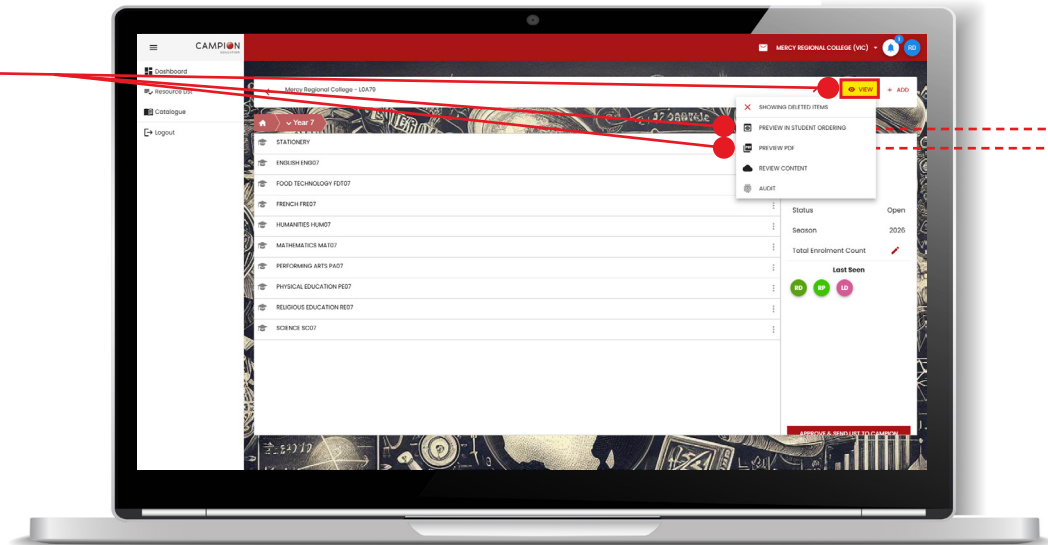
Once a subject has been unlocked, all users with editing access will be able to edit this subject again. Once all necessary changes have been made, this subject will need to be re-locked.

PREVIEW A RESOURCE LIST IN STUDENT ORDERING OR AS A PDF

1

Select the 'View' icon as shown.

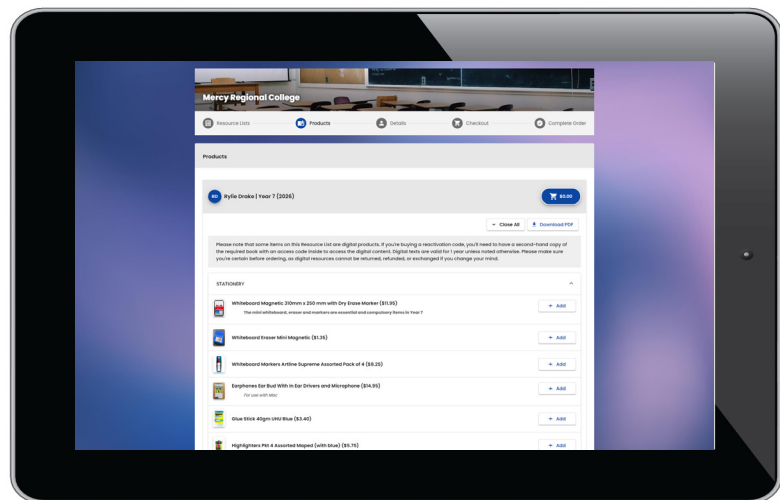
Select either 'Preview in student ordering' or 'Preview PDF' in the drop-down list.



2

You can preview your resource list in 'Student ordering' at any time. This is a great way to see how your families will see the resource lists when placing orders.

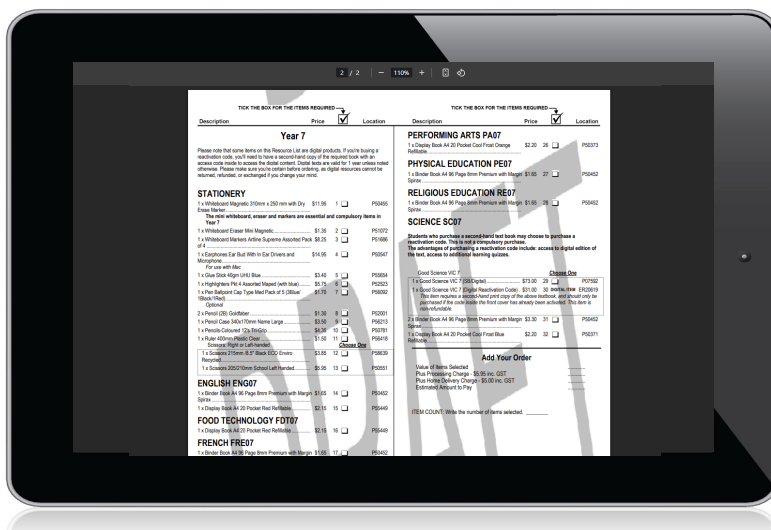
Note: Not all functions are available in this preview.



3

If you select 'Preview PDF', a PDF with automatically download.

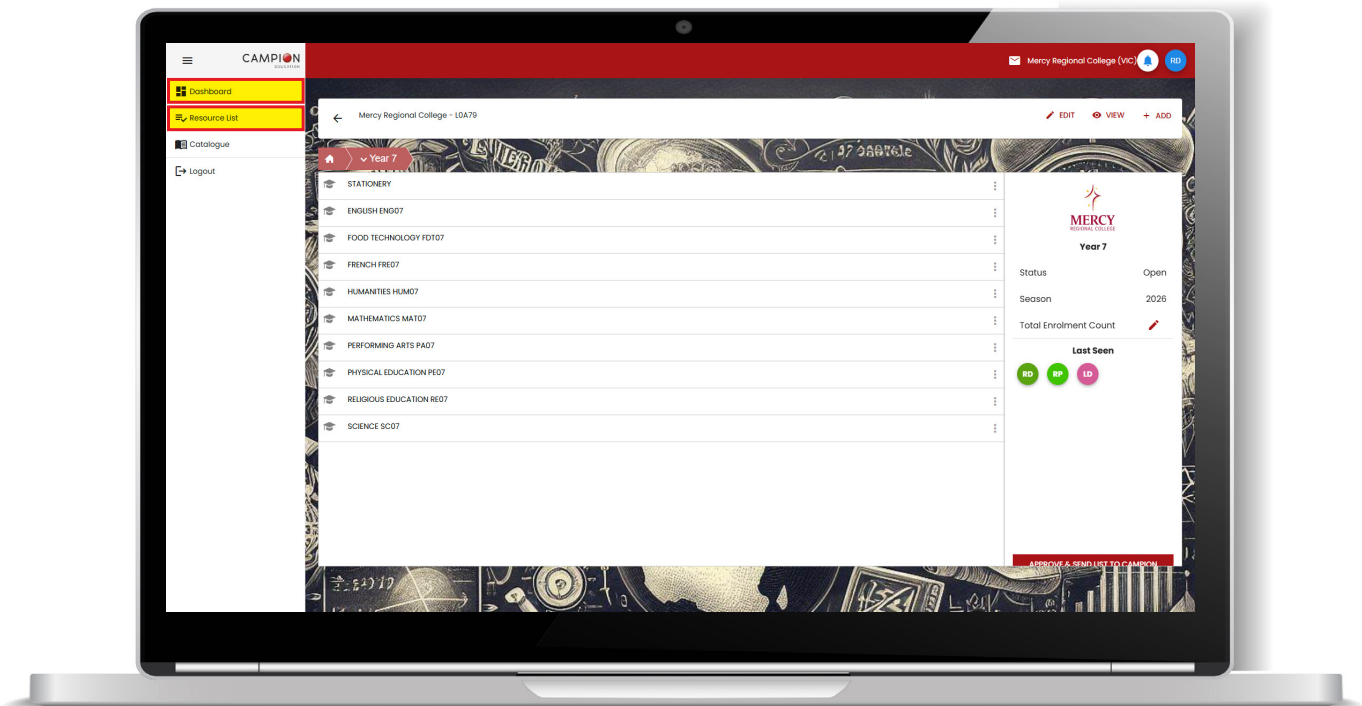
Note: This PDF is not a final version and will display a 'DRAFT' watermark.



MOVE TO ANOTHER YEAR LEVEL

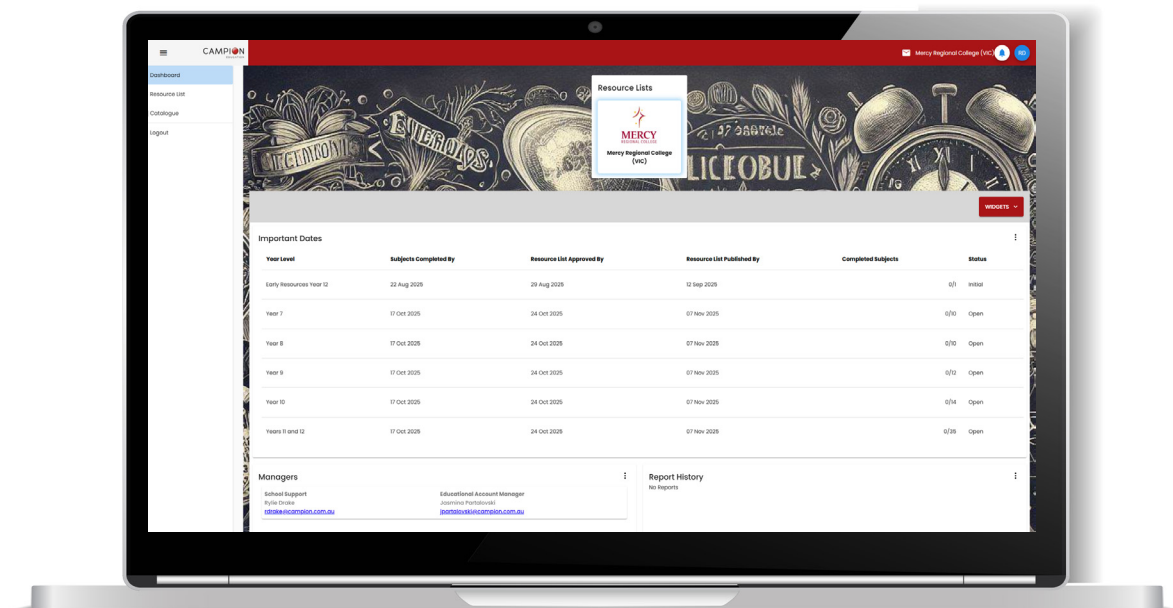
1

To move to another year level, select either "Dashboard" or "Resource List" from the left-hand navigation panel.



2

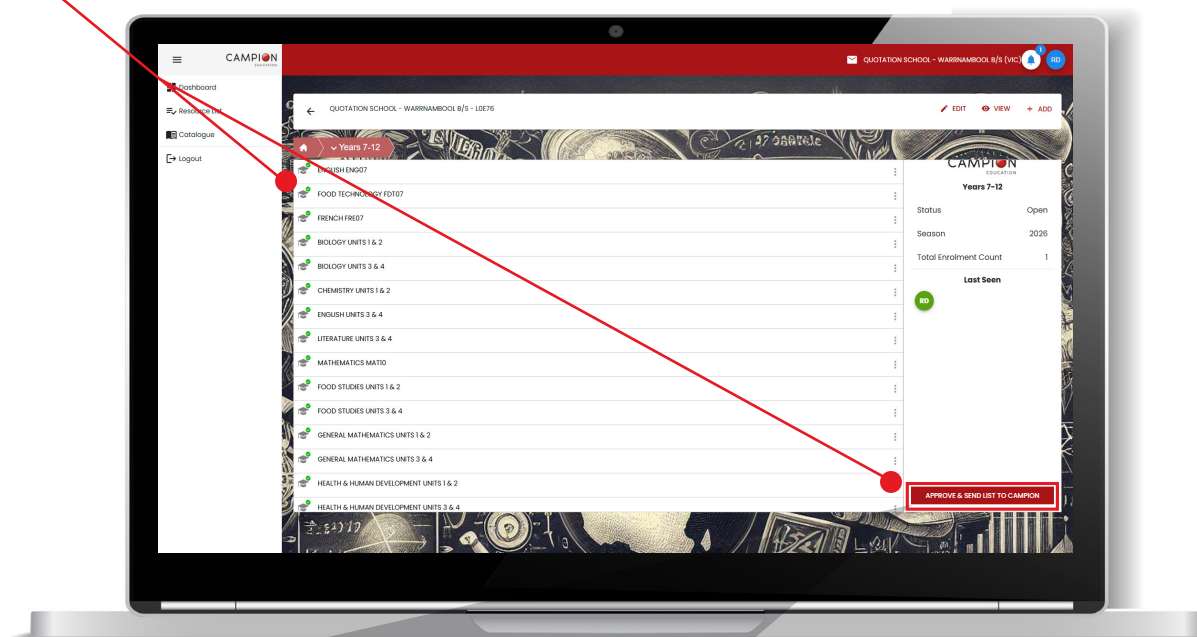
Select the Year Level that you wish to view or edit.



COMPLETING A RESOURCE LIST

1

Once all the subjects in a year level are complete, the school Resource List Coordinator will select 'Approve & Send List to Campion'.



Warning

Would you like to finalise and complete the Years 7-12 resource list?

[CANCEL](#)

[COMPLETE](#)

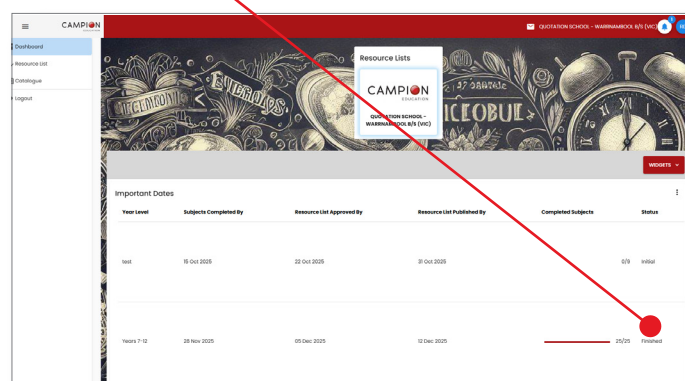
2

A warning dialogue box will appear.

Select 'complete' to continue.

3

The Resource List will then display on the dashboard as 'Finished'.



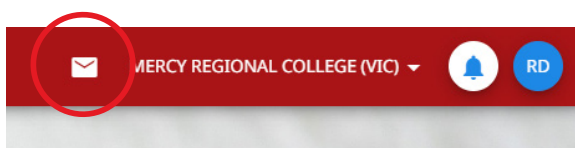
Note: all subjects must have an estimated enrolment count before they can be approved for publishing. This ensures sufficient stock is available for student orders. An error message will appear if an enrolment count is missing.



Need more information or support?

Additional support

- To view our **video guide** and step-by-step instructions on how to start using the Campion Education Resource List Builder visit: <https://youtu.be/rBtlc47ZGZo>
- To **have your questions answered** email us by clicking on the envelope icon on the main user dashboard and we will get back to you as soon as we can.
- To **view your support team's contact information** select 'Dashboard' from the left-hand navigation panel. These details show under the heading 'Managers'



Step-by-step video guides on the
Campion Education YouTube channel

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