



How to order Walking With Jesus resources

QUICK START GUIDE

for Parishes in the Diocese of Broken Bay

(Updated Aug 2026)

WELCOME

To start, access the ordering homepage by entering the following URL into your internet browser. We recommend saving the URL to your internet browser bookmarks for fast access.

<https://dbb.snapcorporatesolutions.com.au/store/default.aspx?CUR=735559b6-c41b-4bee-804b-027e50e65dd2>

(Alternatively, you can access the Snap ordering portal via

<https://www.bbcatholic.org.au/mission/ccd/curriculum/order-walking-with-jesus-resources>.

Click 'Snap My Online Orders'.)

LOG IN

You should see the following screen.

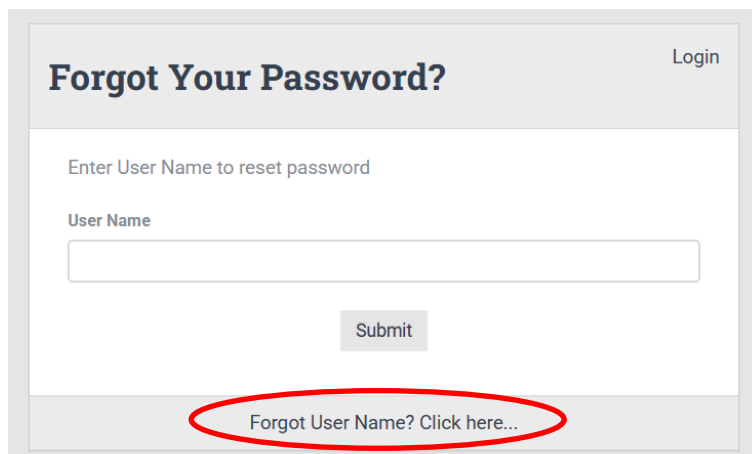
A screenshot of a web browser showing the login page for the Diocese of Broken Bay. At the top, a dark blue banner contains the text "Have a question? Email ccdresources@bbcatholic.org.au". Below this is a header with the Diocese of Broken Bay logo and name. The main content area is a light gray box containing a white login form. The form has a "Log In" link with a user icon, followed by "User Name" and "Password" labels above their respective input fields. A blue "Log In" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Password/User Name" with a magnifying glass icon and "New User" with a plus icon.

Enter the username and password for your Parish and click Log In.

If you know your username but have **forgotten your password**, click 'Forgot Password/User Name',

then in the next screen enter your username and click Submit. An email will be sent to the registered email address for your account, allowing you to reset your password.

If you have **forgotten your Username**, click 'Forgot Password/User Name', then click 'Forgot User Name? Click here...' (see below). You will then be prompted to enter the email address linked to the account, and your username will be sent to that email.



Forgot Your Password? [Login](#)

Enter User Name to reset password

User Name

[Submit](#)

[Forgot User Name? Click here...](#)

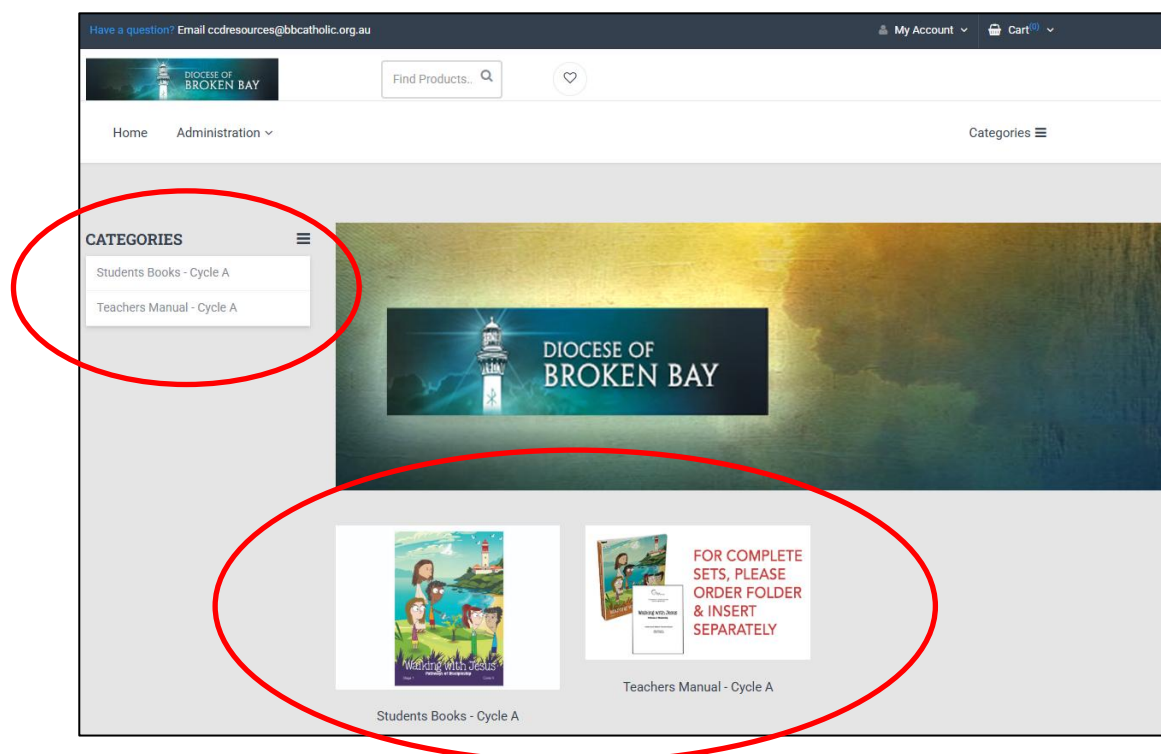
If you do not know any of the login details, contact the CCD office on Phone: 02 8379 1642 or email ccdresources@bbcatholic.org.au. (Please allow 24 hours turnaround)

New Users

Please do not create a new user without checking with CCD staff first. Each Parish should have only one account for ordering WWJ resources, to maintain an order history. Occasionally, a new account needs to be created, but CCD needs to be contacted first. Call 02 8379 1642 during business hours or email ccdresources@bbcatholic.org.au

PLACING AN ORDER

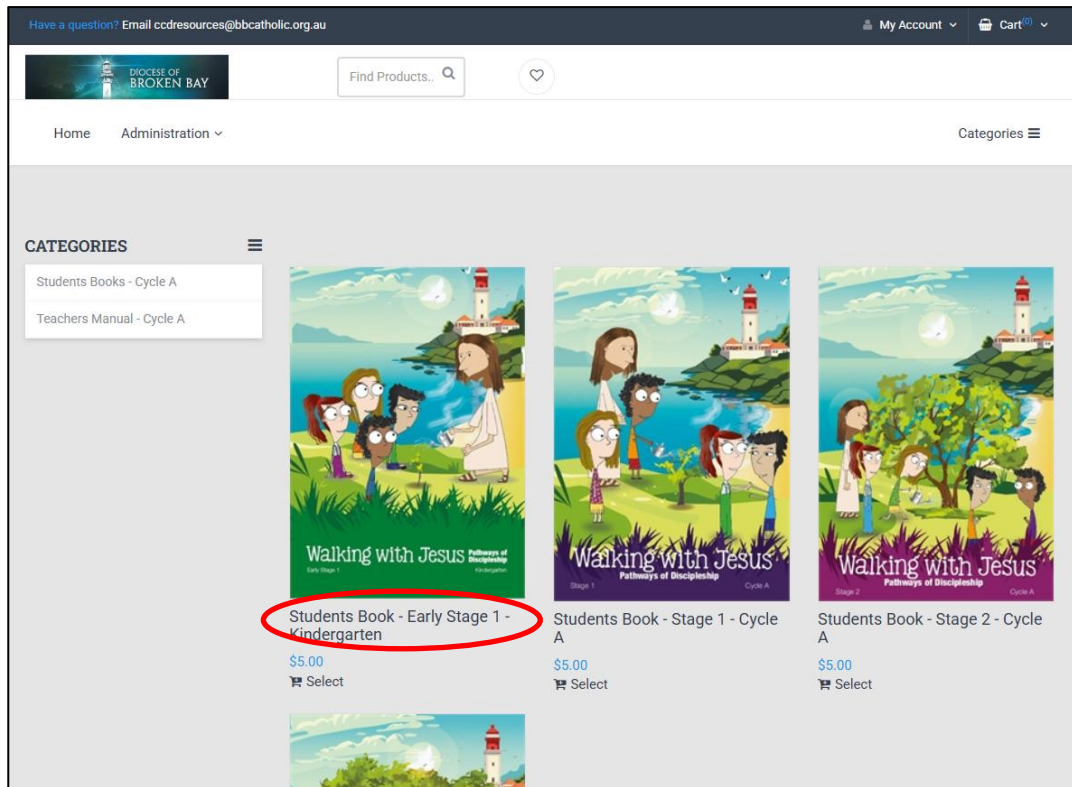
Once you have logged in, you will see the following screen.



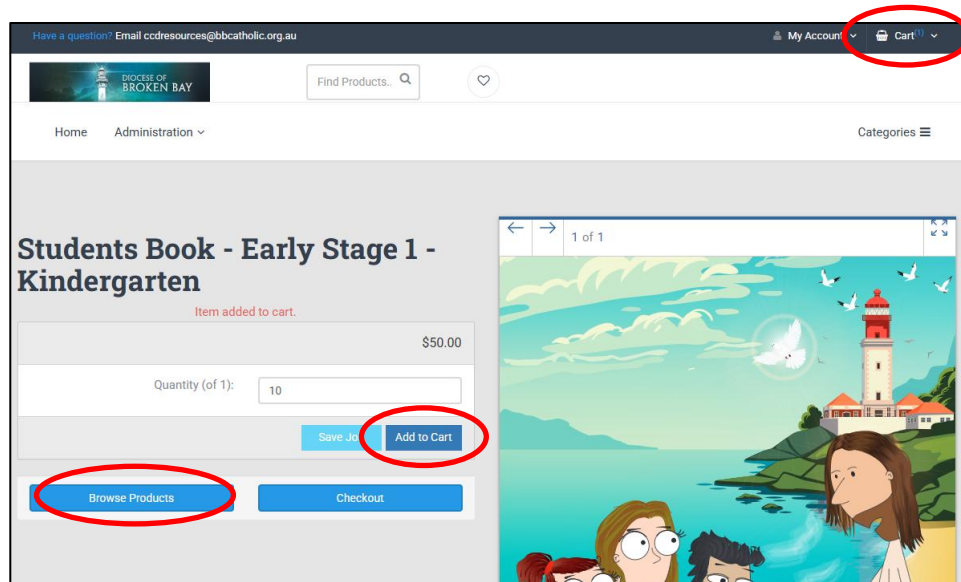
BROWSE PRODUCTS

You can access the products from the left menu under 'CATEGORIES' or by clicking on the images at the bottom of the page.

Click **Student Books**, and you should see the page below.



Click on the type of Student Book you wish to order. In the next screen (below), enter the quantity required and click 'Add to Cart'. You will then see a number next to the Cart in the top right corner.



If you need to order more Student Books, click 'Browse Products' to return to the main page.

Follow the same process to order **Teachers Manuals**, but please be aware that for a complete Teachers Manual, you need to order the 'Folder' and the corresponding 'Insert'. Once you have selected everything you need, click the Checkout button, or click the Cart in the top right corner, and then select Checkout. (see below)

Have a question? Email ccdresources@bbcatholic.org.au My Account **Cart³**

Find Products...

Home Administration

Teachers Manual Insert - Kindergarten

Item added to cart. \$10.00

Quantity (of 1):

[Save Job](#) [Add to Cart](#)

[Browse Products](#) [Checkout](#)

Product	Qty	Price
Students Book - Earl...	10	\$50.00
Teachers Manual Fold...	1	\$15.00
Teachers Manual Inse...	1	\$10.00
Total		\$75.00

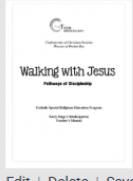
[Checkout](#)

Walking with Jesus

Confraternity of Christian Doctrine
Diocese of Broken Bay

After clicking Checkout you will see the ORDER SUMMARY screen (below).

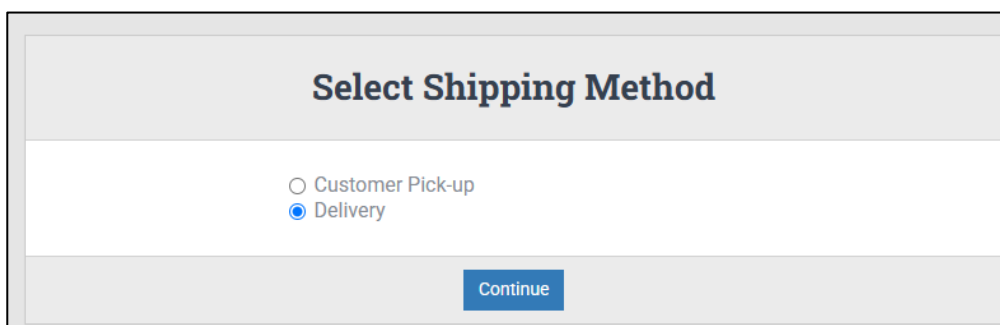
ORDER SUMMARY [Saved Jobs](#) [Remove Unselected Cart Contents](#) [Clear Cart Contents](#)

	Product	SKU	Set Size	Quantity (Sets)	Price
1	 Students Book - Early Stage 1 - Kindergarten Edit Delete Save	Diocese Books	1	10	\$50.00
2	 Teachers Manual Folder - Kindergarten Edit Delete Save	Diocese Books	1	1	\$15.00
3	 Teachers Manual Insert - Kindergarten Edit Delete Save	Diocese Books	1	1	\$10.00

This screen gives you the opportunity to make changes if necessary (use the 'Edit' or 'Delete' link under each item), or if you forgot to order something, click the 'Continue Shopping' button at the bottom. If you made changes, click the 'Recalculate' button to update the total. Click 'Continue' when you are happy with your order.

[Continue Shopping](#) [Recalculate](#) [Continue](#)

On the next screen you will select the Shipping Method. Select Delivery unless you have spoken with CCD or Snap to arrange to collect your order.



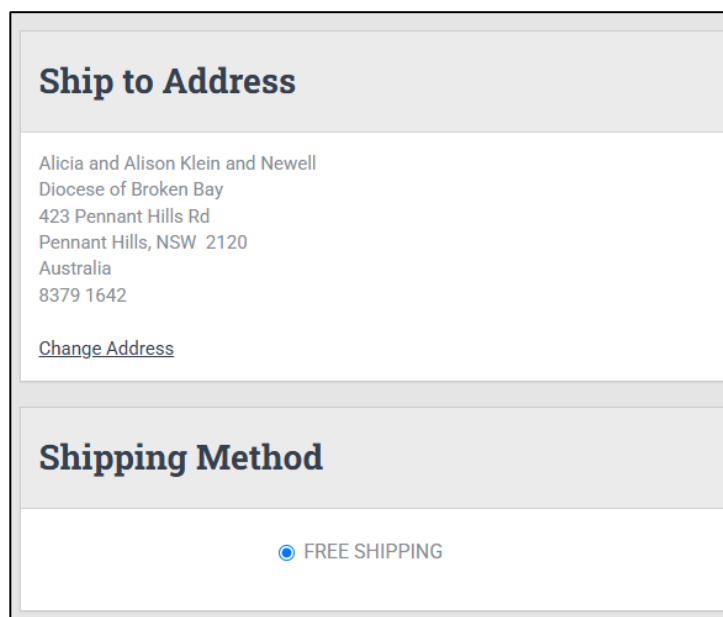
Select Shipping Method

☐ Customer Pick-up
☒ Delivery

Continue

On the next screen titled 'Select Shipping Address', select an existing address from the drop-down menu or type a new address. If you choose an existing address, the address details will be automatically entered in the fields.

Parishes in the Diocese of Broken Bay qualify for free shipping, which you should see already selected in the next screen (shown below). Click Continue.



Ship to Address

Alicia and Alison Klein and Newell
Diocese of Broken Bay
423 Pennant Hills Rd
Pennant Hills, NSW 2120
Australia
8379 1642

[Change Address](#)

Shipping Method

☒ FREE SHIPPING

If you do not see FREE SHIPPING, please contact CCD on 02 8379 1642 or email ccdresources@bbcatholic.org.au, advising your Parish name.

DELIVERY AND PAYMENT

On the next screen, you will see the heading 'Order Information' and a summary of what you have ordered. Parishes in the Diocese of Broken Bay can enter the discount code provided in the 'Enter Coupon Code' field, then click 'Recalculate'. This will bring your total to zero.



Enter Coupon Code:

Recalculate

Even though the total is \$0.00, the Billing Method defaults to Credit Card.

Enter Coupon Code: Recalculate

Subtotal	\$75.00
dbbparish (dbbparish)	(\$75.00)
Subtotal	\$0.00
Total	\$0.00

Order Options

Order Notes

Select Billing Method

☒ Credit Card

Back to Shipping Continue

Click Continue, and the next screen will show confirmation that your order has been submitted (you will not need to enter credit card details because the total is \$0.00).

This completes the ordering process. You will receive an email confirming your order details. Your order will be sent to CCD Broken Bay for approval before processing.

Contact **CCD Resources** at CCD Broken Bay for more information:

Phone 02 8379 1642

Email ccdresources@bbcatholic.org.au