



HOW TO PLACE AN ORDER ON www.healthpromotion.ie

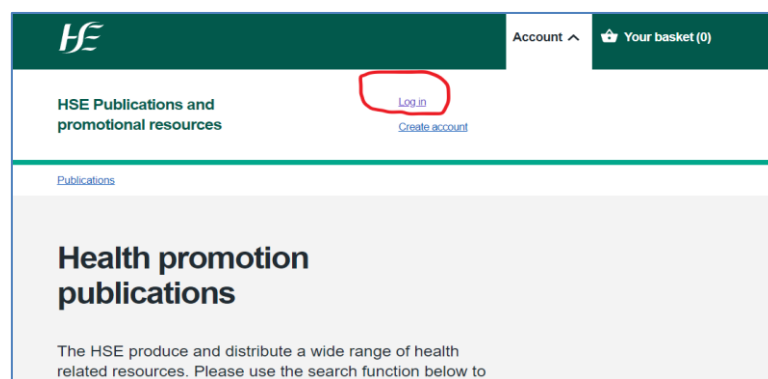
There are two ways to place an order on the health promotion website, you can order as a member of the public or as a registered user. Registering an account on www.healthpromotion.ie gives you access to a wider range of resources and larger order quantities.

PLEASE NOTE

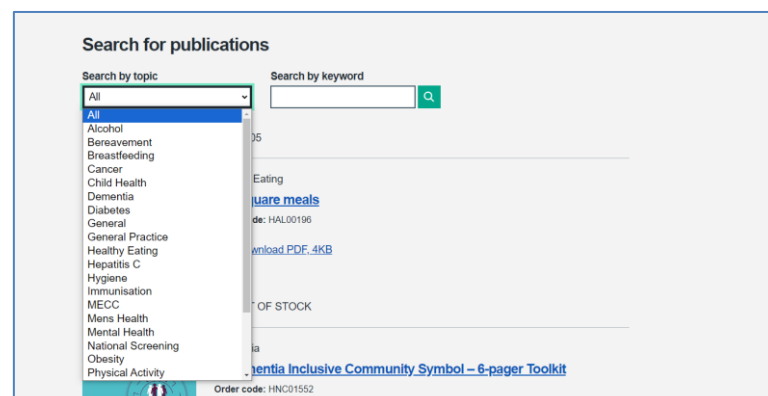
- If you are ordering as a registered user please follow all the steps below after you have entered your login details under Account on the top right-hand side of the green header bar. If you do not have an account but would like one you can register on the website by clicking the “Create Account” link under Account on the green header bar.
- All order quantities placed online are per unit not per box or packet unless otherwise stated in the resource description.
- If you have been given access to restricted resources they will feature under the appropriate category when logged in as a registered user. If you think you should have access to a resource you can't find/see on the website please email healthinfo@hse.ie.

To place an order

1. Follow the URL: <https://www.healthpromotion.ie/>
2. To place an order as a member of the public follow the instructions below without clicking the Log in link.
3. To place an order as a registered user, login using your username and password as circled below. If you have forgotten your login details click the Log in button and follow the Forgot your password link.



4. Choose the resource(s) you would like to order by selecting the topic from the drop-down menu. You can also search by keyword. This list appears in alphabetical order.



- Once you have selected the category, all resources available under that category will be displayed on the screen in alphabetical order. If you would like to clear the filter, click the Reset Filter button under the topic drop-down box.
- You can choose a resource by typing the quantity into the Quantity box that is pre-set to 1 and clicking the "Add to order" button.

Search for publications

Search by topic: Search by keyword:

[reset filter](#)

Your search returned 20 results of 35

Alcohol
[ALCOHOL - Alcohol and Drugs - A Parent's Guide](#)
Order code: HNC01158

Order hard copy
Max: 1

Add to order

[Download PDF, 976B](#)

Practical advice to help you communicate with your child about alcohol and other drugs

Note: Red arrows point to the quantity input field, the 'Add to order' button, and the 'Download PDF' link.

- Once a resource has been added successfully, you will get a confirmation message in a green bar. This message will disappear after a few seconds, but Your Basket on the green bar at the top of the screen will show the resource has been added. From here, you can go back to add more products or Continue to order.

Alcohol
[ALCOHOL - Alcohol and Drugs - A Parent's Guide](#)
Order code: HNC01158

✓ Order has been added to your bag

Order hard copy
Max: 1

Add to order

[Download PDF, 976B](#)

Practical advice to help you communicate with your child about alcohol and other drugs

Note: A red arrow points to the green confirmation message bar.

HE Account

[< Go back](#)

Your basket

ALCOHOL - Alcohol and Drugs - A Parent's Guide

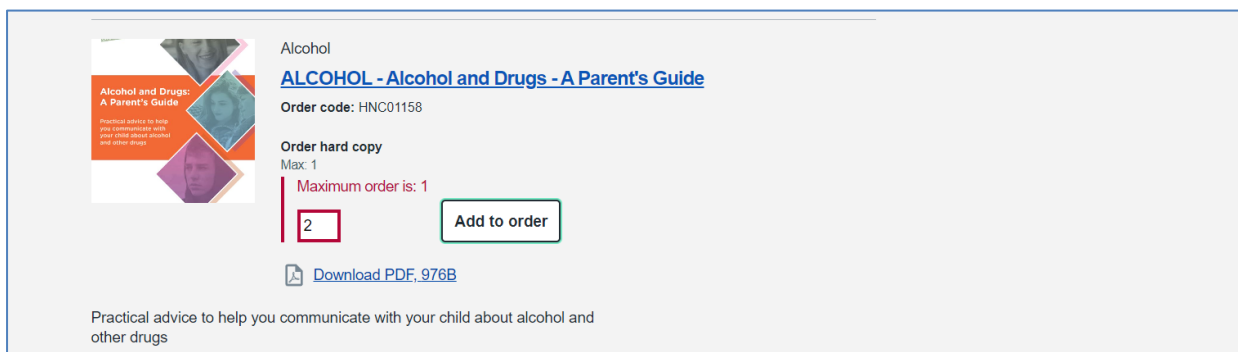
Quantity: **Update Quantity**

[Remove](#)

Continue to order

Note: Red arrows point to the 'Go back' link, the 'Your basket (1)' notification, and the 'Continue to order' button.

8. If you have added a quantity that is above the maximum order quantity you will get a message displaying the maximum order quantity allowed. This message will remain on screen until you have ordered a quantity within the order limit.



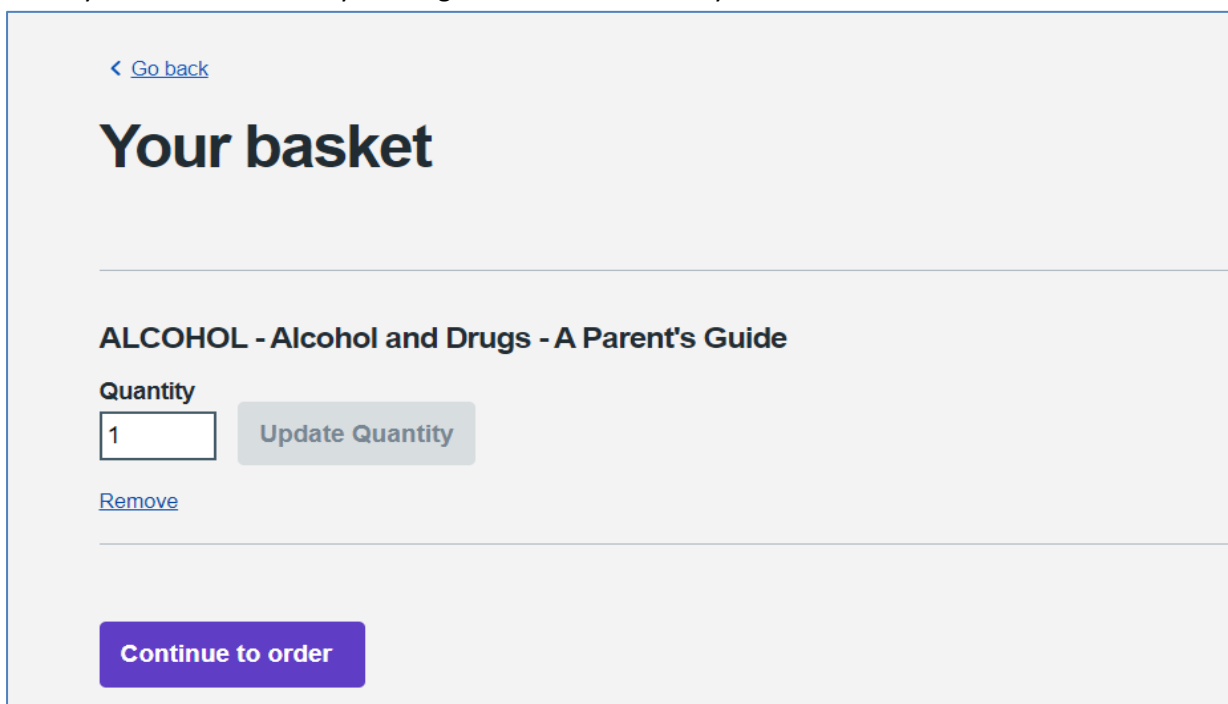
Alcohol
[ALCOHOL - Alcohol and Drugs - A Parent's Guide](#)
Order code: HNC01158

Order hard copy
Max: 1
Maximum order is: 1
2 Add to order

[Download PDF, 976B](#)

Practical advice to help you communicate with your child about alcohol and other drugs

9. If you have added a resource in error or one that you don't want you can remove it at the checkout stage when you are reviewing your basket.
10. You can continue adding resources by selecting from the drop-down menu or using the search function until you are happy with your selection.
11. When you are ready to proceed to checkout click the Your basket link on the right-hand side of the green bar as shown in point 7 above.
12. When you click Your basket you will get a chance to review your selected resources.



[< Go back](#)

Your basket

ALCOHOL - Alcohol and Drugs - A Parent's Guide

Quantity
1 Update Quantity

[Remove](#)

[Continue to order](#)

13. From here you can remove an unwanted resource(s), update the quantity (as long as it is within the maximum allowed) or go back and select more resources.
14. When you are happy with your selection click the "Continue to order" button. Here you will see a summary of the resource(s) in your order. If you have entered the site as a guest (not logged in) you will see blank fields where you can enter your address, phone number, email address, and organisation type. If you are logged in, the address fields will be pre-populated for you with the information given at the time of registration but you will still need to add in your phone number, email address and select organisation type.

Order

Your order would consist of:

- ALCOHOL - Alcohol and Drugs - A Parent's Guide (1)

Delivery details

First name

Last name

Phone

Email

Organisation type

15. It is possible, even when logged in, to change the pre-populated address. Just tab into each field and type over the text. **Be careful if you are changing the address only use the tab button, hitting return at this stage will send the order through for processing.**
16. When you are happy the delivery details have been entered correctly click the Place Order button.
17. If the Place Order button remains greyed out check that all address fields have been populated with information and that there is no space in the Eircode. The Place Order button will only highlight if all fields have been filled in. For further information see our [Frequently Asked Questions](#) page.
18. Clicking the Place Order button will place your order and send it to the warehouse for processing. At this point, you will receive a message thanking you for your order. You will also receive an email confirming your order has been placed and if any of your resources were restricted you will get a further email to let you know when they have been reviewed and sent for dispatch. You can now leave the site or click the Browse more publications link to place a new order.

If you have any difficulties with this process, your password or registration please e-mail the Health Information Team on healthinfo@hse.ie

If you have a query about an order already placed please e-mail queries@healthpromoton.ie