

# How to Place an Order on [www.healthpromotion.ie](http://www.healthpromotion.ie)

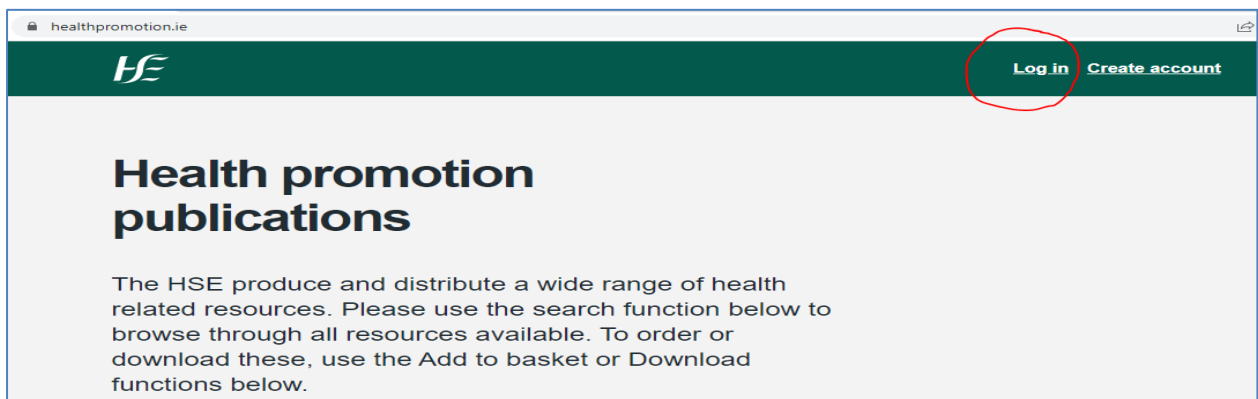
There are two ways to order resources from the health promotion website, either as a member of the public or as a registered user. Registering an account on [www.healthpromotion.ie](http://www.healthpromotion.ie) gives you access to a wider range of resources and larger order quantities.

## **PLEASE NOTE**

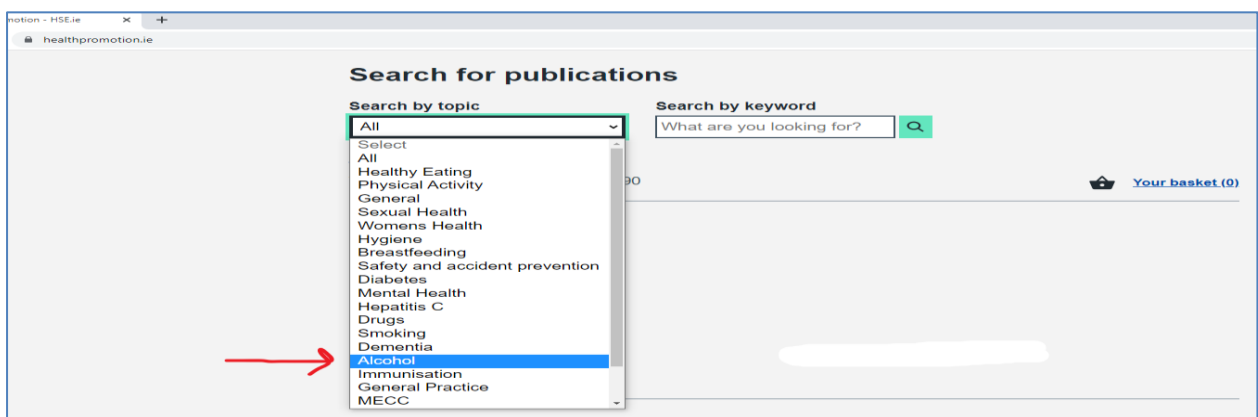
- If you are ordering as a registered user please follow all the steps below after you have entered your log in details on the top right hand side of the webpage. If you do not have an account but would like one you can register on the website by clicking the “Create Account” link in the top right hand corner of the screen.
- All order quantities placed online are per unit not per box or packet unless otherwise stated in the 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](mailto: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, log in with your username and password as circled below.



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.



- Once you have selected the category, all resources available under that category will display on the screen in alphabetical order.
- You can choose a resource by typing the quantity into the "Quantity" field and clicking the "Add to basket" button which will become active as soon as you add a quantity.

**Alcohol and Drugs - A Parent's Guide**  
Practical advice to help you communicate with your child about alcohol and other drugs

Order Code: HNC01158  
Topic: Alcohol  
Maximum order: 1

Quantity  [Add to basket](#) [Download PDF, 976.19KB](#)

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**Know the Score**  
Teachers resource pack on alcohol and drugs for 15-18 year olds. 14 lesson plans on alcohol and drugs for senior cycle students. ONLY ORDERS WITH A POST PRIMARY SCHOOL ADDRESS WILL BE PROCESSED

Order Code: HPM01313  
Topic: Alcohol  
Maximum order: 1

Quantity  [Add to basket](#) [Download PDF, 11772.03KB](#)

**Your family and alcohol information leaflet**  
This leaflet provides information regarding the impact alcohol can have on your family

Order Code: HNC01050  
Topic: Alcohol  
Maximum order: 100

Quantity  [Add to basket](#) [Download PDF, 274.7KB](#)

- Once a resource has been added successfully you will get a message in green to confirm.

**Alcohol and Drugs - A Parent's Guide**  
Practical advice to help you communicate with your child about alcohol and other drugs

Order Code: HNC01158  
Topic: Alcohol  
Maximum order: 1

✓ Order has been added to your basket

Quantity  [Update basket](#) [Download PDF, 976.19KB](#)

- If you have added a quantity that is above the maximum order quantity you will also get a message that will stay on the screen until you have ordered a quantity within the order limit.

healthpromotion.ie

### Alcohol and Drugs - A Parent's Guide

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

**Order Code:** HNC01158  
**Topic:** Alcohol  
**Maximum order:** 1

**Quantity**  
 [Update basket](#) [Download PDF, 976.19KB](#)

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### Know the Score

Teachers resource pack on alcohol and drugs for 15-18 year olds. 14 lesson plans on alcohol and drugs for senior cycle students. ONLY ORDERS WITH A POST PRIMARY SCHOOL ADDRESS WILL BE PROCESSED

**Order Code:** HPM01313  
**Topic:** Alcohol  
**Maximum order:** 1

**You cannot order this many items**

**Quantity**  
 [Add to basket](#) [Download PDF, 1172.03KB](#)

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. When you are ready to proceed to checkout click the "your basket" link on the right hand side at the top of the publication search.

healthpromotion.ie

## Search for publications

**Search by topic**

**Search by keyword**  
 [Q](#)

[reset filter](#)

Your search returned 11 results of 11

[Your basket \(2\)](#)

11. When you click "your basket" you will get a chance to review your selected resources.

healthpromotion.ie/cart

## Your basket

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### Know the Score

**Quantity**  
 [Update basket](#)  
[Remove](#)

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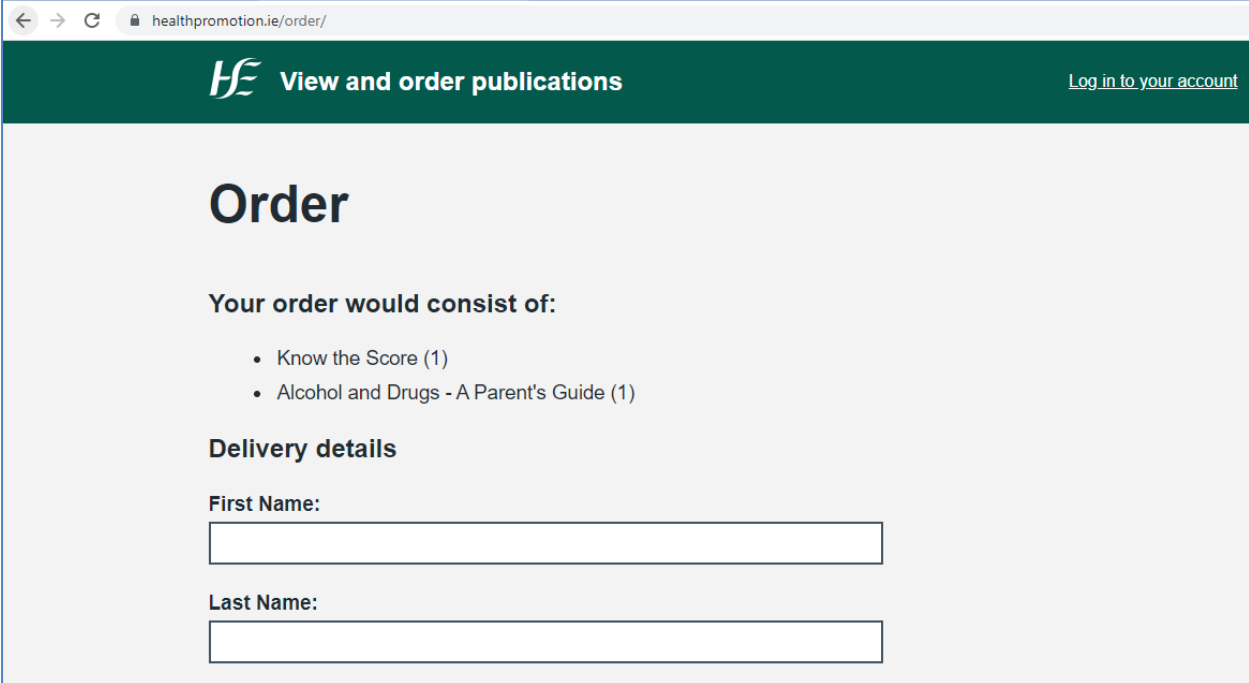
### Alcohol and Drugs - A Parent's Guide

**Quantity**  
 [Update basket](#)  
[Remove](#)

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[Continue to order](#)

12. From here you can remove an unwanted resource(s), update the quantity or go back to selecting more resources.
13. When you are happy with your selection click the “Continue to order” button. Here you will see a summary of what will be 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. If you are logged in, these fields will be pre-populated for you with the information given at the time of registration.



healthpromotion.ie/order/

**HSE** View and order publications [Log in to your account](#)

## Order

**Your order would consist of:**

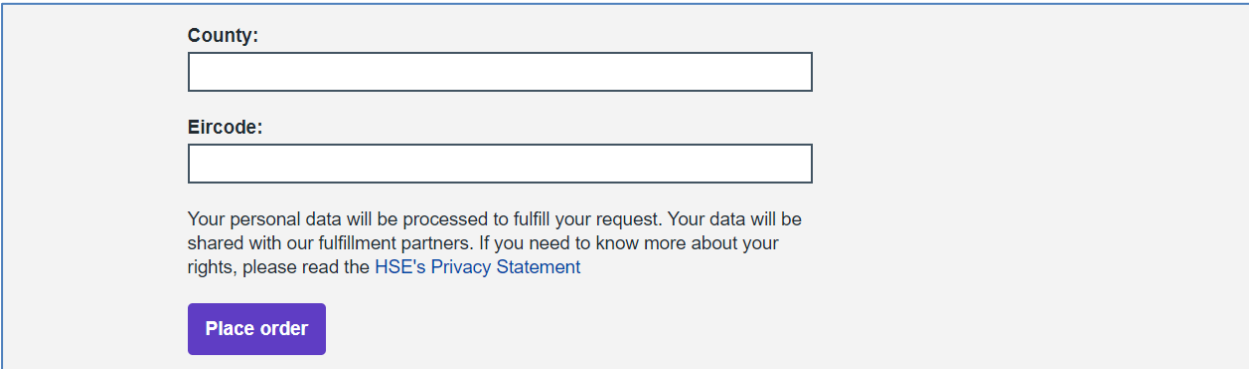
- Know the Score (1)
- Alcohol and Drugs - A Parent's Guide (1)

**Delivery details**

**First Name:**

**Last Name:**

14. 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 to only use the tab button, hitting return at this stage will send the order for processing.
15. When you are happy the delivery details have been entered correctly you can click the “Place Order” button.
16. 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.



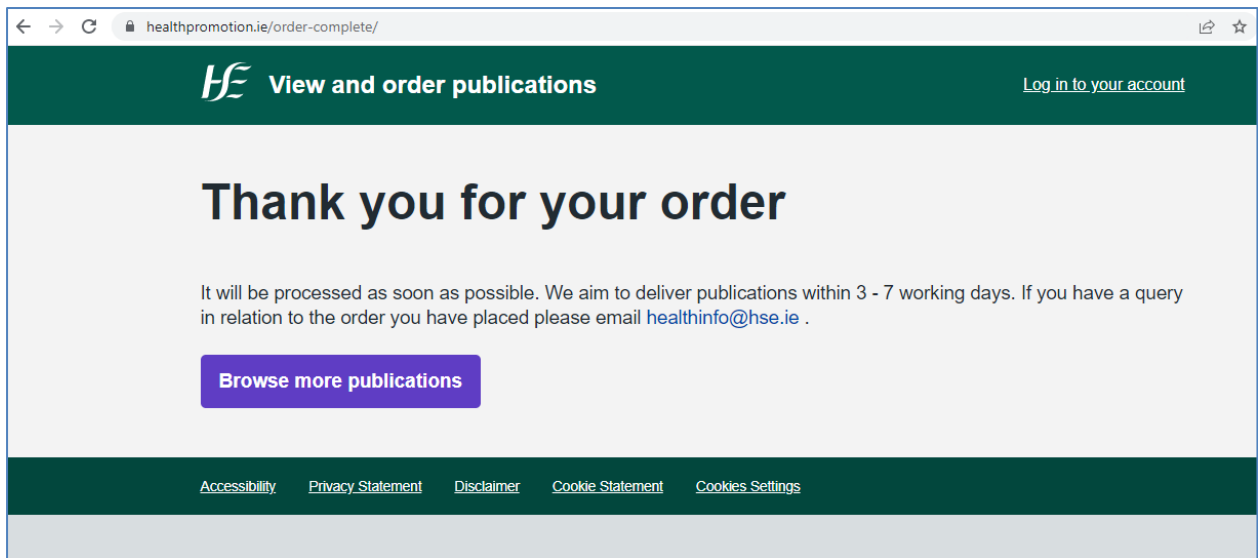
**County:**

**Eircode:**

Your personal data will be processed to fulfill your request. Your data will be shared with our fulfillment partners. If you need to know more about your rights, please read the [HSE's Privacy Statement](#)

**Place order**

17. 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](mailto:healthinfo@hse.ie)**

**If you have a query about an order already placed please e-mail [queries@healthpromoton.ie](mailto:queries@healthpromoton.ie)**

**PLEASE NOTE:** Our website is under construction. The information in this guide is correct as of 01/01/2023, however, as new functionality is introduced to the website this guide may change. Updated versions can be requested by emailing [healthinfo@hse.ie](mailto:healthinfo@hse.ie).