

# Online Canteen Instructions

- ✓ Go to website [www.school24.com.au](http://www.school24.com.au)
- ✓ Select Register




- ✓ Enter School Registration ID 2536963

Parents of existing schools

Please enter your School Registration ID below then click on Submit


- ✓ Complete New Parent Registration form with your details
- ✓ You will need to then log in. The system automatically puts a . in between your name ie: Megan.Hutchins. You must use this format to login
- ✓ Add student details for each child



**Add New Student**

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Class:	<input type="text" value="KE"/>
Type any allergy here.	<input type="text"/>
Set Max Order Limit:\$	<input type="text"/>

- ✓ Use Top Up to select one of the Payment Methods



**Account Top-up**

Select your Payment Method

- ✓ Enter Amount

**Note: An email will be sent to the canteen requesting approval.**

**If you order online please put your Surname and Class details in**

- ✓ Go back to Home Page to complete order

- ✓ Select child from drop down list.
- ✓ Enter date of your order. Select GO

- ✓ Select order for RECESS or LUNCH
- ✓ Select category of item from the menu


You are now ordering Lunch [?]

Your have no [Lunch] item in your basket!

- + Drinks
- + From the Freezer
- + Fruit and Salad Snacks
- + Hot Food
- + Other
- + Sandwiches
- + Snacks

Add To Basket

- ✓ Scroll down to select items and quantity.

- ✓ Select 
- ✓ Continue until you have added all required items
- ✓ Select CHECKOUT and confirm required items

- ✓ Select   **Done!**

USE THE SAME PROCESS FOR OTHER CHILDREN

**Note: An email will be sent to you confirming your order, if you do not receive this email your lunch order WILL NOT be processed.**