ONLINE REGISTRATION, STUDENT SET-UP AND ACCOUNT TOP-UP

- Go to www.school24.com.au and click on ‘Parents Sign Up’ at the top right hand side of the menu.
- You will be directed to the ‘Parent Registration’ window as shown below.

- You will be asked to enter the School Registration ID. Type in 25162963.
- Complete the Parent Registration Form and click on ‘Register’.
- To complete the registration you will be emailed a verification code. Once you receive the code, type this in and click on ‘Submit’.

- If registration is successful you will be emailed a temporary password that you can use to login.
- Once you are logged in, you can change your password by clicking on ‘Profile’ in the top left hand menu. Click on ‘Reset Password’ to change your password.

- In the following screen you will see that your account balance for the Canteen is $0. We will not be using the Roster or Uniform Shop capabilities initially. Click on the Green button ‘Order Canteen’.
Before you can place an order you will be required to Top up your account. You have the option of providing the canteen cash (eg $30 might last your child / children a term) or doing an online bank transfer from your bank account (through your bank) to the canteen account. Use the drop down menu to make your selection and then click on Submit.

For bank transfers, please follow the prompts on the screen. Please ensure you include your surname and / or Class in the transfer description to ensure we can track the top-ups accurately.

If you would like to provide cash, you will be directed to a screen similar to the one shown below. Complete the Top-up request form and click on submit. You will also need to provide cash to the canteen to ensure they can approve your request. Please place money in an envelope, clearly marked with the name of the students that have been registered in the account. **Please ensure envelope is handed to one of the canteen volunteers. You will be issued with an email receipt.**

For both Top Up methods, once the canteen has received the cash / transfer, they will approve this on the system. You will then receive an email confirmation that your top-up has been successful and you will be able to see a positive $ amount in your account.

Click on ‘HOME’ and Click on ‘Add New Student’ to setup your child / children. The system allows you to setup all your children on the one account.

Once you have set up a student, Click on ‘Settings’ where you are able to edit the student profiles if necessary (eg Add a Photo).

Click on Exit.
ONLINE CANTEEN ORDERING

- Once you have received an email confirmation that your account has been topped up, go to www.school24.com.au and click on ‘Login’ at the top right hand side of the menu. You should notice that you have money in your account.

- In the ‘Login’ window, type in your Username and Password that was previously setup.

- Click on ‘Order Canteen’ in the right hand menu at the top of the screen.

- Click on the Student for whom you wish to place an order for and select the date you wish to place the order for.

- Click on Start Order.

- Once you click on ‘Order Lunch’, you will be taken to our full canteen menu.

- Click on the + for each category to expand and view the items offered.

- When you have finished making your selection, select the ‘Add to Basket’ button.

- Feel free to add any comments before you click on ‘Submit Order’. If your child has an allergy, you may want to add this comment in, eg: Please use only gluten-free bread, Nut Allergy etc.. Note that all comments are printed on the labels. Please try to minimise the length of the comment as the font size on the label reduces as the comment size increases.

- Once you have submitted your order, click on ‘Home’ where you will be taken back to your front page and you can view all the open orders for your child / children.

- You should also notice your account balance has been reduced as per your order details.

- You should also receive an email confirmation with the order that was placed for your child.