Canteen Online Ordering Instructions

ONLINE CANTEEN ORDERING :

You are able to order your child's lunch order online at www.school24.com.au. This means that you can pre-order on any day of the week for the Thursday and Friday, set up regular orders for every week, and not have to worry about having change on hand.

In order to use the system you will need to register and set up an account and add money into your registered account, which initially takes 10-15 minutes. After that, ordering is very quick and simple.

You have two options for payment into your account. If you choose to use Direct Debit (free of fees) it will take 2-3 days for the money to appear in your canteen account and you can't order until the money appears. Alternatively, you can use Paypal, which gives you immediate credit, however this incurs a transaction fee.

To get started, please follow the instructions below.

TO REGISTER:
1. Go to www.school24.com.au
2. Click on the "Parents Sign Up" button in top right hand corner
3. Enter Evatt PS School Registration ID: 25180963
4. Complete the rest of the contact details and click "Sign Up".
5. The site will send you an email with a verification code included. Copy this verification code into the required box.
6. Login using your email address as User name and the Password you entered into the form.

TO TOP UP YOUR ACCOUNT:

1. Go to www.school24.com.au
2. Click on "Login" button in the top right hand corner.
3. Login using your email address and Password you registered with.
4. Click on the "Order Canteen" button in the top right hand corner
5. Select a 'top-up method' from the drop down list.
(Direct Deposit requires you to use your own internet banking system and transfer the amount into the Canteen Bank Details which will be given on the next screen. There is no charge for this but it will take 1-2 days to process and the amount to appear in your Online Canteen account. Credit Cards (PayPal) will top-up the amount immediately however incurs a charge (as listed) for each transaction.)

6. DIRECT DEPOSIT TRANSACTIONS:
a. Open a new tab in your internet browser and log in to your Internet Banking
b. Transfer the amount you wish to add to your Online Canteen account into the Evatt Bank Details given using your surname as the description (this is different to the Evatt Primary School Account).
c. "Copy" or "Print Screen" your transaction receipt.
d. Return to the Online Canteen tab and click on the word 'email' highlighted in blue.
e. "Paste" a copy of your receipt into the given email form, or attach a copy of the "Print Screen" to send to the account manager for processing.
f. Your Online Canteen account will be topped up once the amount appears in the canteen bank account and an email will be sent to you confirming this.

CREDIT CARD TRANSACTIONS
a. Enter the amount you wish to add to your Online canteen account and click the "Top Up Now" button below.
b. Login to Paypal.
c. Follow the instructions given by Paypal.
d. Your Online Canteen account will be topped up immediately.

PLACING AN ORDER:
1. Go to www.school24.com.au
2. Click on 'Login' button in the top right hand corner
3. Login in using your email address and Password you registered with.
4. First time only: click on "Add new student". Complete your child's details, selecting their class from the drop down list. When completed click on "Click to Add". Repeat this process for all children you have at Evatt Primary School.
5. Click on the work "here' in "Ready to order. Click Here" located at the top of the page.

6. Select child from the drop down menu whose order you would like to place. Enter the date for the order (orders can be placed days or weeks in advance).

7. Click on the 'start order' button located in at the top of the page.

8. Open each of the section by clicking on the appropriate button (eg Drinks, Hot Food etc). You can have more than one of these buttons opened at once. Select the item you would like to order to entering a quantity and clicking in the tick box.

9. Once you have selected all items, click the "Add to Basket' icon at the bottom of the page.

10.   Click the 'checkout now' button on the next screen.

11.   Review the order, add any comments and click on the "Submit Order" button.

12.   **All orders must be submitted by 8:00am for that day.**

13.   Your child's order will be printed at the canteen on the day it is order for and the cost of the order will be deducted from you account.

Please email the canteen if you have any problems or questions - evattpscanteen@gmail.com

Lunch orders can still be placed manually as well. The process for manual orders is to write your child's order on a bag with their name and class details. Enclose the money in the bag and have the child hand it in to their class teacher in the morning.