



Parent Portal Canteen Ordering Guide



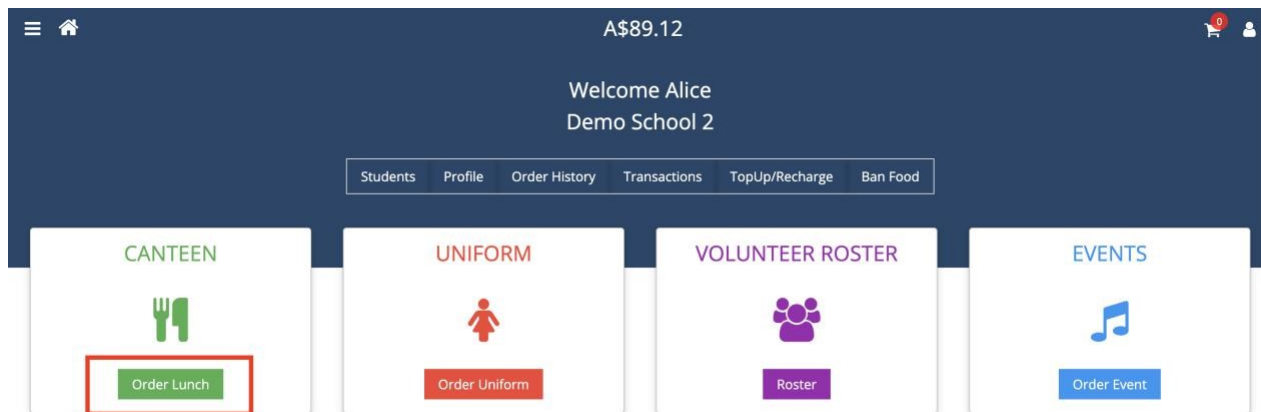
Placing A Canteen Order

You can place a canteen order in a few simple steps. Please see the steps below:

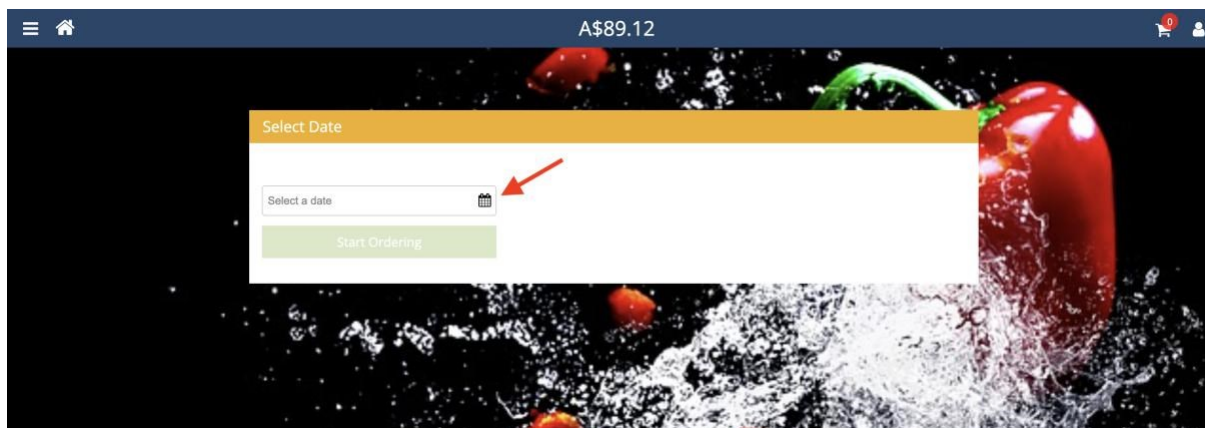
You can also view a short video here: [Parent Portal Placing Orders](#)

Add Items To Your Cart

1. Go to: www.school24.net.au
2. Click 'Log In | Register' in the top right corner
3. Enter your username and password and click 'Login'
4. Click 'Order Lunch'

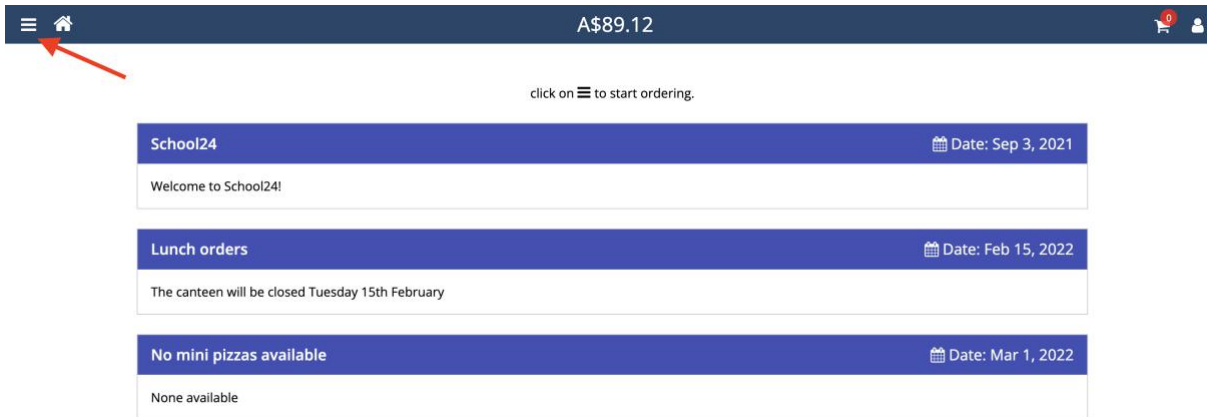


5. Select the date you would like to receive the order and click 'Start Ordering'

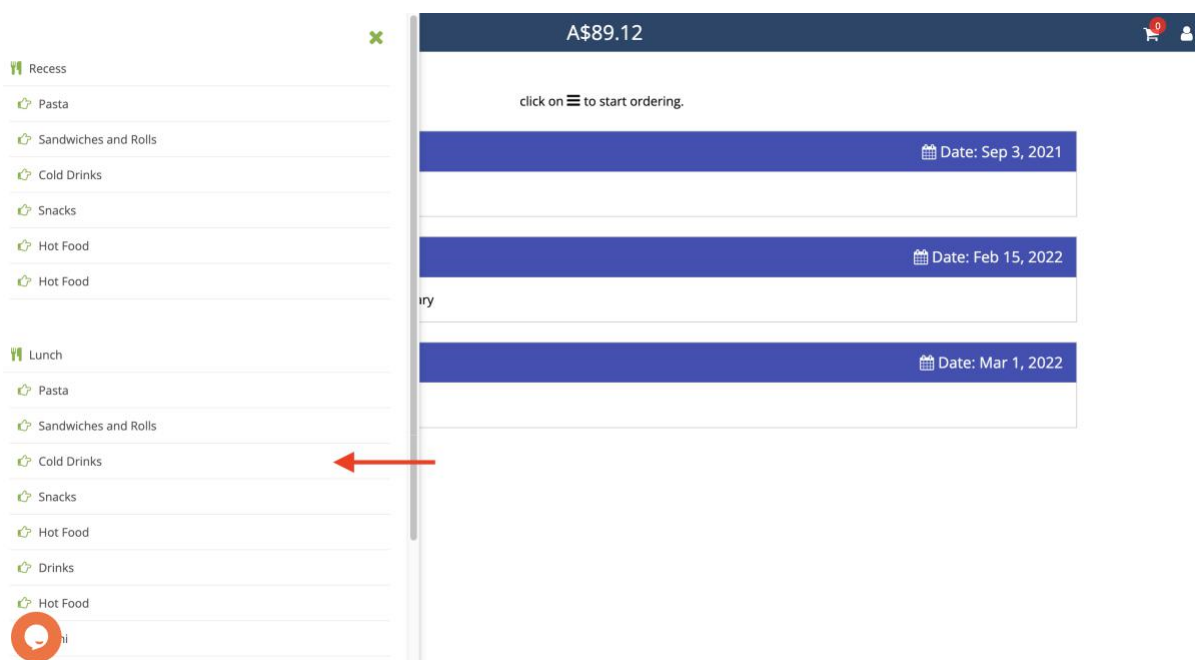


Canteen Ordering Guide:

6. Click the three lines in the top left corner



7. Click the category you would like to order food from (you can add foods from other categories later)



8. Find the food item you would like to order

9. Select which student you would like to place the order for

Canteen Ordering Guide:

10. Select the desired quantity

11. Click 'Add to Cart'



Repeat the above steps until you have added all food items to your cart.

Checkout

1. Click the cart icon in the top right corner



Canteen Ordering Guide:

2. Review your order and click 'Proceed to Checkout' when you are ready to place your order

A\$89.12

Cart

Lucas

Home / Lunch

Product Information	Quantity	Price
Fresh Juice Lunch	1	A\$3.00

Grand Total : A\$3.00

Empty Cart

Proceed to Checkout

3. Select whether you would like to 'Pay Using Balance' (your pre-loaded funds) or 'Pay By Card'

#Order Confirmation

Delivery Date : Mar 10, 2022

Lucas

Meal Type	Product	Quantity	Options	Price	Remove
Lunch	Fresh Juice	1		A\$3.00	x
	Paper Bag	1		A\$0.15	
	Service Fee			A\$0.25	

Early Meal Process :

Select one option if want your kids lunch processed earlier.

Additional Instructions :

Write additional instructions 25 characters. This text will be printed on the lunch label.

Total Amount to Pay: A\$3.40

Pay Using Balance

Pay by Card

Note: A surcharge of 1.5% + 0.30 cents applies to all cards

Canteen Ordering Guide:

Once your order has been placed, you will receive an order confirmation email to the email address you registered your School24 account with.

Please contact School24 Support if you are experiencing difficulties placing an order. School24 can be contacted using the following information.

Email: info@school24.net.au

Phone: (02) 7251 6939

Chat: www.school24.net.au (click the orange speech bubble at the bottom of the page)