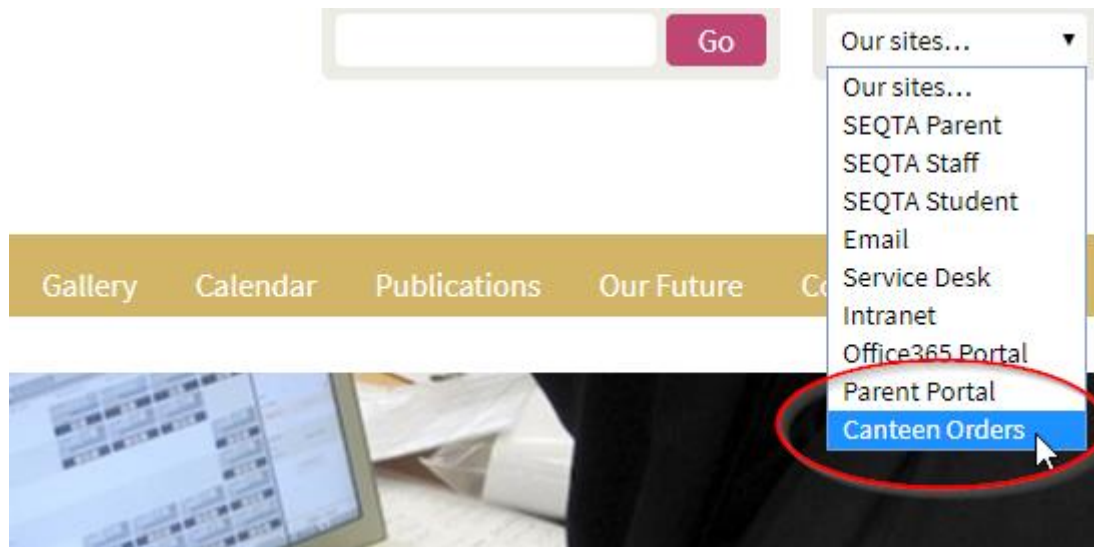# Placing Canteen Orders Online

Access the online Canteen Orders site by using the "Our sites…" drop down menu:

Log in with the personal email address that you have provided the school. If you don't know your password, use the "Reset" link shown below the *Sign in* button:
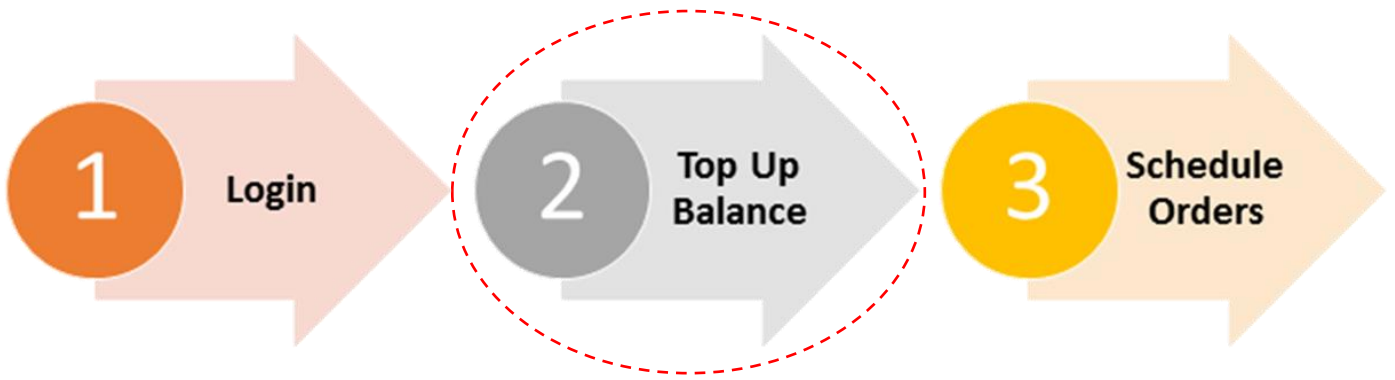
The Ordering site is shown below. You will need some balance to start ordering. Balances can be topped up online. First click a Top-Up link:

Then follow the prompts and complete the process using a VISA or MasterCard. Optionally, cards can be stored to reduce steps in the future:

To schedule orders:

    a.   Use the dates to change the day you want to order for.

    b.   Pick the child.

    c.   Click "Add an Item" to see available items for the day.

Items are shown or hidden depending on their availability on the particular day:

    d.   Click "Add" next to the item to add it. Repeat the steps as necessary.

That's it! Orders need to be made before the cut-off time (currently 8:15am, but subject to change).