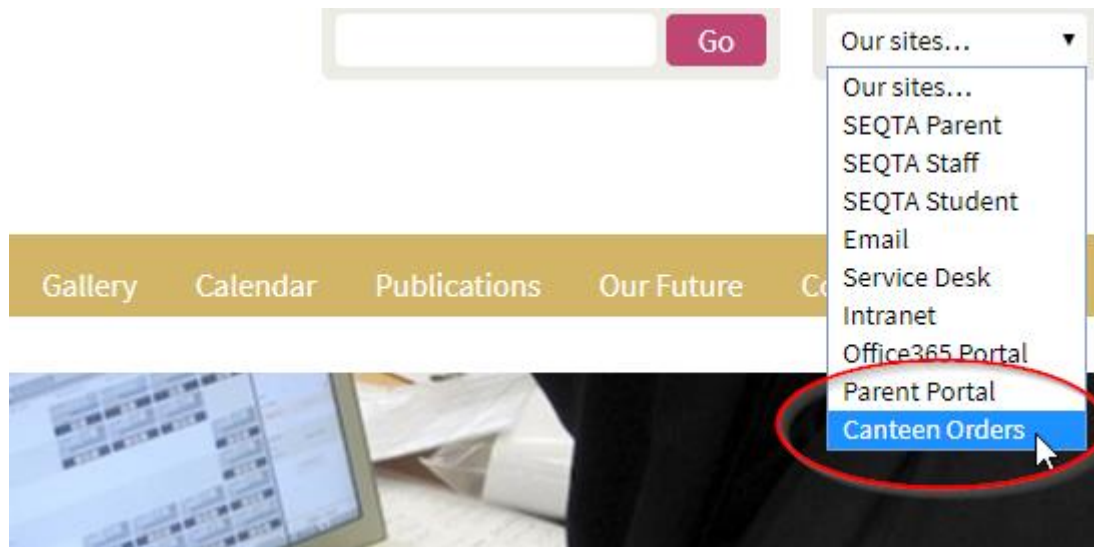


## Placing Canteen Orders Online



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:



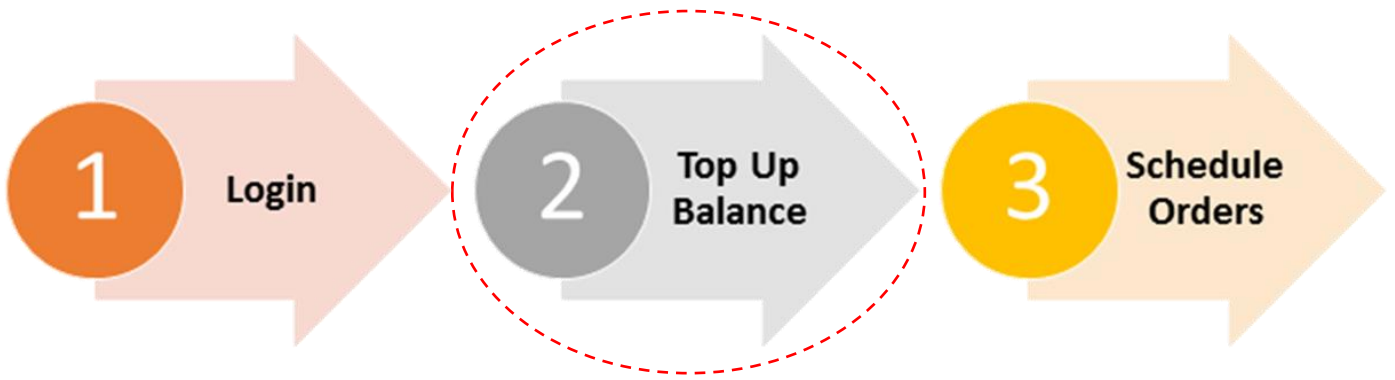
Sign in with your organizational account

Keep me signed in

[Sign in](#)

You may use your email address or username in the format ASC\username.

You may also [Reset](#) or [Change](#) your password.



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:

Canteen Orders Order **Top Up** Transfer History Sign out

« Mo 28/8 Tu 29/8 **We 30/8** Th 31/8 Fr 1/9 »

██████████'s Orders for Wed 30/Aug/17

**Lunch** STOP Add an Item

(nothing selected)

**Home Time** Add an Item

(nothing selected)

My Balance: \$0.00 + Top-Up 2

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

Parent Portal

Intro Interviews Finance Stored Cards Payments **My Details** Applications Logout

**Payments**

Canteen Account Top-Up ×

Top-Up Amount:  ▼

\$10

\$20

Specify

Payment Amount:

Additional Information:



To schedule orders:

- Use the dates to change the day you want to order for.
- Pick the child.
- Click "Add an Item" to see available items for the day.

Canteen Orders Order Top Up Transfer History Sign out

« Mo 28/8 Tu 29/8 **We 30/8** Th 31/8 Fr 1/9 »

**(b)**

...i's Orders for Wed 30/Aug/17

Lunch **Add an Item** **(c)**

Home Time **Add an Item**

My Balance: \$41.20 + Top-Up

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

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

Canteen Orders Order Top Up Transfer History Manager Imp. (5946) Sign out

### Pick Item

Adding Item for ...

Wed 30/Aug/17, Lunch

Jump to: Cold Beverages Snacks Bakery Dairy Fruit Hot Food

<p><b>Cold Beverages</b> <b>Cancel and Return</b></p> <p>iced tea peach \$3.00 <b>+ Add</b> <b>(d)</b></p>	<p><b>Snacks</b> <b>Cancel and Return</b></p> <p>Chips \$3.50 <b>+ Add</b></p>
<p><b>Bakery</b> <b>Cancel and Return</b></p> <p>Doughnut \$1.50 <b>+ Add</b></p>	<p><b>Dairy</b> <b>Cancel and Return</b></p> <p>Ice Cream \$2.00 <b>+ Add</b></p>

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