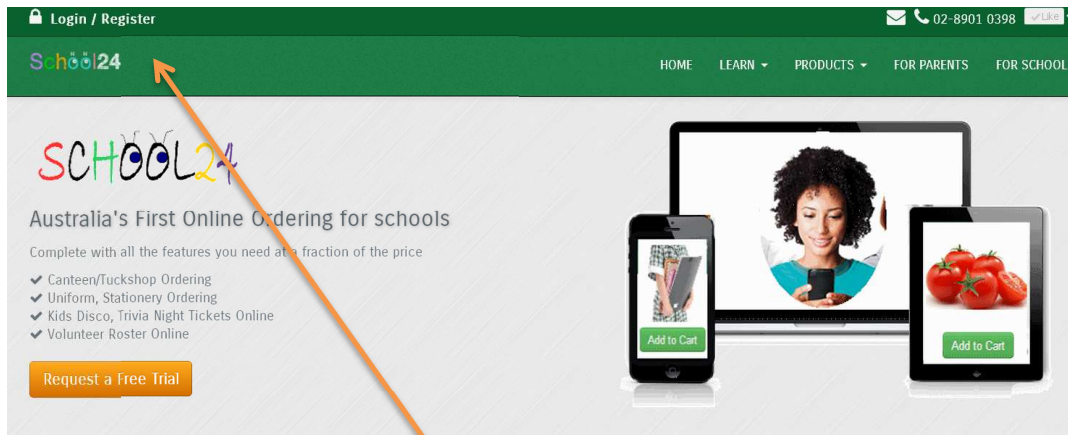


Ceduna Area School Canteen Ordering Online

Thank you for choosing School24 Canteen Online Ordering!

Following are some important instructions to get you started using School24



1

Create an account

- ✓ Go to <http://www.school24.com.au/register>. Click on "For Parents"
- ✓ Click on Create Account
- ✓ Fill in your details and submit

Please note: your School Registration ID: **25105963**

If you need help call **02-89010398**

2

Before you can start ordering

- ✓ Login to your secure portal: <http://www.school24.com.au/login>
- ✓ Add Students
- ✓ Top-up your account – see further instructions over page

3

Placing an order

To place an order, follow these steps:

For Online Canteen

- ✓ Select a student
- ✓ Enter or select the date
- ✓ Click on Start Order button and follow the prompts to order.

Top-up your account

Top-up options are Credit Cards or Direct Transfer (Using Online banking)

To top-up your account:

1. click on the Top-Up button from the top navigation menu
2. Select top-up payment option

 Credit Card Top-up (instant)

Amount

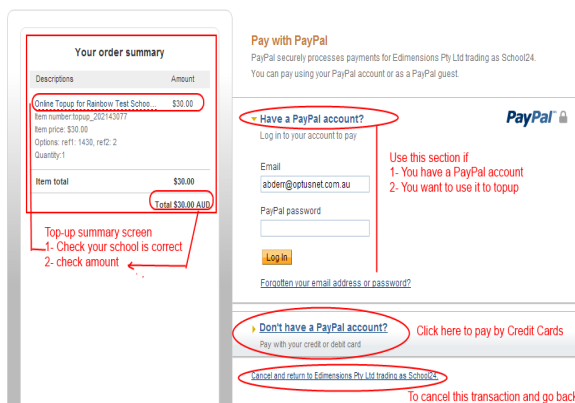
Top-up

Topping up your account using Credit Card

To top-up using credit cards: **You will be able to order straight away**

1. Enter the amount in the Credit Card Top-up section
2. Click on “Top-up” button. You will be transferred to the Paypal Secure portal where you will be prompted to complete your details.

(Edimensions Pty Ltd trading as School24)



Note:

We use PayPal, the world's safest payment Gateway

To pay by PayPal Click on “Have a PayPal Account and follow prompts

To pay by credit card, click on “Don't have a PayPal account?” link

Please note that there are credit card charges associated with Credit card top-up.

Topping up your account using Direct Debit/Bank Transfer

To top-up using direct debit/bank transfer: **you will not be able to order lunches until your account has been approved – usually the next day**

1. Follow the instructions to transfer the top-up amount. **Use Internet banking to transfer funds into your school account.** The school banking details are displayed in the Instructions section.

Instructions

Top-up using Direct Bank Transfer:

Use your own internet banking to make a deposit into your school canteen/tuckshop account.

\$ Manual Top-up (takes longer)

Amount

Date

A short comment

Request Top-up

2. Email the payment confirmation/receipt to your canteen. Email address is displayed in the Instructions section.
3. **Then** fill in the Manual Top-up form and click on Request Top-up. Once the canteen administrator receives and reconciles the transfer, the request will be approved and your balance updated.
4. To check your Top-up request status, select **Top-up request Status** on the navigation menu.