



## Canteen Ordering on Schools 24

Our school utilises an online system to order recess and lunches at the Canteen. The cut off for ordering through this system will be 10:00 am each day.

### **First you need to create an account:**

1. Go to <https://www.school24.net.au/register>
2. Enter the School Registration ID—25389963
3. Fill in the registration form
4. Submit

### **Login**

After creating an account, use your email address and password you selected to log in to the portal.

1. Go to <https://www.school24.net.au/login>
2. Enter username and password
3. Submit

### **Top-up**

You must top up your tuckshop account before you can order from the tuckshop menu.

1. On top navigation menu, click on Setup and then Top-up
2. Click on Pay using Credit Card button
3. Follow the prompts

Select a Service Fee Plan—there are 2 plans

### **Pay as you go:**

*For parents who don't order frequently*

You can order recess and lunch in one order

Perfect for casual ordering

\$0.25 will be added to the total of each order

### **Unlimited:**

*For families with more than one student who order more often*

\$13.20 per family for the remainder of the year

Order as often as you like and for the whole family

Ideal for parents with more than one child and who order often

The unlimited service fee will be deducted from your current balance

**Add Students to your Account**

1. From the top navigation menu, click on Setup and then on Setup Students
2. Click Add Student Button
3. Fill in the student registration form
4. Click on Add Student button to submit

Now you are ready to order!!!

We hope that this system helps families in the never ending job of feeding our children.

If you need assistance, call the Help Desk on 80411132 or email [help@school24.com.au](mailto:help@school24.com.au) or contact the school office on 02) 6921 5733.