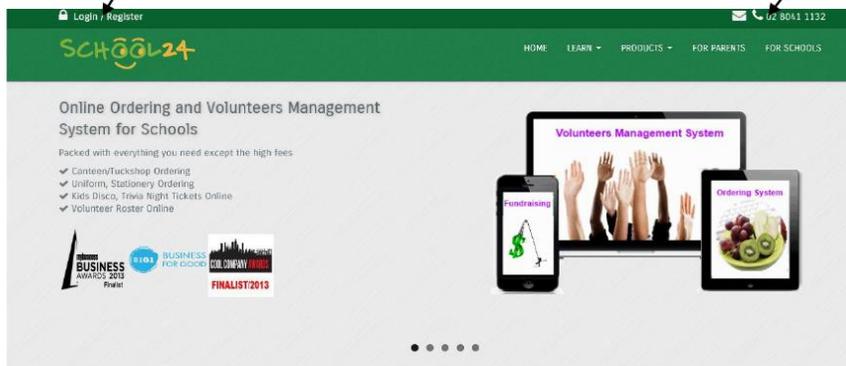# SCHOOL24

A User Guide for Staff

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School24 Staff Registration/Creating Account

1. Start your favorite internet browser (i.e. Internet explorer, Chrome, Mozilla. Etc) on your iPad, tablet, phone or computer.

2. Open school24 home page: **www.school24.com.au**

3. Click/Tap on Login/Register button at the top of the page

Login/Registration button
Click/Tap on this button to open the Login/Registration page

School24 contact details
If accessing this from a Smartphone, tap here to call School24.

4. To create an account or register select the Create **Account** tab.

5. Enter School Registration ID
   The School Registration ID is unique to your school and will be provided by the canteen staff

6. Fill in the rest of the registration form (Note: Please make sure you select "Parent" for the field where it says **"Register as a"**)

7. Accept terms and conditions and Tap/Click the "**Sign up**" button.

School24 Parent/Staff Login

Now that you have successfully created an account you can login in using your Username and Password. To login follow the steps below.

1. Click/Tap on the **login** tab
2. Enter your Username and Password and then Tap/Click on the login button

Select a Plan

1. Once you login you need to select a suitable fee plan

2. You can always change your plan at any time by contacting our help desk.

3. We have the "**Pay As You Go Plan**" and the "**Unlimited Plan**"

Setup

- Change Password
- Add / Remove Student

TUCKSHOP

- Quick Guide
- Top-Up
- View/Cancel Recent Orders
- View History

ROSTER

- View Roster

Ordering

Please select one plan

Pay As You Go Plan	Unlimited Plan
$0.25 will be added to the total of each order	$2.20 per family per quarter paid in advance for the year
You can order Lunch and Recess in one order	Order as often as you like and for the whole family
Perfect for casual ordering	Ideal for parents with more than one kid and who order often

Pay As You Go   Unlimited

Add Yourself as a Student

Add a student. (**You must add your own name as a student and select staff from the class drop down list**).

Top-up your Account

1. On the left hand side navigation menu, scroll down to the Tuckshop/Canteen section

2. Click on Top-Up

3. On the next screen, select a payment method

Please note: Topping up using direct debit method might take between 2-3 working days before it appears on your School24 balance because you need to send a top-up request to the school and they will then approve it.

Placing Orders

1. Select student

2. Select date

3. Click on **Start Order** button

4. On the next screen, select a category from the Staff Lunch Only menu.

5. Select quantity, size and flavor/option

6. Click on **Add** to cart button

7. Repeat the above steps to add as many items to the cart as you like

8. Click on **Checkout button**

9. Submit order

10. Once you submit your order, you can save it as a favourite, email it, print it and repeat it.

This order was made on Wednesday, 24 September 2014 to be delivered on Thursday, 25 September 2014

Image	Product Name	Options	Quantity	Order Type
	Hot Dog	PUPPY DOG (1/2 Hot Dog)	1	Lunch
	Lemonade 200ml		1	Recess
			TOTAL	

SAVE IT

Recess_Lunch_Leslie

Select a suitable name for this favourite.

Save As a Favourite

EMAIL IT

Enter an email address to email it to

Email Order Confirmation

PRINT IT

Click on the button below to print this order

Print This Order

REPEAT IT

Would you like to repeat this order for different days ?

Repeat This Order

View/Cancel an Order

1. On the left hand side navigation menu, scroll down to the CANTEEN section
2. Click on **View/Cancel** Recent Orders

3. On the next screen you can cancel your order by clicking **Cancel**.

Open Orders

Student	For date	Status	Action
Lucky	30/09/2014 🔍	OPEN	Cancel ←
Lucky	25/09/2014 🔍	CLOSED	
Lucky	25/09/2014 🔍	CLOSED	

Help&Tips

Open orders are the orders that you have recently placed.

Some or all of these orders haven't been processed yet.

The order delivery date is shown in the For Date column.

To view the content of any order, click on the magnifier icon.

To cancel any of these orders click on Cancel.