



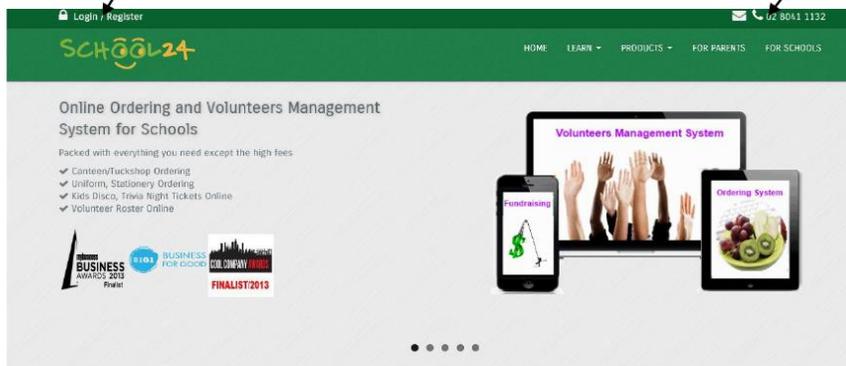
# A User Guide for Staff

## 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](http://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.

A screenshot of the School24 registration form. At the top, there are four tabs: 'Login', 'Create Account', 'Forgot Password', and 'Request Support'. The 'Create Account' tab is selected. Below the tabs, there is a 'Register Here' section with the following fields: 'School Registration ID' (text input), 'Register as a:' (dropdown menu with 'Parent' selected), 'First Name' (text input), 'Last Name' (text input), and 'Contact Number' (text input). To the right of the registration form is a 'Help' section with a red error message: 'The School registration ID is required.' Below this, there is a paragraph of text: 'Don't know your School Registration ID? Call our help desk on 02 8041 1132. Make your password as secure as you can using letters and numbers. Your user name is the same as the email address you will register with. Please read our terms and conditions before you sign up. Enjoy!' At the bottom of the page, there is a green bar with the text 'Cannot login? Try this.'

## 5. Enter School Registration ID

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

The screenshot shows the 'Register Here' form on the School24 website. At the top, there are links for 'Login', 'Create Account', 'Forgot Password', and 'Request Support'. The form fields are: 'School Registration ID' (filled with 25299963), 'Register as a:' (dropdown menu with 'Parent' selected), 'First Name', 'Last Name', and 'Contact Number'. A 'Help' section on the right contains the following text: 'The **School registration ID** is required. Don't know your School Registration ID? Call our help desk on 02 8041 1132. Make your password as secure as you can using letters and numbers. Your user name is the same as the email address you will register with. Please read our terms and conditions before you sign up. Enjoy!'. At the bottom, a green bar contains the text 'Cannot login? Try this.'

## 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”)

This screenshot is identical to the one above, showing the 'Register Here' form. The 'Register as a:' dropdown menu is highlighted, showing 'Parent' as the selected option. The rest of the form and the help text are the same as in the previous image.



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	Ordering								
<ul style="list-style-type: none"><li>• Change Password</li><li>• Add / Remove Student</li></ul>	<p>Please select one plan</p> <table><thead><tr><th>Pay As You Go Plan</th><th>Unlimited Plan</th></tr></thead><tbody><tr><td>\$0.25 will be added to the total of each order</td><td>\$2.20 per family per quarter paid in advance for the year</td></tr><tr><td>You can order Lunch and Recess in one order</td><td>Order as often as you like and for the whole family</td></tr><tr><td>Perfect for casual ordering</td><td>Ideal for parents with more than one kid and who order often</td></tr></tbody></table>	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
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TUCKSHOP									
<ul style="list-style-type: none"><li>• Quick Guide</li><li>• Top-Up</li><li>• View/Cancel Recent Orders</li><li>• View History</li></ul>									
ROSTER									
<ul style="list-style-type: none"><li>• View Roster</li></ul>	<p>Pay As You Go      Unlimited</p>								

## 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**).

Quick Links

- Back to Main Page
- View Students
- Add Students
- Update Classes

My Students

1. Jade (White Class)  
✓ Edit - ✗ Remove
2. Tigan (Yellow Class)  
✓ Edit - ✗ Remove

Add a new student

First Name:

Last Name:

Class:

Any allergy?  
(For Canteen/Tuckshop Only)

Not applicable for uniform

## Top-up your Account

1. On the left hand side navigation menu, scroll down to the Tuckshop/Canteen section
2. Click on Top-Up

## Setup

- Change Password
- Add / Remove Student

## CANTEEN

- Quick Guide
- Top-Up
- Order From Favourites
- View/Cancel Recent Orders
- View History

## UNIFORM

- Place an order
- View History

## ROSTER

- View Roster

## Ordering

CANTEEN Open on:  
 Mon  Tue  Wed  Thu  Fri

Select Student

Click inside the box to select a date

Or, type a date (E.G. 29-04-2014)

---- OR ----

### 3. On the next screen, select a payment method

## Account Top-up. Balance: \$69.90

### Credit Card Payment

**Please Note:**

It may take few minutes before the funds appear in your account.

If the submitted amount does not appear instantly:

- Wait few minutes then refresh your browser
- Please do not attempt to top-up again

Select your top-up Amount

Your card will be charged

Click on the "Continue" button and follow the prompts

### Manual Payment

Select your top-up amount

Select your top-up method

Date

A short comment

**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

Canteen

Select Student

Mary

Click inside the box to select a date

22-07-2013

Alternatively, type a date (E.G. 29-04-2013)

Start Order

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

Categories

Lunch / Drinks /

**RECESS**

Bakery

Drinks

Fruit

Snacks

**LUNCH**

Bakery

Condiment

Drinks

Fruit

Healthy Salads

Ice Blocks

BOTTLED WATER \$2.00 Qty 1 add to cart

350ml of purified Australian water

FLAVOURED MILK \$1.50 Qty 1 add to cart

FLAVOURED HIGH CALCIUM MILK

Choose Your Option

CHOCOLATE

STRAWBERRY

PLAIN MILK \$1.00 Qty 1 add to cart

300ml carton of fresh full cream milk

Choose Your Option

Gluten free Wrap

**Lucky's Basket**

For: Tuesday, 30 September 2014

**Recess**

1X Bread Sticks \$0.10 X

**Lunch**

1X Vermicelli salad \$4.00 X

1X Flavoured Milk \$1.50 X

Options:

STRAWBERRY

Total Basket: **\$5.60**

Empty cart Checkout

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
			<b>TOTAL</b>	

<p><b>SAVE IT</b></p> <input type="text" value="Recess_Lunch_Leslie"/> Select a suitable name for this favourite. <input type="button" value="Save As a Favourite"/>	<p><b>EMAIL IT</b></p> <input type="text"/> Enter an email address to email it to <input type="button" value="Email Order Confirmation"/>	<p><b>PRINT IT</b></p> <input type="text"/> Click on the button below to print this order <input type="button" value="Print This Order"/>	<p><b>REPEAT IT</b></p> Would you like to repeat this order for different days? <input type="button" value="Repeat This Order"/>
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## 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**

- Add / Remove Student

**CANTEEN**

- Quick Guide
- Top-Up
- Order From Favourites
- **View/Cancel Recent Orders**
- View History

**UNIFORM**

- Place an order
- View History

**ROSTER**

- View Roster

**CANTEEN Open on:**  
Mon Tue Wed Thu Fr

Select Student

Click inside the box to select a date

Or, type a date (E.G. 29-04-2014)

--- OR ---

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



🕒 Open Orders

Student	For date	Status	Action
Lucky	<a href="#">30/09/2014 Q</a>	OPEN	Cancel ←
Lucky	<a href="#">25/09/2014 Q</a>	CLOSED	
Lucky	<a href="#">25/09/2014 Q</a>	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.