



Chapman Primary School Canteen on-line Lunch Ordering

Chapman Primary School Canteen offers you the service to order your child's lunch on-line from home, work or a wireless laptop!

The days of fumbling for loose change are gone. Order online at **School24!**

School24 is a *FREE* web-based school canteen menu processing system. It provides an alternative to the traditional lunch order process, and it's super easy to use. You can organise a lunch order at a time that suits you – night or day, days or even weeks in advance, up to 8.10am on the day.

It's as easy as 1, 2, 3

STEP ONE:

Register your family with School24 at www.school24.net.au/ps_parent.asp and enter the School Registration ID **2556963** in the text box and *SUBMIT*

Enter your family details by completing all fields, accept the School24 terms and conditions and *SUBMIT*. You have now registered your family.

Login to School24 with your newly created login and password. *All School24 transactions are receipted with a confirmation email.*

Note: It is preferable that the login and password details are kept to yourself. Sharing this information with your children is your decision. School24 or the Chapman Public School Canteen cannot be held responsible for any lunch orders made on your behalf.

STEP TWO:

Click on the 'Add Users' link and add your child/ren's details. 'Click to Add' to confirm each child profile.

STEP THREE:

Add some money to your account using internet banking! You can 'top up' your School24 account at any time. Click on the link Account Top Up to find the Canteen banking details.

IMPORTANT:

When you get the receipt for the funds that you have transfered

1 - Copy & paste the receipt number into the top up request form in School24.

2 - Then copy & paste the receipt via email to chapman.canteen@gmail.com to have your top up validated.

3 - Once you have emailed your receipt, I will "top up" your account within **48 hours of receiving your receipt.**

NOTE - Even if your online banking doesn't give you the option to email the receipt directly, you can HIGHLIGHT your receipt by leaving your finger on the LEFT mouse button, scroll over your receipt until it is all highlighted, then click on the right mouse button and click the option to COPY. Then in an open email to the above email address click the right mouse button and click on paste, your receipt will then be in an email then you send the email. If we do not receive a copy of your receipt it could take up to a week to get your account topped up.....

TIP!!: So that you don't have to keep topping up your **School24** account, estimate your child/ren's requirements until the end of term.

You are now ready to order online!!

For more information on School24 (including Privacy Policy) please go to <http://www.school24.com.au>

HELP?!?!?!?!?!?

If you have any difficulties with the above process please email chapman.canteen@gmail.com (include Subject: School24 Chap Help Request)

Happy ordering!!