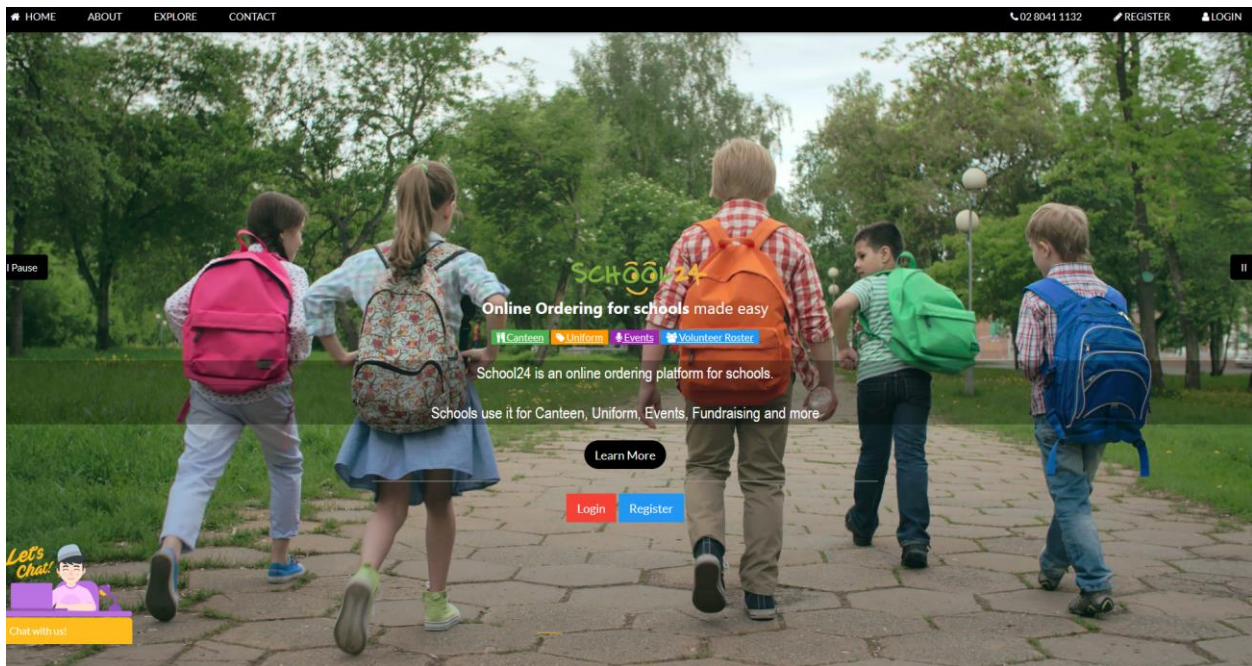




## Welcome

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Welcome to School24. We look forward to providing you with an easy-to-use online ordering platform that can be used on-the-go at any time! Getting started is easy, just follow the steps below and you will be ready to make your first order in minutes.



# Registration

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Before you start using School24, please create an account.

Creating an account is easy:

1. Go to <https://www.school24.net.au/register>
2. Fill in the registration form
3. Submit
4. Activate your account by clicking on the activation link sent to you via email

Note: Your school registration ID is: **25164963**



# Login

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To login into School24:

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

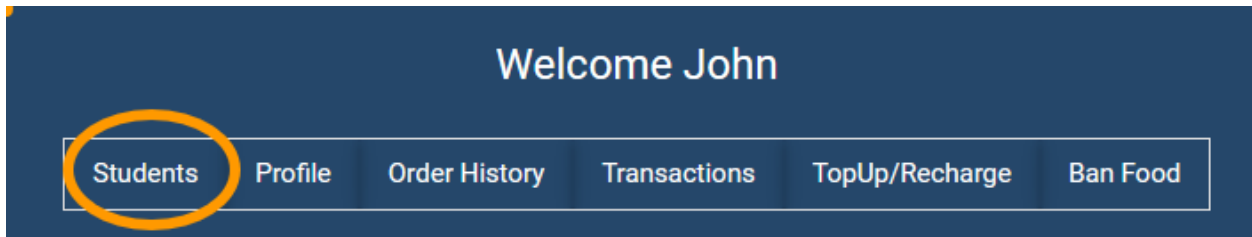


# Setting up your students

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After your first login, please setup your students.

To setup students, follow these steps:



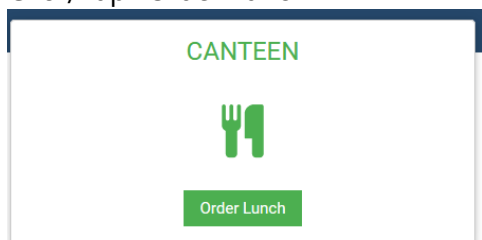
1. Login
2. Click/Tap "Students" from the top navigation
3. Click/Tap "ADD NEW STUDENT"
4. Enter First Name, Last Name, Allergy (if any) and select the class
5. Click/Tap Save Student

# How to place an order

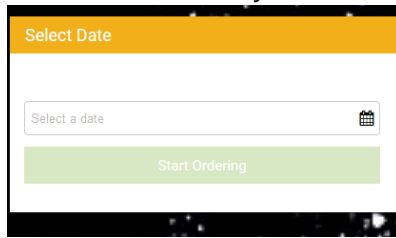
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To order for Canteen/Tuckshop:

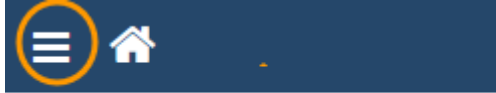
1. Click/Tap "Order Lunch"



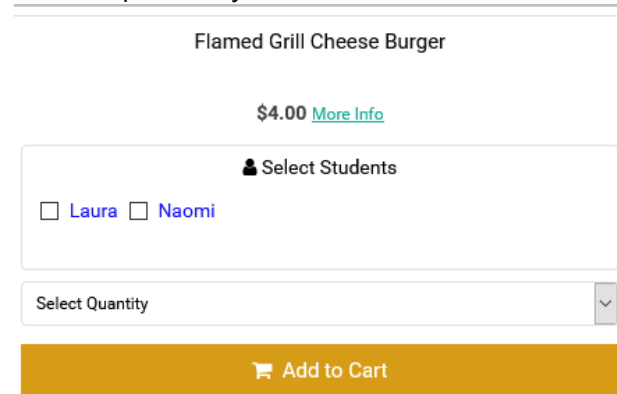
2. Select the date for your order



3. Click/Tap the 3 bars to view food categories



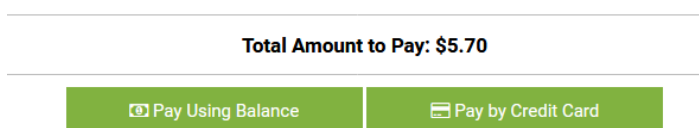
4. Select a category
5. Find the product you wish to order



6. Select students (Tick student box)
7. Click/Tap Add to Cart button
8. Repeat the steps above to order more products
9. When you have finished, click tap on the cart icon to view the products you added in the basket



10. Click/Tap Proceed to Checkout button
11. Select a payment method



12. Follow the prompts

13. An order confirmation email will be sent to you

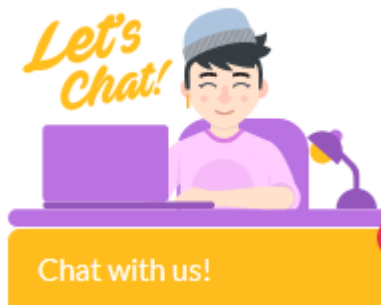
## We are here to help you

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If you have any queries, please do not hesitate to contact our friendly support team via telephone or the online chat

### **Online Chat**

Online Chat support is available 24/7 (24 hours 7 days a week).



### **Telephone Support**

Telephone support is available during office hours from 8am to 6pm Monday to Friday.

### **Email Support**

You can also contact us via email: [info@school24.net.au](mailto:info@school24.net.au)

## Other ways to reach us

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Please connect with us on Facebook <https://www.facebook.com/School24AU/> for news and information!

