

School24 Parent 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

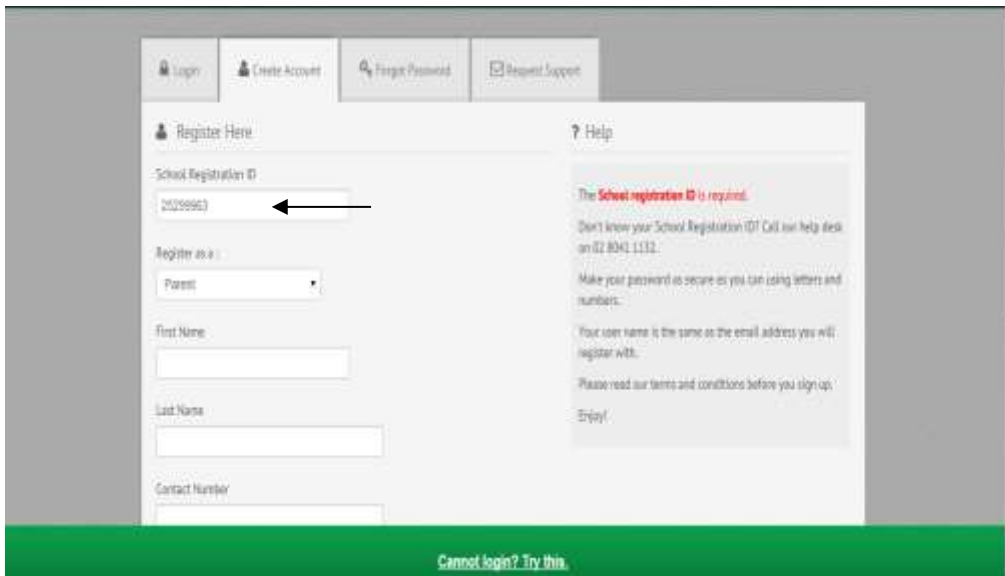


4. To create an account or register select the Create **Account** tab.

The image shows the registration form on the School24 website. At the top, there are four tabs: 'Login', 'Create Account', 'Forgot Password', and 'Request Support'. An arrow points to the 'Create Account' tab. Below the tabs is the '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 form is a 'Help' section with the following text: 'The **School registration ID** is required. Don't know your School Registration ID? Call our help desk on 02 9041 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.'

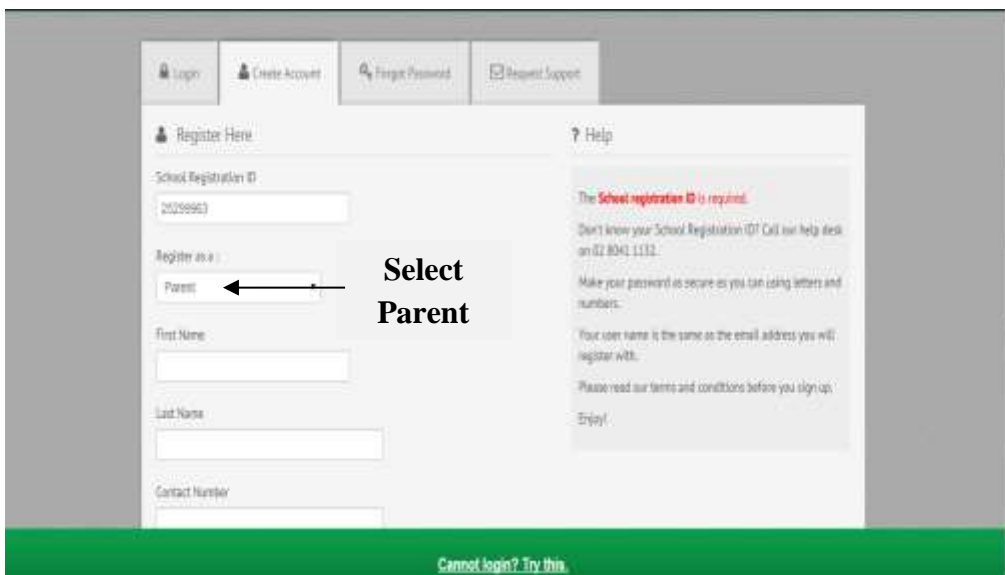
5. Enter School Registration ID

The School Registration ID for your school is **25314963**



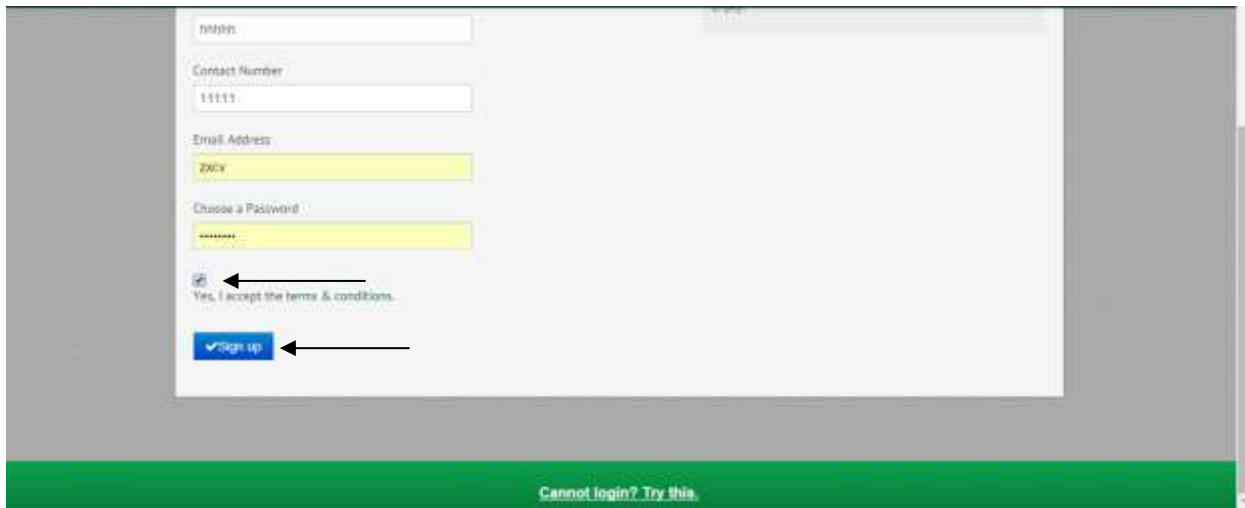
The screenshot shows a registration form with the following fields: School Registration ID (containing '25314963'), Register as a (dropdown menu set to 'Parent'), First Name, Last Name, and Contact Number. A red error message states: 'The School registration ID is required. Don't know your School Registration ID? Call our help desk on 02 8041 1112. 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!'. A green bar at the bottom 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”)



The screenshot shows the same registration form as above, but with a grey callout box pointing to the 'Register as a' dropdown menu, which is set to 'Parent'. The callout box contains the text 'Select Parent'. The rest of the form and the error message are the same as in the previous screenshot.

7. Accept terms and conditions and Tap/Click the “Sign up” button.

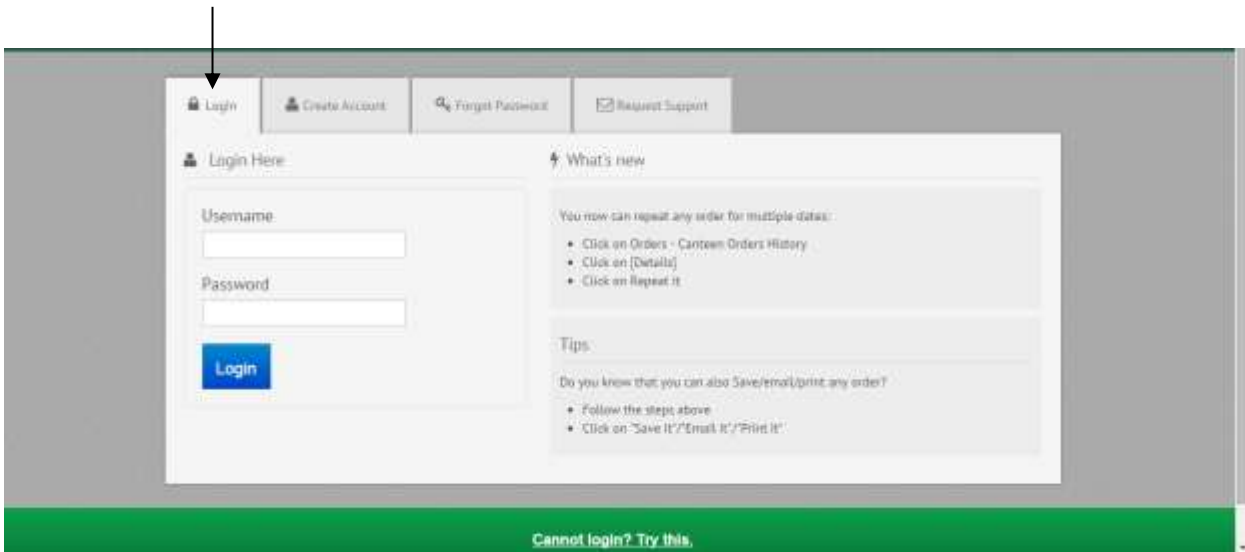


A screenshot of a web form for signing up. The form includes fields for 'Name', 'Contact Number', 'Email Address', and 'Choose a Password'. Below these fields is a checkbox labeled 'Yes, I accept the terms & conditions.' with an arrow pointing to it. Below the checkbox is a blue button labeled 'Sign up' with an arrow pointing to it. At the bottom of the page, there is a green bar with the text 'Cannot login? Try this.'

School24 Parent Login

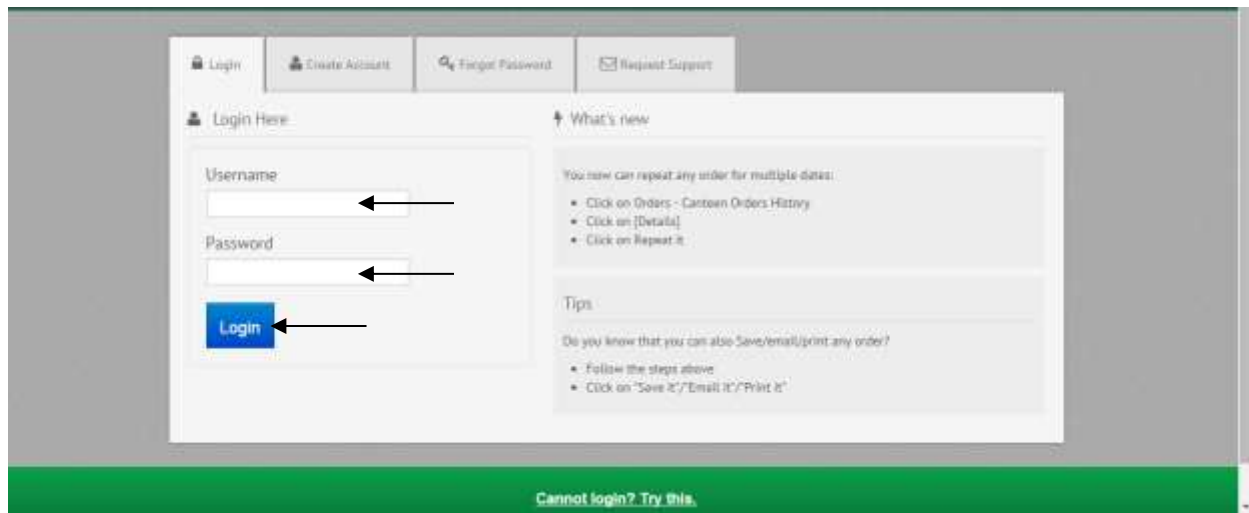
Now that you have successfully created an account you can login in using your Username and Password. To login follow the steps below.

1. Click/Tap on the **login** tab



A screenshot of the login page. At the top, there are four tabs: 'Login', 'Create Account', 'Forgot Password', and 'Request Support'. An arrow points to the 'Login' tab. Below the tabs is a 'Login Here' section with fields for 'Username' and 'Password', and a blue 'Login' button. To the right of the login fields is a 'What's new' section with a list of items and a 'Tips' section with a list of items. At the bottom of the page, there is a green bar with the text 'Cannot login? Try this.'

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



Add Student

Add a student. (That is the student you want to place an order for. You can add more than one student).

The screenshot shows the 'Add a new student' form. On the left, there are two sections: 'Quick Links' and 'My Students'. In 'Quick Links', there is a red circle around the 'Add Students' link with an arrow pointing to it and the text 'Click here to Add Students'. 'My Students' lists two students: '1. Jade (White Class)' and '2. Tigen (Yellow Class)', each with 'Edit' and 'Remove' options. The 'Add a new student' form has fields for 'First Name', 'Last Name', 'Class' (a dropdown menu with 'EVENTGUEST' selected), and 'Any allergy? (For Canteen/Tuckshop Only)'. A note below the allergy field says 'Not applicable for uniform'. At the bottom of the form is a blue 'Add Student' button.

Top-up your Account

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

The screenshot shows the 'School24' website header with navigation links: HOME, ORDERS, SETTINGS, ACCOUNT, HELP, ADMIN. The left sidebar menu is expanded to the 'CANTEEN' section, which includes 'Quick Guide', 'Top-Up', 'Order From Favourites', 'View/Cancel Recent Orders', and 'View History'. An arrow points to the 'Top-Up' link. The main content area is titled 'Ordering' and shows 'CANTEEN Open on: Mon Tue Wed Thu Fri'. Below this is a 'Select Student' dropdown menu with 'Lucky' selected. There is a date selection box with the instruction 'Click inside the box to select a date' and a text input field with the instruction 'Or, type a date (E.G. 29-04-2014)'. At the bottom of the ordering section are two buttons: 'Start Order' and 'Order From Favourites'.

3. On the next screen, select a payment method

School24 HOME ORDERS SETTINGS ACCOUNT HELP ADMIN

You are about to top-up your account

Credit Cards Only	PayPal & Credit Cards	Manual Topup
A nice, easier and cheaper payment system. Only a 0.5% (introductory) bank surcharge will be added to the selected amount. This additional fee is charged to us by the bank. Temporarily not accepting American Express Cards	The classic and more popular Payment System. 1.5% + 30cents CC and PayPal surcharge will be added to the selected amount. This additional fee is charged to us by PayPal.	The old fashioned payment method No surcharge applies, but it will take one or more days to process. The funds will NOT appear immediately in your account.
Credit Cards	PayPal	Manual

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 for them to 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
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

The screenshot shows a food ordering interface. On the left is a 'Categories' sidebar with options like RECESS, Bakery, Drinks, Fruit, Snacks, LUNCH, Bakery, Confectionery, Drinks, Fruit, Healthy Salads, and Ice Stocks. The main area displays a list of items under the 'Lunch / Drinks' category: BOTTLED WATER (250ml of purified Australian water, \$2.00), FLAVOURED MILK (FLAVOURED HIGH CALCIUM MILK, \$1.50), and PLAIN MILK (200ml carton of fresh full cream milk, \$1.20). Each item has an 'add to cart' button. On the right, a 'Lucky's Basket' summary shows the items added: 1x Bread (BKA) for \$0.10 and 1x Flavoured Milk (Options: STRAWBERRY) for \$1.50. The total basket amount is \$5.60. A red 'Empty cart' button and a green 'Checkout' button are at the bottom of the basket. An arrow points from the 'Checkout' button in the basket to the 'Checkout' button in the main item list.

9. Submit order

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

The screenshot shows an order confirmation page. At the top, it states: 'This order was made on Wednesday 24 September 2014 to be delivered on Thursday 25 September 2014'. Below this is a table with the following columns: Image, Product Name, Options, Quantity, and Order Type. The table contains two rows: a Hot Dog (PUPPY DOG (1/2 Hot Dog)) and a Lemonade 200ml. A 'TOTAL' row is at the bottom of the table. Below the table are four action buttons: 'SAVE IT', 'EMAIL IT', 'PRINT IT', and 'REPEAT IT'. Each button has a corresponding text input field and a description. Arrows point to each of these four buttons.

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

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**.

