Quickstart Guide
How to Place an Order
Enter username and password. Click Submit.

Don’t have a username yet? Click here to register.
Step 2 – Add a student

Click “Add a Student”
Step 3 – Add student: enter the school

Enter the school name

Payne Road State School, 171 Payne Road The Gap QLD 4061

Click the school name when it appears
Step 3 – Add student: student’s name and class

Click Add Student when done

Select your student’s class

Usually, you don’t select this. This is only for older students
Step 4 – Start an Order

Click on Online Ordering
Step 5 – Pick a day and the type of order

<table>
<thead>
<tr>
<th></th>
<th>Mon 2/5</th>
<th>Tue 3/5</th>
<th>Wed 4/5</th>
<th>Thu 5/5</th>
<th>Fri 6/5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recess Menu</strong></td>
<td></td>
<td></td>
<td></td>
<td>Order Recess</td>
<td>Order Recess</td>
</tr>
<tr>
<td><strong>Lunch Menu</strong></td>
<td></td>
<td></td>
<td></td>
<td>Order Lunch</td>
<td>Order Lunch</td>
</tr>
<tr>
<td><strong>Wednesday Menu</strong></td>
<td>No Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click this to order Recess for Thursday
Step 6 – Add items to your order

Click the item to add to order

When you’ve added all items, click Next

Click here to see the rest of the menu
Step 7 – Place Order

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**Ordering for Little Stevie...**

- **Step 1: Service**
- **Step 2: Add Items**
- **Step 3: Check Order**

**Click Place Order**

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**Order Pad Summary**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chicken &amp; Salad Wrap</td>
<td>$3.50</td>
</tr>
<tr>
<td>1</td>
<td>Plain Milk (500ml)</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**Total:** $5.50

- Total includes $0.50 G.S.T.
- This order will incur a $0.20 Service Fee.
- Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.

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**Did you get asked to add funds?**

**Read on...**
Step 7 – Select payment option

Click here to continue

Select an option
Step 7 – Do the topup

Click here to add the funds

Enter credit card details

Enter Amount