Ceduna Area School Canteen Ordering Online

Thank you for choosing School24 Canteen Online Ordering!

Following are some important instructions to get you started using School24

1. Create an account
   - Click on Create Account
   - Fill in your details and submit

   Please note: your School Registration ID: **25105963**

   If you need help call **02-89010398**

2. Before you can start ordering
   - Add Students
   - Top-up your account – see further instructions over page

3. Placing an order
   To place an order, follow these steps:
   For Online Canteen
   - Select a student
   - Enter or select the date
   - Click on Start Order button and follow the prompts to order.
Top-up your account

Top-up options are Credit Cards or Direct Transfer (Using Online banking)

To top-up your account:
1. click on the Top-Up button from the top navigation menu
2. Select top-up payment option

Topping up your account using Credit Card

To top-up using credit cards: You will be able to order straight away

1. Enter the amount in the Credit Card Top-up section
2. Click on “Top-up” button. You will be transferred to the Paypal Secure portal where you will be prompted to complete your details.

Note:
We use PayPal, the world’s safest payment Gateway

To pay by PayPal Click on “Have a PayPal Account and follow prompts
To pay by credit card, click on “Don’t have a PayPal account?” link

Please note that there are credit card charges associated with Credit card top-up.

Topping up your account using Direct Debit/Bank Transfer

To top-up using direct debit/bank transfer: you will not be able to order lunches until your account has been approved – usually the next day

1. Follow the instructions to transfer the top-up amount. Use Internet banking to transfer funds into your school account. The school banking details are displayed in the Instructions section.

2. Email the payment confirmation/receipt to your canteen. Email address is displayed in the Instructions section.

3. Then fill in the Manual Top-up form and click on Request Top-up. Once the canteen administrator receives and reconciles the transfer, the request will be approved and your balance updated.

4. To check your Top-up request status, select Top-up request Status on the navigation menu.