

# Canteen & Uniform Shop 2017

Our Online Canteen has undergone an upgrade and name change over the holidays. There has also been a slight change to how you place a meal order. Please read through the 'simple steps' to ordering below, to ensure your child/ren's lunch order does arrive.

Remember to update your child/ren's profile before ordering lunches and uniforms.

**Please make sure** that once you have placed your child/ren's lunch order you return to **ACTIVE ORDERS** to double check that your order has been successful.

If you are new to St Thomas you can follow these easy steps to get started.

## How to get started:

- Visit [ouronlinecanteen.com](http://ouronlinecanteen.com) or if you wish to use a mobile device go to [m.ouronlinecanteen.com.au](http://m.ouronlinecanteen.com.au)
- Sign up by completing the registration form
- Receive a confirmation email
- Log into the website
- Select St Thomas Primary School, Claremont
- Select your child/ren names
- **Add credit**
- **Order your meals**

## To order follow these simple steps:

1. Go to 'MEAL ORDER'
2. Select a Child
3. Select a date
4. Select a Meal - select by clicking the box
5. 'Click' ADD TO CART
6. Check your order in the CONFIRM ORDER box
7. 'Click' PAY & PLACE ORDER
8. **ALWAYS** return to **ACTIVE ORDERS** to confirm that your order has been successful.

Orders need to be placed by 8am on the day of canteen

\*Staff menu items can only be ordered by staff.

### **IS THE WEBSITE SAFE AND SECURE TO USE AND ADD CREDIT?**

Yes, Our Online Canteen has SSL certificate and it is used for any financial transaction conducted through the website

### **HOW CAN I ADD CREDIT?**

You can add credit to your account by clicking 'ADD CREDIT' on the Our Online Canteen Home page via:

Credit Card (2.2% surcharge), PayPal and Direct Deposit.

If you experience any issues adding credit, please contact Our Online Canteen Directly.

### **WHAT DO I DO IF I NEED HELP?**

You can call a team member from OUR ONLINE CANTEEN 24/7

# 1300 116 637