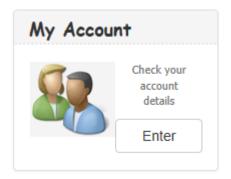
## Tuckshop – Add a Student / Remove a Student from your account

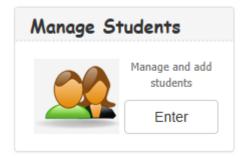
1. Log onto School Shop Online – using your email and password

https://tuckshop.schoolshoponline.net.au/gowriess/index.aspx			ш 🗯
	DIGNTY IN WORK and PLAY	Gowrie State School Dignity in work and play	Tuckshop
Email			Rew Users If you are a new Tuckshop user, or if you only have an eStore account, please register here!
	Password	Lost Password?	Register Now

2. From the dashboard - Click on My Account 'Enter'



3. Click on Manage Students 'Enter'



4. Then click on the 'Add New Student' green button

Class	Student ID	Daily Limit	Active	
1	N/A	0.00	¥	
4	N/A	0.00	¥	
		Add Existing Stude	nt Add New Stude	ent

5. Complete details – Making sure the Active box is ticked, then click Save

	Field	ls marked with * are manda
First Name*	Class*	
	Select	~
Last Name*	Student ID	
Food Allergy	Student Card Barcode	0
	🖂 Active 🕄	
	Save	

## TO REMOVE a Student:

1. Click on the notepad icon against student name

Class	Student ID	Daily Limit	Active	$\frown$
1	N/A	0.00	*	
				$\overline{}$

2. Untick the 'Active' box and click save

First Name*	Class*
	Select ~
Last Name*	Student ID
Food Allergy	Student Card Barcode 😯
	Active 🕄
	Save