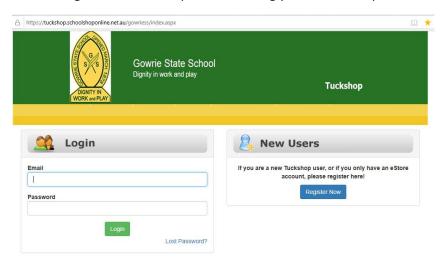
Tuckshop - How to Place an Order

Orders close Wednesday the week of Tuckshop at 9pm

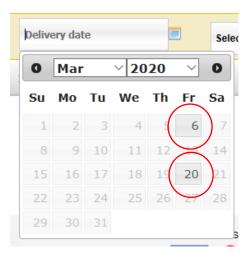
1. Log onto School Shop Online – using your email and password



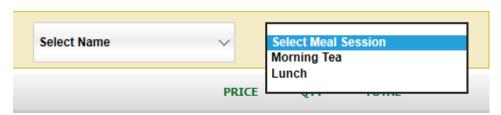
2. From the dashboard - Click on Tuckshop 'Enter'



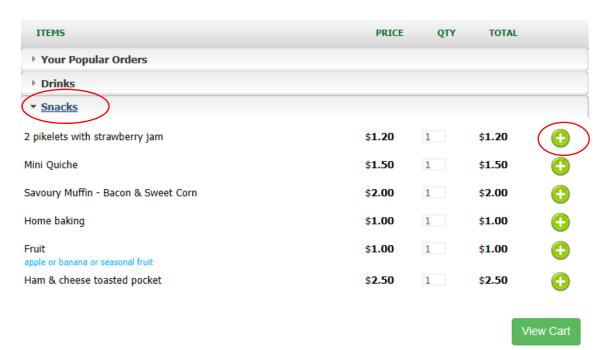
3. Select Delivery date (note only days scheduled for tuckshop will be selectable – all other days greyed out)



4. Select student name from drop box and select meal session



5. Click on the category name to open and select accordingly by clicking the green plus button, adjust quantity (QTY) if desired.

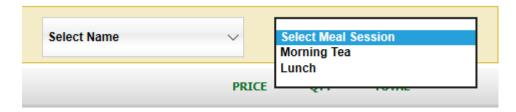


6. Items will appear in your shopping cart under the student's name on the left-hand side



To remove item from cart, just click the red X beside the item

7. Select another meal session to order Morning Tea & Lunch and repeat step 5

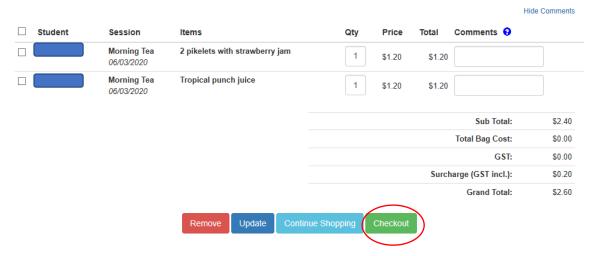


8. To place an order for another child – select a different child from 'Select Name' box and repeat order process.

9. When all orders are placed, click the 'View Cart' button either down the left side in your shopping cart or at the bottom of the screen



10. Review your order along with pricing and select checkout



11. A payment page will appear with your order and pricing again and payment options – select as required, click continue and you will receive a confirmation order has been placed.

