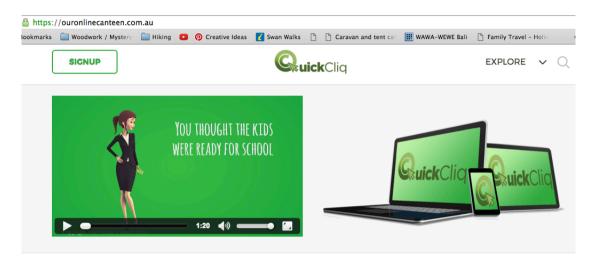
GHPS – Our Online Canteen User Guide

## **Our Online Canteen**

#### www.ouronlinecanteen.com.au

Accessible from computers, phones and tablets. Click the **SIGNUP** button and enter **your** details. After that you will receive an activation email to confirm your account.



Once you are registered you will receive an email with instructions regarding Our Online Canteen.

Enter your Login and Password to login to the website. There you will find different tabs.



### **Add Child**

Select the 'Add Child' tab. Make sure to fill out all your child's details before selecting 'Next'. Essential is to choose 'Gooseberry Hill Primary School' and enter the correct room number as the orders will still come in the baskets. Each child has to be entered separately. Here you can also provide details in case your child has allergies that are important for the canteen to know.

Please select either school that student is attending and / or select a sporting district that child will participate in

School:

Gooseberry Hill Primary School, Gooseberry H \$

...

Tutor/Room:

A5

Teacher name:

Ms.Chad

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## **Add Credit**

Select the 'Add Credit' tab to add credit to your account. You can pay by PayPal, Credit Card or Direct Deposit.

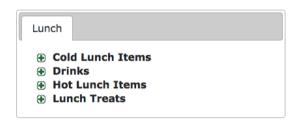
Once this step is done you can start to order lunches for your child/children.

#### Place an Order

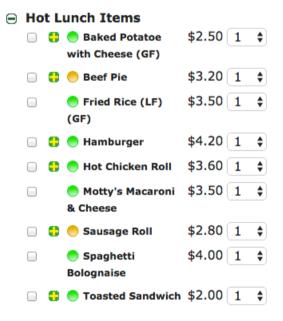
Select the 'Meal Order' tab to place an order.

The system only allows you to place orders for Mondays and Fridays. In case the canteen has to close you will be informed latest the night before.

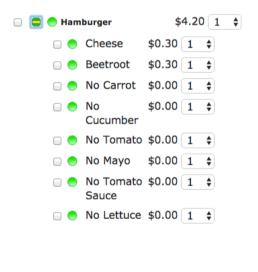
The presentation is different from the PDF menu, but it sticks to the health traffic light. The items are sorted alphabetically within the categories.



A • means it can be expanded just click on it.



Another • will give you the possibility to customise the order for example for a 'Hamburger'.



Before you confirm your order you can check it and add further comments.

## **Communication**

The canteen team will inform you about special offers, items and canteen closures via the website.

# **Updates**

If your email, phone number or your child's room number changes kindly update the records in Our Online Canteen.

## **Contacts**

# Canteen

Linda Radukanovic ghps\_canteen@unfbox.com 0452 494 699

# **Our Online Canteen**

Responsible: Shayla Grace Coyne info@ouronlinecanteen.com.au 1300 11 66 37