

SCHÖÖL24

**Parent/Student  
Getting Started Guide**



## Getting Started

Welcome to School24! We look forward to providing you with an easy-to-use online ordering platform. Getting started is easy. Simply follow the steps below and you'll be ready to make your first order in minutes:

### 1. Register a Parent/Main Account

- Go to: <https://www.school24.net.au/canteenorder/register>
- Enter your unique School Registration ID number
- Enter the remaining details
- Click '**Submit**'
- Verify your email via the verification email sent to your email address

### 2. Log In

- Go to: <https://www.school24.net.au/canteenorder/login>
- Enter your username (email address)
- Enter your password
- Click '**Login**'

### 3. Add Students to your Parent/Main Account

- Click the '**Students**' tab on your account dashboard
- Click '**Add New Student**'
- Enter the student's details, including their class and any allergies
- Click '**Save Student**'

### 4. Top Up Your Account (Optional)

You can use pre-loaded funds or a credit card at checkout. To pre-load funds:

- Click '**Top Up/Recharge**' on your account dashboard
- Select your top-up amount from the drop-down menu
- Click '**Pay using Card**'

### 5. Place an Order

You are now ready to make your first order!

Please see our 'Parent - Canteen Ordering Guide' for further instructions or visit: <https://school24.tawk.help/article/how-to-add-items-to-your-order-and-checko>