School24 Parent Registration/Creating Account

1. Start your favorite internet browser (i.e. Internet explorer, Chrome, Mozilla. Etc) on your iPad, tablet, phone or computer.
3. Click/Tap on Login/Register button at the top of the page
4. To create an account or register select the Create Account tab.

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**Login/Registration button**

Click/Tap on this button to open the Login/Registration page

**School24 contact details**

If accessing this from a Smartphone, tap here to call School24.
5. Enter School Registration ID **25289963**

6. Fill in the rest of the registration form (Note: Please make sure you select Parent for the field where it says “Register as a”)
7. Accept terms and conditions and Tap/Click the “Sign up” button.

School24 Parent Login

Now that you have successfully created an account you can login in using your Username and Password. To login follow the steps below.

1. Click/Tap on the login tab

2. Enter your Username and Password and then Tap/Click on the login button
Select a Plan

1. Once you login you need to select a suitable fee plan
2. You can always change your plan at anytime.
3. We have the “Pay As You Go Plan” and the “Unlimited Plan”

Add Student

Add a student. (That is the student you want to place an order for. You can add more than one student).
**Top-up your Account**

1. On the left hand side navigation menu, scroll down to the Tuckshop/Canteen section
2. Click on Top-Up

3. On the next screen, select a payment method

<table>
<thead>
<tr>
<th>Credit Cards Only</th>
<th>PayPal &amp; Credit Cards</th>
<th>Manual Top-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>A nice, easier and cheaper payment system. Only a 0.5% (introductory) bank surcharge will be added to the selected amount. This additional fee is charged to us by the bank. Temporarily not accepting American Express Cards.</td>
<td>The classic and more popular Payment System. 1.5% + 30 cents CC and PayPal surcharge will be added to the selected amount. This additional fee is charged to us by PayPal.</td>
<td>The old fashioned payment method. No surcharge applies, but it will take one or more days to process. The funds will NOT appear immediately in your account.</td>
</tr>
</tbody>
</table>
Placing Orders

1. Select student
2. Select date
3. Click on Start Order button
4. On the next screen, select a category
5. Select quantity, size and flavor/option
6. Click on Add to cart button
7. Repeat the above steps to add as many items to the cart as you like
8. Click on Checkout button
9. Submit order
10. Once you submit your order, you can save it as a favourite, email it, print it and repeat it.
View/Cancel an Order

1. On the left hand side navigation menu, scroll down to the CANTEEN section
2. Click on View/Cancel Recent Orders
3. On the next screen you can cancel your order by clicking Cancel.