

Craigslea State Primary School

SchoolShopOnline Tuckshop Ordering

Set up initially is usually better on a PC not a mobile device.

Register

- Go to <https://schoolshoponline.net.au/default.aspx>



- Select your Craigslea State School P&C Association
- Select the solution/module, e.g. go to tuckshop



- If you are a first-time user of SchoolShopOnline then register as a parent
 - Click on 'Register now'



- Choose 'New User'



Or If you are already a member of SchoolShopOnline, eg. you have an eStore account, then click on 'Register Now' and choose 'Existing User'.

- Fill in the details

Register your Child(ren)

- Click on 'Enrol a New Student' and fill in the form and save.

Enrol a new Student

Go to account

Please note if the student has an allergy, you can place a note in the ' Food Allergy' box

Fields marked with * are mandatory

First Name* <input type="text" value="Test"/>	Class* <input type="text" value="PB"/>
Last Name* <input type="text" value="Student"/>	Identification <input type="text"/>
Gender* <input type="text" value="Male"/>	Student ID <input type="text"/>
DOB (dd/mm/yyyy)* <input type="text" value="01/01/2013"/>	Daily Limit <input type="text"/>
Upload Photo <input type="button" value="Choose File"/> No file chosen	Parent Approval <input type="text" value="Select"/>
<input checked="" type="checkbox"/> Active	Food Allergy <input type="text" value="Nuts"/>

Please note, there is no need to fill in Identification, student ID daily limit, parent approval or upload a photo.

Save the student record.

You are now ready to place an order

Click on the 'Tuckshop' tab or icon.

Tuckshop  Check our tuckshop offerings <input type="button" value="Enter"/>	My Account  Check your account details <input type="button" value="Enter"/>
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Select the delivery date which is the day you want your child's tuckshop to be delivered.

Select the student Name, if you have several students registered.

Select the meal session – Please note there is a cut-off time for each meal session.

<input type="text" value="16/11/2018"/>	<input type="text" value="Student Name"/>	<input type="text" value="Select Meal Session"/>
ITEMS	RATING	PRICE
		Select Meal Session
		Friday Big Lunch
		Friday Second Break

Select the category of meal from the category list as shown below

16/11/2018 Test Student Friday Big Lunch

ITEMS	RATING	PRICE	QTY	GST	TOTAL
▶ Your Popular Orders					
▶ Frozen Treats					
▶ Salad Sandwiches and Wraps					
▶ Hot Food					
▶ Snacks					
▶ Drinks					
▶ Meal Deals					

View Cart

A list of items for that particular category will appear.

To select an item - click on the green plus sign. The item will be added to the shopping cart viewing panel.

Shopping Cart

Test Student
16/11/2018: Friday Big Lunch
Chocolate Chip Biscuit x 1
Qty: 1 \$0.50

View Cart

Quick Order Form

eWallet No. : Balance !

16/11/2018 Test Student Friday Big Lunch

ITEMS	RATING	PRICE	QTY	GST	TOTAL	
▶ Your Popular Orders						
▶ Frozen Treats						
▶ Salad Sandwiches and Wraps						
▶ Hot Food						
▼ Snacks						
Occasional Treats						
Chocolate Chip Biscuit x 1		\$0.50	1	NO GST	\$0.50	+
Jumpy's		\$1.20	1	NO GST	\$1.20	+
Wafer - Chocolate		\$0.10	1	NO GST	\$0.10	+
Muffin - Chocolate		\$1.20	1	NO GST	\$1.20	+

You can then choose more items from other categories.

You may also chose to order for different dates and different children.

Click on 'View cart'

Review your order

[Hide Comments](#)

<input type="checkbox"/>	Student	Session	Items	Qty	Price	Total	Comments
<input type="checkbox"/>	Test Student	Friday Big Lunch 16/11/2018	Chocolate Chip Biscuit x 1	1	\$0.50	\$0.50	<input type="text"/>
						Sub Total:	\$0.50
						Total Bag Cost:	\$0.00
						GST:	\$0.00
						Grand Total:	\$0.50

You can insert a comment in the box provided.

You can continue Shopping or go to check out.

At the checkout page

- Choose the payment method.
 - If Debit/credit card chosen then complete the form and click continue or
 - If eWallet then click on continue and the order will be processed.

Checkout Details

Customer Details: Louis Etienne
323a Kelvin Grove Road
Kelvin Grove, 4059
QLD
Australia

Payment Method:
Credit Card
Select Payment Mode
Credit Card **OR** e-Wallet

Items	Student	Session	Price	Qty	Total
Chocolate Chip Biscuit x 1	Test Student	Friday Big Lunch 16/11/2018	\$0.50	1	\$0.50
Sub Total:					\$0.50
GST:					\$0.00
Total:					\$0.50
e-Merchant Fee:					\$0.31
Grand Total:					\$0.81

Credit Card Details

Name on card:*

Card Number:*

Expiry Date:*

CVV:*
[\(what is this?\)](#)

Fields marked with a text * are required.

Confirmation

You will receive an email confirmation and receipt for your records.

You can view the status of the transactions in the 'My Account' section of the site.

In the 'My Account' area' you can

- Edit your account details.
- Manage Students
- See you past orders
- Fins out information about the eWallet
- Urgent top-up of eWallet

My Account

eWallet No.: Balance :

Edit Account Details



Edit and add your peofile information

Enter

Manage Students



Manage and add students

Enter

Orders



View product order history

Enter

eWallet Details



View eWallet information

Enter

Top up eWallet



Top up eWallet account here

Enter

eWallet

There is a facility to use the financial module with schoolshoponline called eWallet.

This allows you to deposit funds into the account and draw on the funds for your purchases.

For details of SchoolShopOnline bank account click on the icon 'eWallet' details.

Quick references

There is a 'FAQ' section in the site where you can read more about the services.