

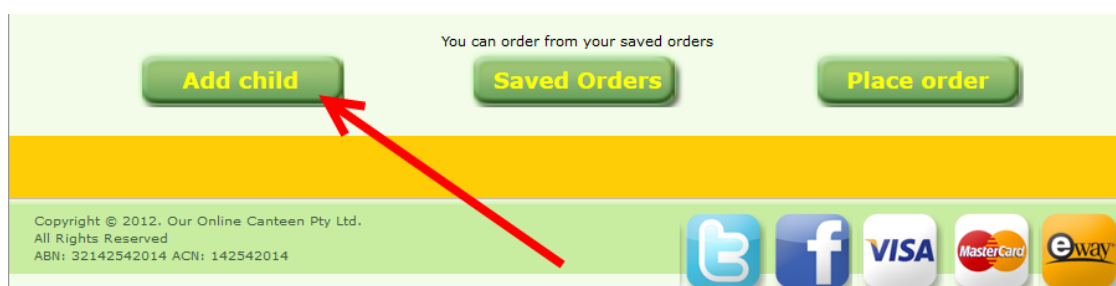
Our Online Canteen Instructions – Subway 6 inch sub and drink for \$6 on Fridays

Orders must be placed through www.ouronlinecanteen.com.au before 3 PM Thursday.

1. Go to www.ouronlinecanteen.com.au
2. Login or register to create a new account
3. Add children to your account

Go to Step 4 below if all your children are already added to your account.

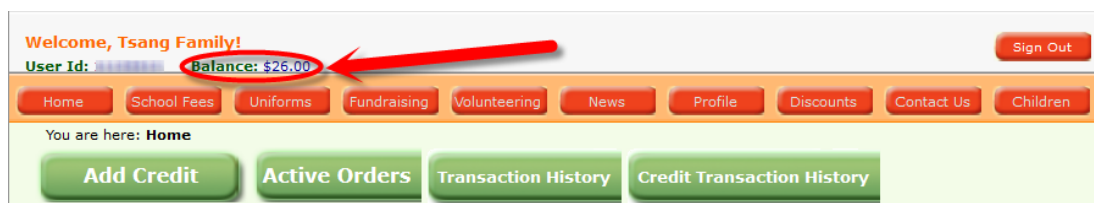
Click on 'Add Child' (button is on the bottom left of the screen).



After clicking on 'Add Child', a pop up will appear:

A screenshot of a pop-up form titled 'Adding child'. The form contains several input fields: 'First name:', 'Last name:', 'Tutor/Room:', 'Teacher name:', 'Year:' (with a dropdown menu showing '--Select a Year--'), and 'School:' (with a dropdown menu showing '--Select a school--'). At the bottom of the form is a red 'Next' button.

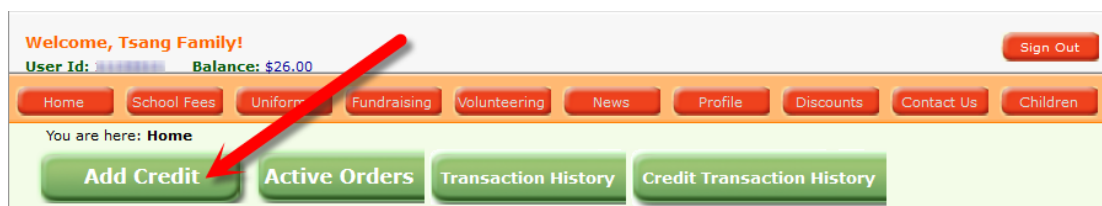
4. Ensure you have sufficient funds in your account.



Go to step 5 if you have sufficient funds (\$6 for each order).

To add funds, click on Add Credit:

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A new screen will appear with the following payment options:

- ◆ Paypal (\$20, \$50, \$100 etc.)
- ◆ Visa/Mastercard (\$20, \$50, \$100 etc.)
- ◆ Direct Deposit (any amount you wish, e.g. \$6)

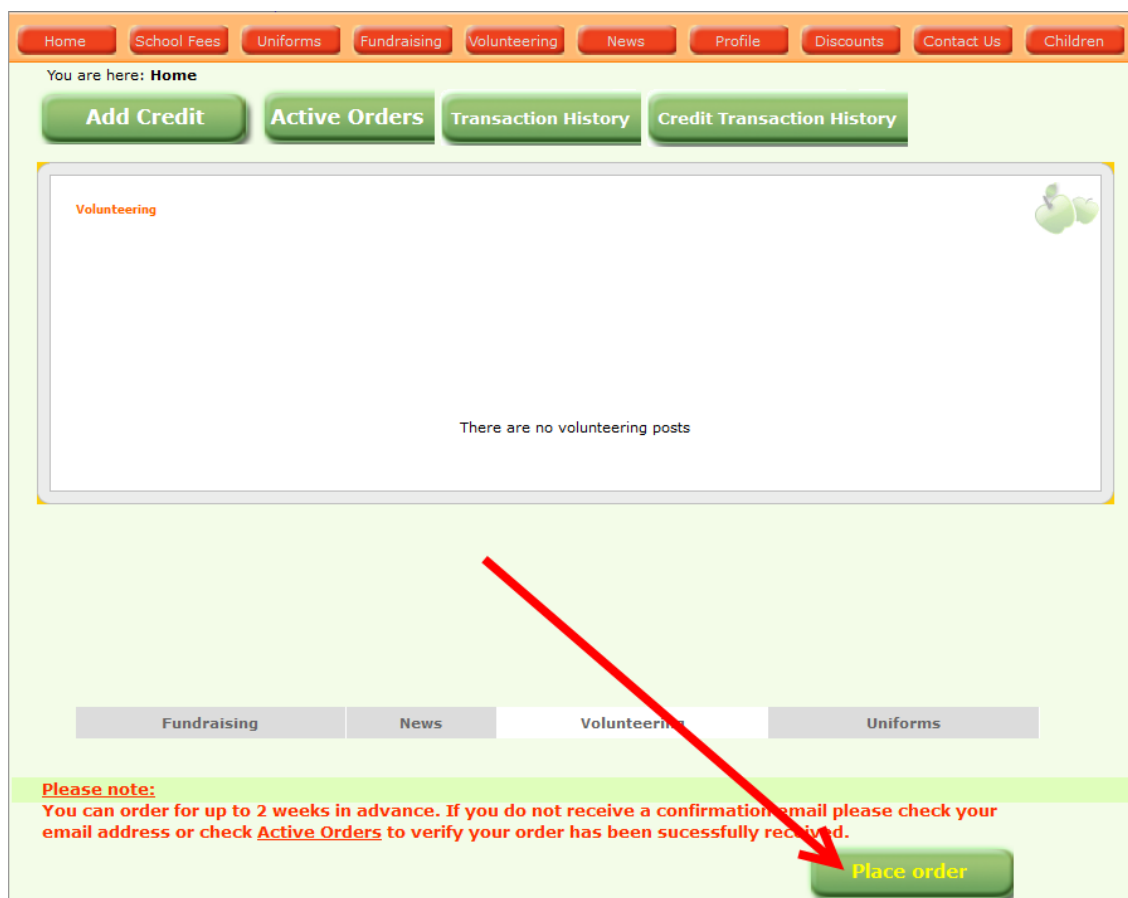
Note: Paypal attracts a 4.40% fee. The Visa/Mastercard fee is 2.20%.

Direct Deposits should be made 3 working days before the day you are ordering to ensure the money has transferred in time.

5. Place Order

Go to Step 6 (on page 7) if you have previously saved an order that you wish to repeat (this saves a lot of time!).

Click on 'Place Order'



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The following screen will appear

The screenshot shows the 'Place Order' page with a navigation bar at the top containing links: Home, School Fees, Uniforms, Fundraising, Volunteering, News, Profile, Discounts, Contact Us, and Children. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Place Order'. The page is divided into four steps:

- STEP 1:** 'Please select a child:' with a dropdown menu showing '--Select a Child--'. Below it is a 'Canteen Notes:' section.
- STEP 2:** 'Please select date:' with a date input field and a 'Clear Selection' button. Below it are 'Second break cutoff:' and 'First break cutoff:' labels.
- STEP 3:** 'Select meals and add to order' with a large green 'Add to order' button.
- STEP 4:** 'Confirm your order' with an 'Additional instructions:' text area and a 'Health Warnings:' label.

At the bottom, there is a 'Second Break' input field and another green 'Add to order' button.

STEP 1, select your child (you can only order for one child at a time).

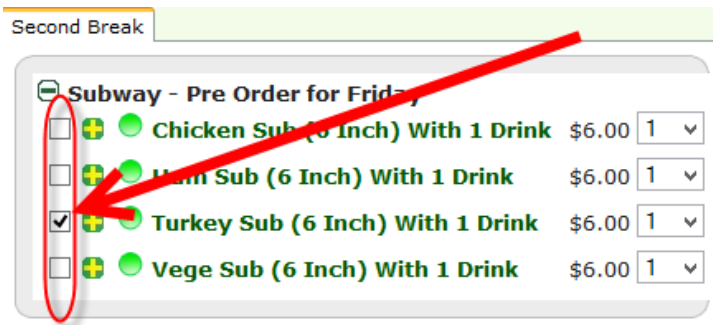
STEP 2, select Thursday for a Friday order.

STEP 3, click on the + sign to see the range of subs available:

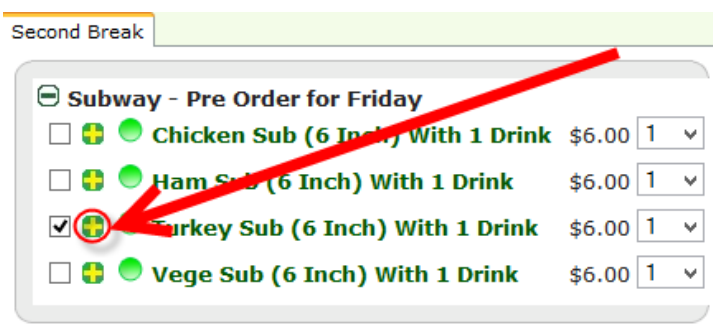
This screenshot shows the 'Place Order' page after some selections. The navigation bar and breadcrumb trail are the same. In the 'STEP 1' section, the child dropdown now shows 'Hannah'. The 'Canteen Notes' section contains a message: 'Welcome to Our Online Canteen! You can now pre order your Subway meal deal for FRIDAYS. You need to SELECT THURSDAY BEFORE 3pm for Friday's order (within the same week) Click the second + icon to choose fillings and your drink.' In the 'STEP 2' section, the date dropdown shows '14/11/2013'. Below it, the school name 'Winthrop Primary School, Winthrop.WA' and break cutoffs 'Second break cutoff: 15:00 PM' and 'First break cutoff:' are visible. In the 'STEP 3' section, the 'Second Break' input field now shows a '+' icon and the text 'Subway - Pre Order for Friday', with a red arrow pointing to the '+' icon. The 'Additional instructions' and 'Health Warnings' sections are also present.

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That section of the screen will expand to show the type of subs available, tick one of the selections:



Click on the + sign next to the tick to select bread type, fillings and a drink:



(If you do not do this, your child's order will be for a chicken, ham, turkey or vegetable sub on white roll with no other fillings plus a bottle of water.)

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The window will expand to show bread, filling and drink options. Tick on one type of bread, any number of fillings and one drink option, then click on 'Add to order':

Second Break

Subway - Pre Order for Friday

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chicken Sub (6 Inch) With 1 Drink	\$6.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ham Sub (6 Inch) With 1 Drink	\$6.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Turkey Sub (6 Inch) With 1 Drink	\$6.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Whole Wheat Roll	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	White Roll	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Cheese	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Lettuce	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Tomato	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Cucumber	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Carrot	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Capsicum	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Olives	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Pickles	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Jalapenos	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add Mayo	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Tomato Sauce	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add BBQ Sauce	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Add Honey Mustard Dressing	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drink - Water	\$0.00	1	▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Drink - Apple Juice	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drink - Calciyum Choc Milk	\$0.00	1	▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vege Sub (6 Inch) With 1 Drink	\$6.00	1	▼

Add to order

You will then be taken to an order confirmation screen (see below).

Before confirming your order, you may wish to save this order as a favourite (saves you a lot of time for future orders). To bookmark an order, type in a name for your order e.g. 'Turkey, Salad & AJ' then click on the red 'Favourite Order' button before confirming your order.

Click on 'confirm and exit' or 'confirm and place another order' if ordering for another family member.

(Note, if you have made a mistake, you can cancel your order by clicking on the black 'Orders Placed' button next to your child's name on the Home Screen.)

STEP 4
Confirm your order

Confirm and Exit Confirm and place new order

Current Lunch (Second break) Order Items

Turkey Sub (6 Inch) With 1 Drink X 1 = \$6.00 X

Whole Wheat Roll \$0.00 X

Add Cheese \$0.00 X

Add Lettuce \$0.00 X

Add Tomato \$0.00 X

Add Cucumber \$0.00 X

Add Carrot \$0.00 X

Add Mayo \$0.00 X

Drink - Apple Juice \$0.00 X

Voucher Discount:
Total: \$6.00

Bookmark Order : Favourite Order

• Voucher number: Validate Voucher

Please note voucher amount needs to be used for a full amount.
money left after the purchase will be waived

Additional instructions:
Use this field to add any warning such as allergies, etc.

Health Warnings:

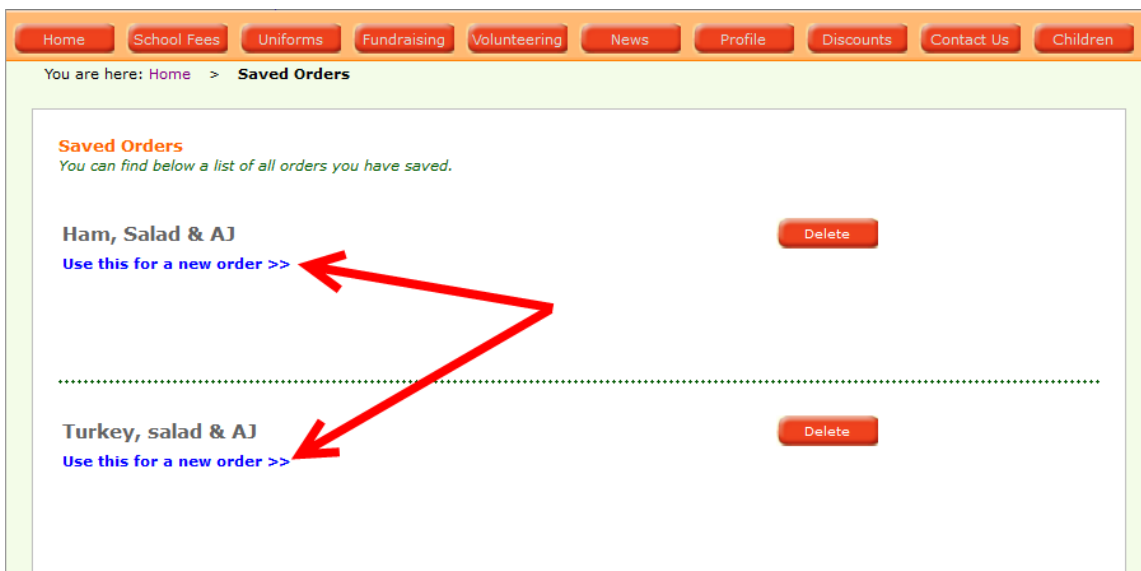
That's it, you're order is placed!

6. Quick Ordering using Favourite Orders

If you have previously bookmarked an order, you can repeat any of these orders very simply and quickly by clicking on ‘Saved Orders’ at the bottom of the main screen:

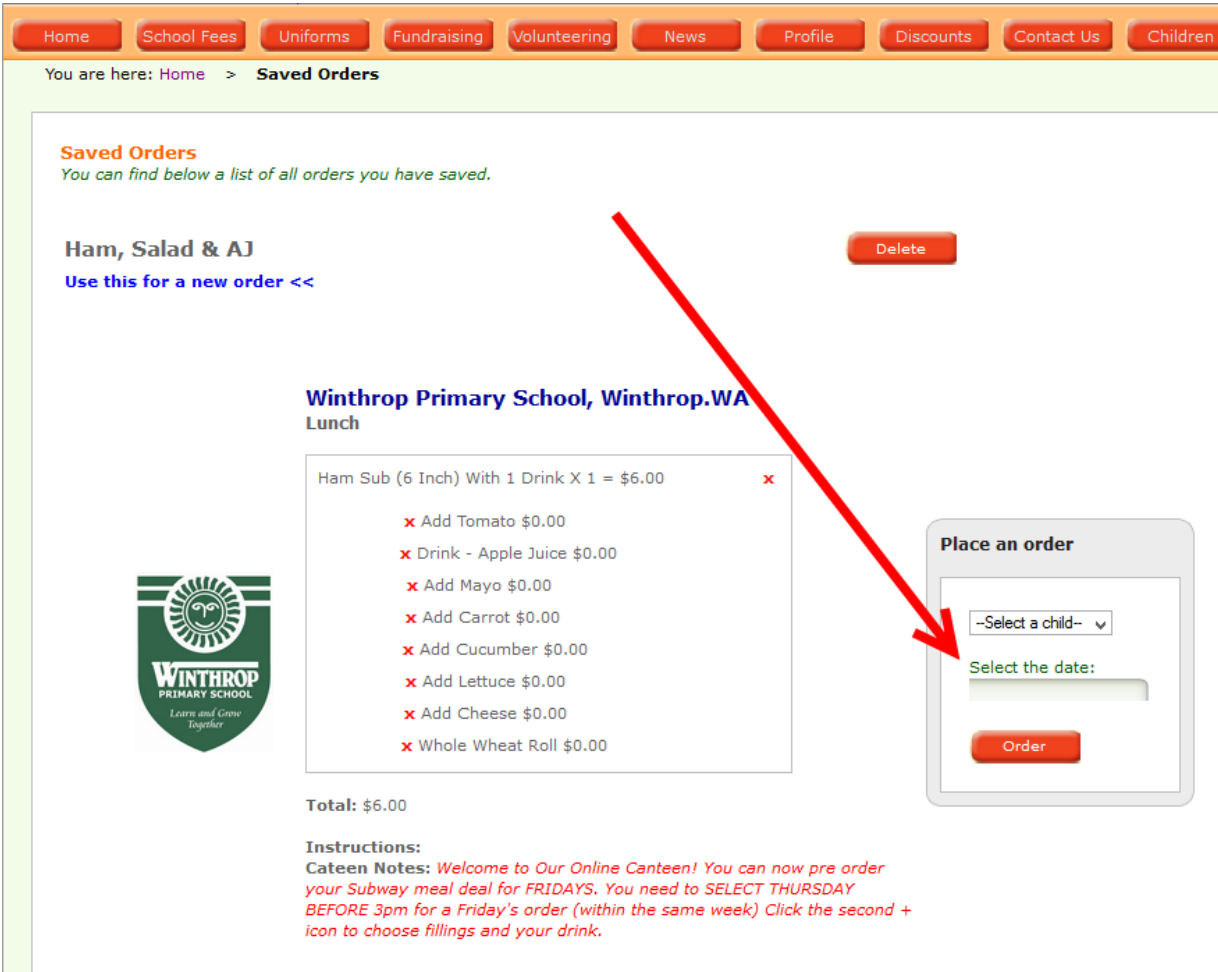


A new screen will appear. Click on one of the blue ‘Use this for a new order >>’ links to use a previously saved order:



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The screen will refresh to show the details of the last order (except for the date and child details):



Home School Fees Uniforms Fundraising Volunteering News Profile Discounts Contact Us Children

You are here: Home > Saved Orders

Saved Orders
You can find below a list of all orders you have saved.

Ham, Salad & AJ
Use this for a new order <<

Delete

Winthrop Primary School, Winthrop.WA
Lunch

Ham Sub (6 Inch) With 1 Drink X 1 = \$6.00 x

- x Add Tomato \$0.00
- x Drink - Apple Juice \$0.00
- x Add Mayo \$0.00
- x Add Carrot \$0.00
- x Add Cucumber \$0.00
- x Add Lettuce \$0.00
- x Add Cheese \$0.00
- x Whole Wheat Roll \$0.00

Total: \$6.00

Instructions:
Cateen Notes: *Welcome to Our Online Canteen! You can now pre order your Subway meal deal for FRIDAYS. You need to SELECT THURSDAY BEFORE 3pm for a Friday's order (within the same week) Click the second + icon to choose fillings and your drink.*

Place an order

-Select a child- v

Select the date:

Order

Select a child, select Thursday for an order on Friday the next day and the 'Order' button will then turn from red to green. Click on the 'Order' button and you are done!

Note, clicking on the red x next to any of the items will remove this from your favourite order permanently. To add it back, you will need to add a new favourite order.