

**School 24 Online Ordering Information****Orders must be entered by 9.15am daily****GETTING STARTED**

Welcome to School24. We look forward to providing you with an easy-to-use online ordering platform that can be used on-the-go at any time! Getting started is easy, just follow the steps below and you'll be ready to make your first order in minutes.

**Registration**

Go to: [www.school24.net.au](http://www.school24.net.au)

A blue rectangular button with the word "Register" in white text.

Press the **blue** registration button to create your account. ->

Enter your unique school ID number to help us match your account with your school.

Penrith Primary School - School registration ID: 25282963

You will then be asked to input your personal details. Once completed click ->

A teal rectangular button with the text "Create Account" in white.

Congratulations you are now registered!

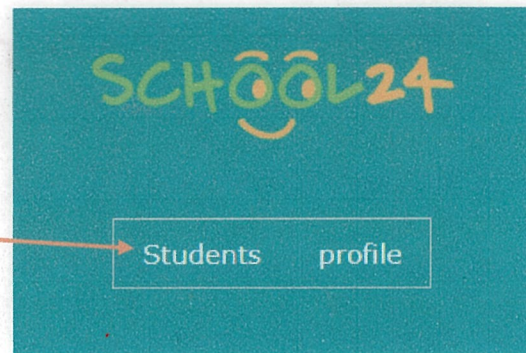
**Activate your Account**

Go to [www.school24.net.au](http://www.school24.net.au)

Use your registered email address and password to login. Once you have logged in you will need to complete the following steps to ensure you are ready to make your first order.

**Step 1**

Setup your children. In the middle of the screen there is a 'students' button. Here you can input your child's name and class, along with any allergies or special requirements they may have.

**Step 2**

Top-up your account. You will be taken to a secure page where you can select a top-up amount and enter your card details. Top-up is instant when using visa/master cards.

**Place your first order!**

You are now ready to make your first order. If you have any queries please do not hesitate to contact our friendly support team on **02 8041 1132** or email us on: **help@school24.com.au**

**Years Kindy, Year 1 & Year 2**

Please order main food item for your child's lunch at first break. Your child will receive this at 11.15am. Snacks can be ordered for second break at 1.45pm.

**Years 3, 4, 5 & 6**

Please order main food item for your child's lunch at second break. Your child will receive this at 1.15pm. Snacks can be ordered for first break at 10.45pm