COMPASS CANTEEN ORDERING



1. Select the **Community** tab (people icon) on the Compass Tab & click **Canteen**.

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Dashboard	Place Order	My Orders	Dashboard Place Order My Orders		
		Welcome to canteen From here you can create and manage your school canteen orders!	Who is the order for? Please select the person this order is intended for.		

- 2. The welcome to canteen screen will appear. Choose Get Started or Place Order.
- 3. Select the child you are ordering for. Please ensure the button next to your child's name is coloured. Next.

Who is the order for?			
2 Select sitting		So Who is the order for?	
	Laure of the second sec	Select sitting	
February V 2022 V	EPIC Canteen - Monday Menu	3 Add items	
Su Mo Tu We Th Fr Sa	ordening out on next wednesday 9.50 AM	Search for items	
		Search for items	
6 7 8 9 10 11 12		B.B.Q. Sausage Biryani - Large	21
13 14 15 16 17 18 19		Hot Hod, Daily Special Friday Daily Special Eleef sausage in a slice of Wednesday Daily Special Ele	yani is a mixed
20 21 22 23 24 25 26		bread. show more	
		Helal	
27 28		Order online and in canteen + Add item S3.00 \$5.00	+ Add
	Back Ne	Biryani - Small Borek - Cheese & Spinac	a 💼
		Hot Foot Daily Special Hot Food	

- 4. Select sitting which means select the date for the order and ensure the button is coloured. Next.
- 5. Add items. Scroll down the menu list and click the Add item button for the foods you want selected.
- 6. Customise means you can choose flavours.

ltem (tem Options X					
Mineral Water - Flavoured (\$3.00)						
	Appleberry	\$0.00				
0	Lime	\$0.00				
	Orange Mango	\$0.00				
	Orange Passionfruit	\$0.00				
		Total: \$3.00				
	Add no options to order					

Dashboard	Place Order	My Orders		
Who	is the order for?			
Color	t sitting			
Selec	a sitting			
Add I	tems			
Sea	rch for items			
Orde S4.1	er online and in canteer 00	+ Add item	Order online and in canteen \$5.00	+ Add item
Wat Drin Hele	ter - Large Bottle ks		Water - Small Bottle Drinks (Helei)	
Orde \$2.0	er online and in canteer DD	+ Add item	Order online and in canteen \$1.00	+ Add item
Zała Hot A sp sesa (Veg	atar Food vice mixture that includ ame seeds, dried suma etarian (Halal)	es toasted c on dough base.		
Orde \$2.1	er online and in canteer 50	+ Add item		

7. Once you have selected all the lunch items. Click Proceed to review order.

Select sitting		Orders ready for purchase
Add items Review order		EPIC Canteen - Tuesday
Beef Burger \$4.50 (\$4.50 each) - 1 +	No sitting selected \$8.00	Menu 02/08/2022 \$8.00
Cookie \$0.50 (\$0.50 each)	Special instructions	1 x Order fee \$0.20
		Total due
Mineral Water - Flavoured + Lime \$3.00		\$8.20
- 1 + Custo	mbe	

8. Review your order. Once you are happy, click **Add order** and then **Confirm and pay**.

Confirm and pay		×		Tools
We use CompassPay com as our payment processing gateway. In clicking the relevant Confirm and Pay? button the right, you agree for your credit card to be charged by CompassPay com babilit of your acticol. In processing at stransaction with us, you agree to our worksite and payment policies available athttp://compass.edu.au/policy/.	EPIC Canteen - Tuesday Menu 02/08/2022 S8.00 1 x Order fee Total due \$8.20	\$	My Compass Balance \$20.00 Available	My Account My Payments Williet Compassidentity Card Change My Password Update My Details Lopout
Compass Balance \$20.00	Cano	el Process payment		

9. You can pay by your own credit card or by depositing money into Compass Pay. Click Process payment.

PLEASE NOTE: Online ordering cuts off at 9:30am each day with cancellation of orders cut off at 10:00am.

Compass Pay is like a debit card. You must place money in it. To place money into Compass Pay, simply click the **Wallet** link on settings list in the right-hand top corner of your home page. It can not only be used for the canteen, but it can also be used pay for incursions/excursions/sports/camps.

Your child will be given a Compass Identity Card and this card will have the ability to purchase items at the canteen or pay for school activities at the admin office if you wish for your child to do so.