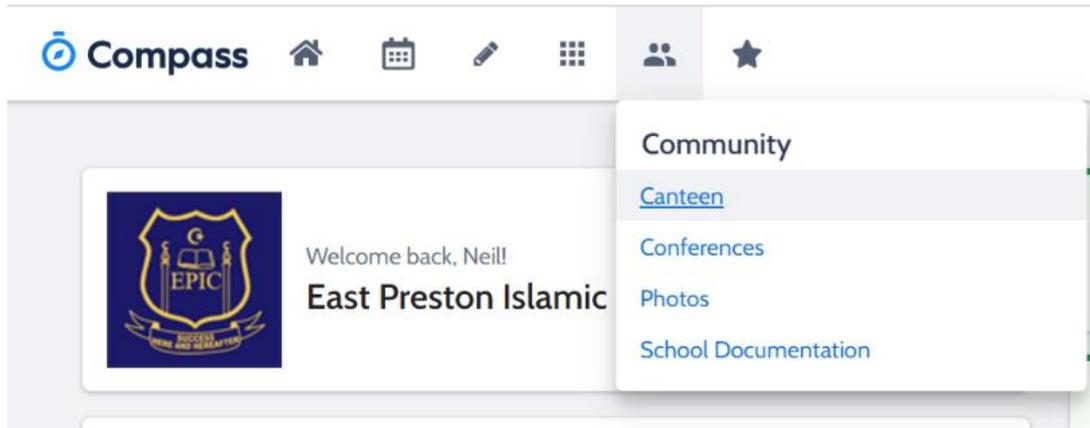
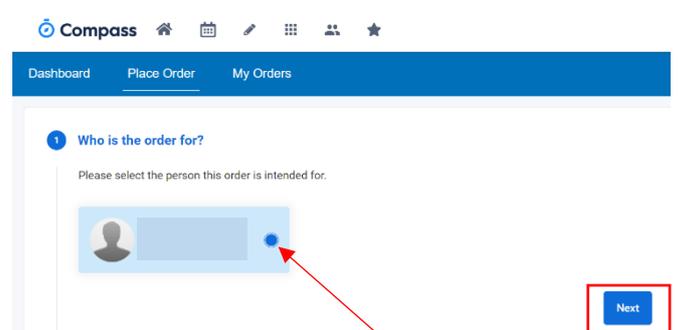
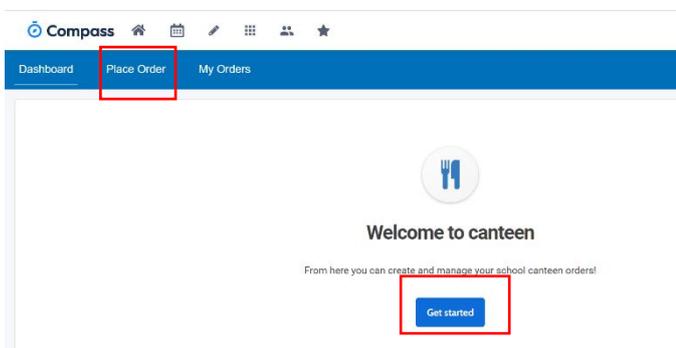


COMPASS CANTEEN ORDERING

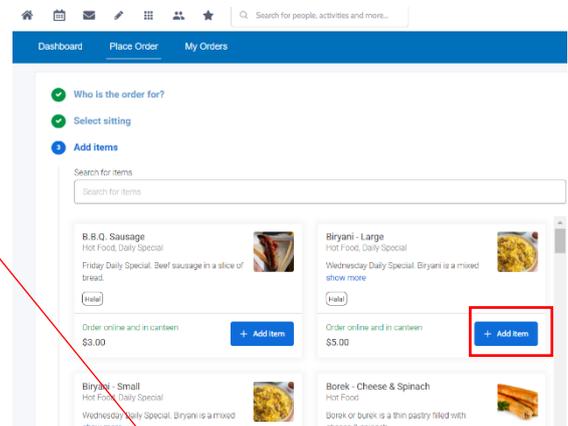
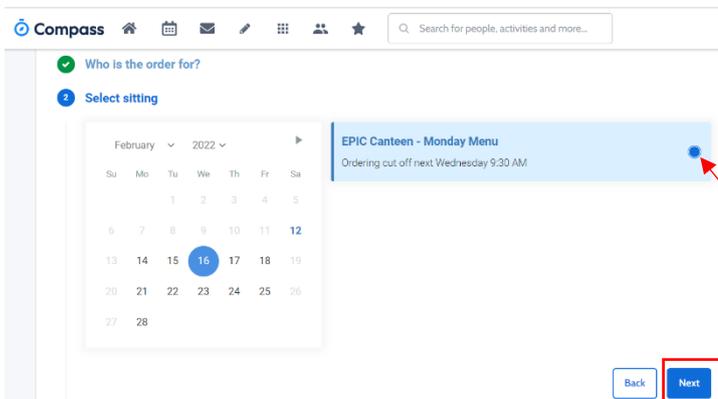


1. Select the **Community** tab (people icon) on the Compass Tab & click **Canteen**.



2. The **welcome to canteen** screen will appear. Choose **Get Started** or **Place Order**.

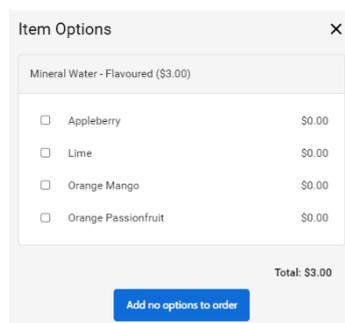
3. Select the child you are ordering for. Please ensure the button next to your child's name is coloured. **Next**.

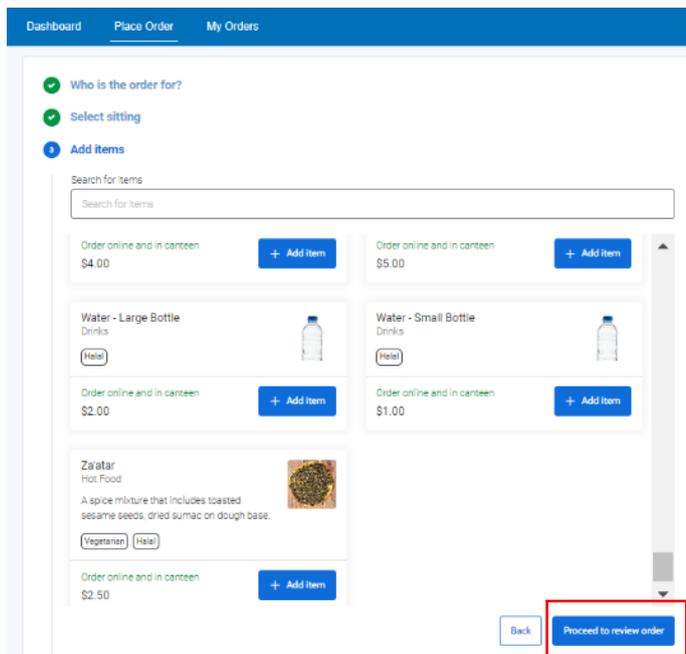


4. Select sitting which means select the date for the order and ensure the button is coloured. **Next**.

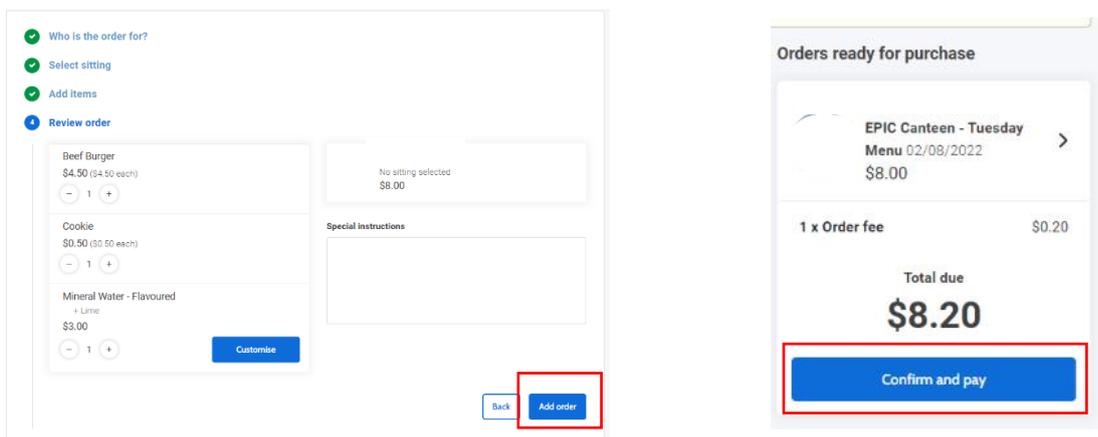
5. Add items. Scroll down the menu list and click the **Add item** button for the foods you want selected.

6. Customise means you can choose flavours.

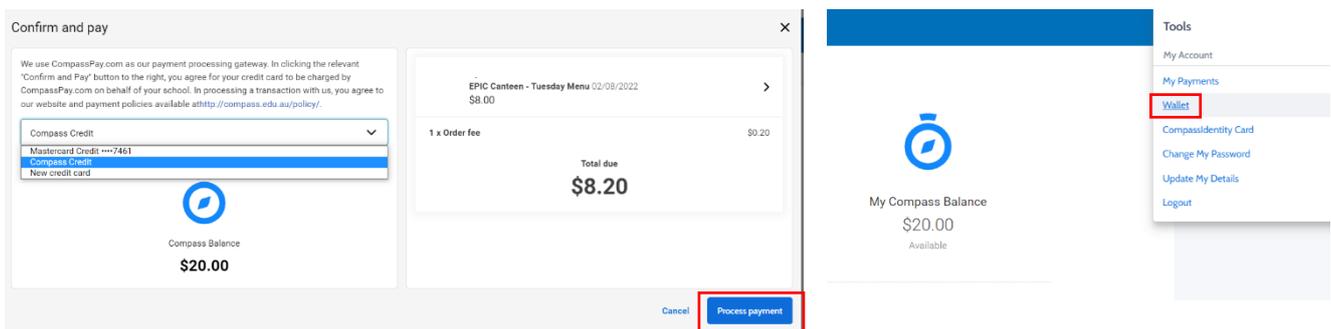




7. Once you have selected all the lunch items. Click **Proceed to review order**.



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



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.