

# How to Register for Citipointe's Online Tuckshop

## Step 1:

To register a new account, please click on "Register as a parent"

This image shows two registration options. On the left, under the heading "NEW USERS", there is a button labeled "REGISTER AS A PARENT" with a red arrow pointing to it. Above this button is the text "Please create an account before proceeding." On the right, under the heading "EXISTING USERS", there are input fields for "Email:" and "Password:", a "FORGOT PASSWORD?" link, and a "LOGIN" button.

## Step 2:

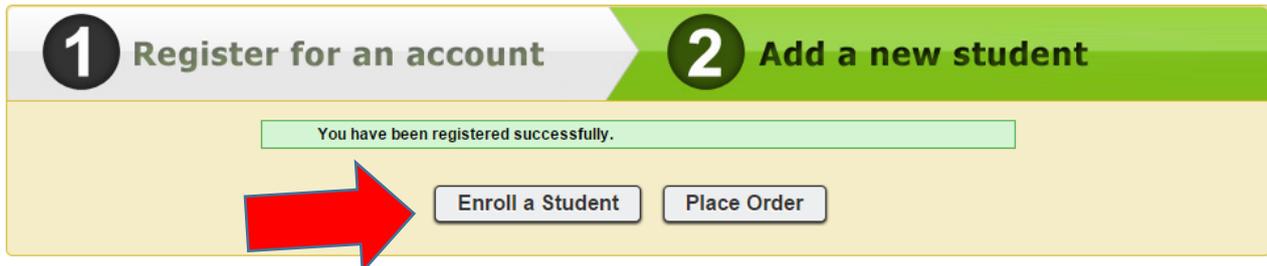
As you are a new user, enter all of your information into the relevant fields.

You will see that there is an option to create an eWallet account. eWallet is very similar to Paypal, however, it has lower bank fees. If you choose not to use eWallet, you can still pay with Paypal when you "checkout".

This image shows a registration form with two main steps: "1 Register for an account" and "2 Add a new student". The "NEW USERS" section is highlighted with a red arrow. The form includes fields for "First Name\*", "Surname\*", "Email\*" (with a note "This is your account login"), "Confirm Email\*", "Email (For Receiving Notifications)\*", "Street Address\*", "Suburb\*", "Post Code\*", "City/Region", "Country", "State\*" (a dropdown menu), "Member Type\*" (a dropdown menu), "Password\*", "Confirm Password\*", "Phone\*", "Mobile Phone", and "Enter Code\*" (with a CAPTCHA image). There are three radio button options for eWallet: "I have an eWallet Account", "I want to create an eWallet Account" (which is selected), and "I Do Not want to create an eWallet Account". Two text boxes are also present: "What was the name of your first pet?\*" and "What is the name of the town you were born in?\*", both highlighted with an orange box.

### Step 3:

After successfully enrolling, you should see the following screen. Click on Enrol a Student, to set up your Child's tuckshop ordering.



1 Register for an account 2 Add a new student

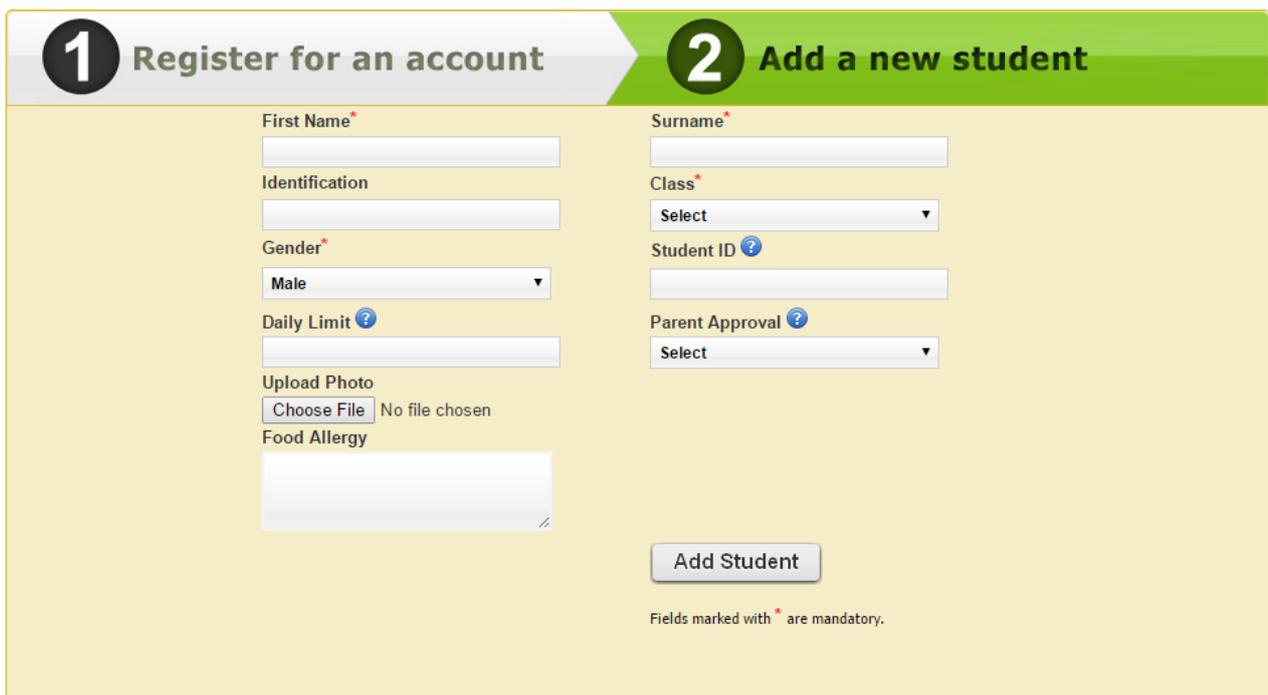
You have been registered successfully.

Enroll a Student Place Order

### Step 4:

Enter all of your Child's information, along with any food allergies. Once completed, click on add student

#### Add New Student



1 Register for an account 2 Add a new student

First Name\*  
Surname\*  
Identification  
Class\*  
Gender\*  
Student ID ?  
Daily Limit ?  
Parent Approval ?  
Upload Photo  
Choose File No file chosen  
Food Allergy

Select  
Male  
Select  
Select

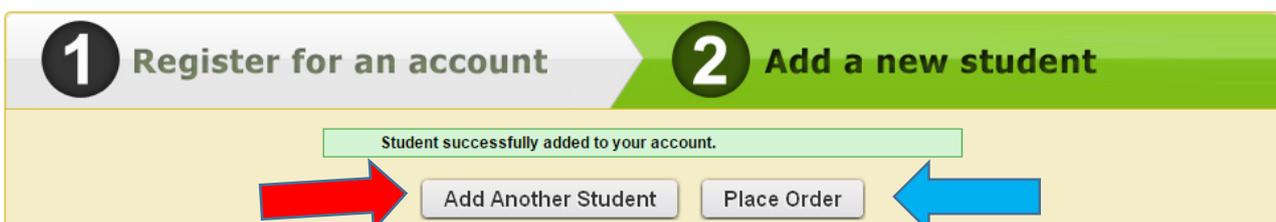
Add Student

Fields marked with \* are mandatory.

### Step 5:

If you want to add another student, click on "Add Another Student" and repeat step 4.

Once finished adding all children, click on place order to commence.



1 Register for an account 2 Add a new student

Student successfully added to your account.

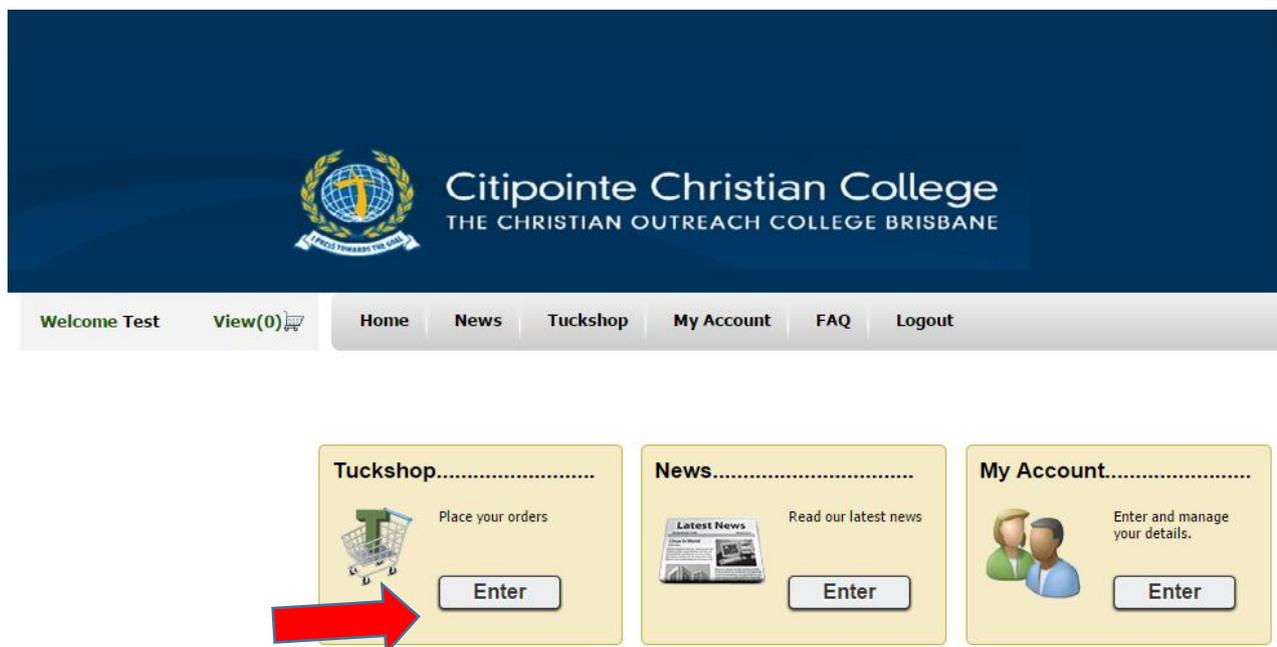
Add Another Student Place Order

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## Step 6:

After clicking on “place order” (shown above), you will see the following page.

Click “Enter” in the Tuckshop box to access the menu.



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## Step 7:

### Time to start ordering!

Delivery Date is the day you want your Child's tuckshop to be ordered and delivered.

*Example Student* represents the name of your Child that you registered and are ordering tuckshop for. E.G it could be John Smith but in this situation, “Example Student” is the Child's name.

Select meal session represents the option to order it for morning tea or lunch.

*Please note that the cut-off time to order tuckshop for the same day delivery is 8.00 am. For example, if on the 20 April 2015 you decide to order tuckshop lunch for the same day, you have until 8.00 am to order it.*

### Quick Order Form

Recurring Order  
Create Favourites

Please select the delivery date, student and Meal Session to proceed OR Select From Favourite List

Delivery date EXAMPLE STUDENT Select Meal Session  
Select Meal Session  
Morning Tea  
Lunch

ITEMS	RATING	PRICE	QTY	GST	TOTAL	ADD TO CART
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View Cart

### Step 8:

#### Example of Ordering Food

In this example, Lunch has been chosen as the meal session. If you were to order Noodle Snacks, you can first, select the flavour by clicking on the drop down menu. Then click on the + to Add to Cart.

### Quick Order Form

Recurring Order  
Create Favourites

Please select the delivery date, student and Meal Session to proceed OR Select From Favourite List

20/04/2015 EXAMPLE STUDENT Lunch

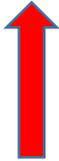
ITEMS	RATING	PRICE	QTY	GST	TOTAL	ADD TO CART
Sandwiches / Wraps / Salads						
Hot Food						
Drinks						
Snacks and Treats						
Jelly Cup		\$0.50	1	NO GST	\$0.50	+
Noodle Snacks		\$1.00	1	\$ 0.09	\$1.00	+
Flavour						
BBQ						
Apple Slinky		\$1.00	1	NO GST	\$1.00	+
Choice						
with cinnamon						
Frozen Fruit Juice Cup		\$1.00	1	NO GST	\$1.00	+
Plain Popcorn		\$1.00	1	NO GST	\$1.00	+
Corntos - GF		\$1.00	1	NO GST	\$1.00	+
Flavour						

## Step 9:

View what's in your cart:

### Your Orders

Items	Qty	Price	Action
EXAMPLE STUDENT 20/04/2015 Lunch	Qty: <input type="text" value="1"/>	\$1.00   	
Noodle Snacks (Flavour , BBQ)			
<input type="button" value="View Cart"/>			



## Quick Order Form

Please select the delivery date, student and Meal Session to proceed OR

ITEMS	RATING	PRICE	QTY	GST	TOTAL	ADD TO CART
Sandwiches/Wraps/Salads						
Hot Food						
Drinks						
Snacks and Treats						
Jelly Cup		\$0.50	<input type="text" value="1"/>	NO GST	\$0.50	
Noodle Snacks		\$1.00	<input type="text" value="1"/>	\$ 0.09	\$1.00	
Flavour						
<input type="text" value="BBQ"/>						
Apple Slinky		\$1.00	<input type="text" value="1"/>	NO GST	\$1.00	

## Step 10:

Checkout!

## Shopping Cart

Dashboard >> Tuckshop >> Shopping Cart

<input type="checkbox"/>	Student Name	Meal Session	Items	Qty	Bags Included	Additional Bags	Unit Price	GST	Total	Comments
<input type="checkbox"/>	EXAMPLE STUDENT	Lunch 20/04/2015	Noodle Snacks (Flavour , BBQ)	<input type="text" value="1"/>	0	<input type="text" value="0"/>	\$0.91	\$0.09	\$1.00	

Additional Bags \$0.00/Bag : 0  
Number of Bags included with order: 0  
Sub Total: \$0.91  
Total Bag cost: \$0.00  
GST: \$0.09  
Surcharge(GST inclusive): \$0.20  
Grand Total: \$1.20

