How to Register for Citipointe’s Online Tuckshop

**Step 1:**
To register a new account, please click on “Register as a parent”

**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”.
**Step 3:**
After successfully enrolling, you should see the following screen. Click on *Enrol a Student*, to set up your Child’s tuckshop ordering.

**Step 4:**
Enter all of your Child’s information, along with any food allergies. Once completed, click on *add student*.

**Add New Student**

**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.
**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.

**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.*
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.
**Step 9:**
View what’s in your cart:

**Step 10:**
Checkout!