

Doncaster Gardens Online Canteen Instructions

1. Open link on school website
2. Home page will be displayed
3. Click on my account
4. **First time user go to Register section**
 - 4.1 Enter a username eg "AnneWong"
 - 4.2 Enter email address:
 - 4.3 Choose a password: This password must have
 - Upper case letter
 - Lower case letters
 - Number/s
 - Plus - Symbol i.e. # * !
5. **Next Login**
 - 5.1 Enter Username
 - 5.2 Enter Password
 - 5.3 **Click Login**
6. **Putting in Children's details,**
 - 6.1 Click on change Address, then click on edit
 - 6.2 Put in child's First & Last name
 - 6.3 Put in Class (Grade) i.e. Foundation a – e
Grade 1 a – d
 - 6.4 Put in Parents **mobile phone number**
 - 6.5 Put in **Email address**
7. Ordering Food (suggest you pick from Product Tag's) on right side of screen,
 - 7.1 The type of food eg. "Green Option" items will appear,
 - 7.2 Pick item "Beef Lasagne" Price will be displayed
 - 7.2.1 Pick the date of order
 - 7.2.2 Then Click **Add to Cart**

(You can view Cart at any time and delete items are required)
8. When all items are entered (**Proceed to checkout**)
 - 8.1 Billing details should be pre-filled
 - 8.2 Add additional dietary information as required
9. Check your order if all good
10. Enter your **credit or debit** card details
11. Click **place order**
12. The **Order received** page will come up (an email will be sent confirming order)
13. Press **CHECKOUT** to exit