

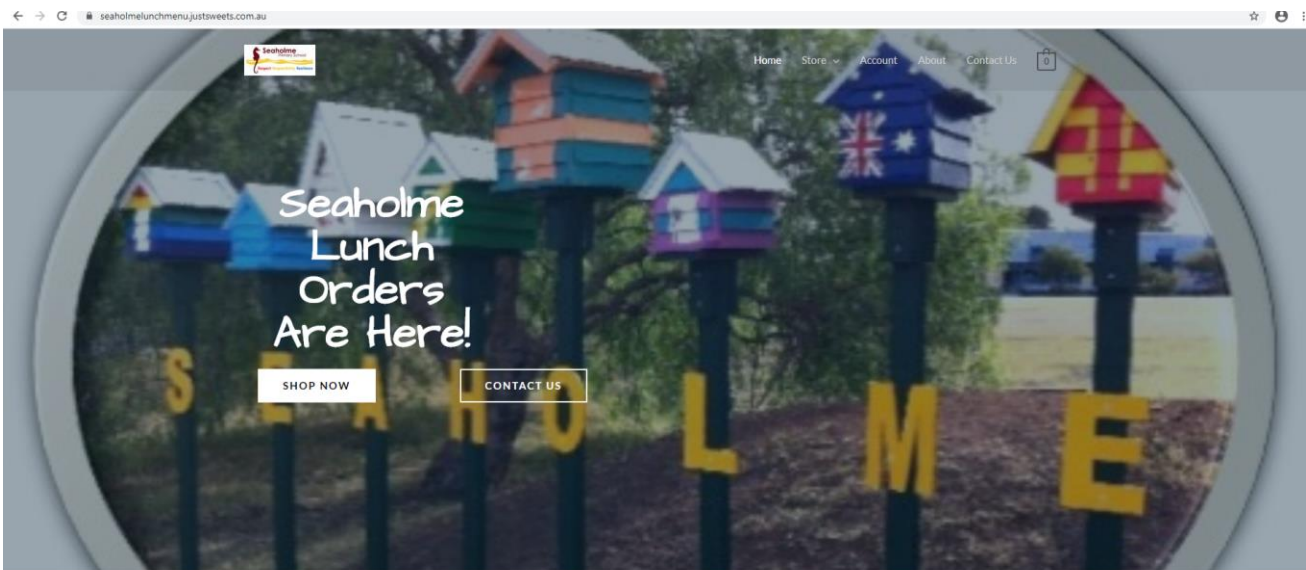
Lunch Order Instruction Guide

Please note that the lunch order website is not operational between 9am – 2pm on Mondays and Fridays to allow for lunch order processing.

STEP 1 - Type in the following address into your web browser, this can be done on a desktop or mobile device:

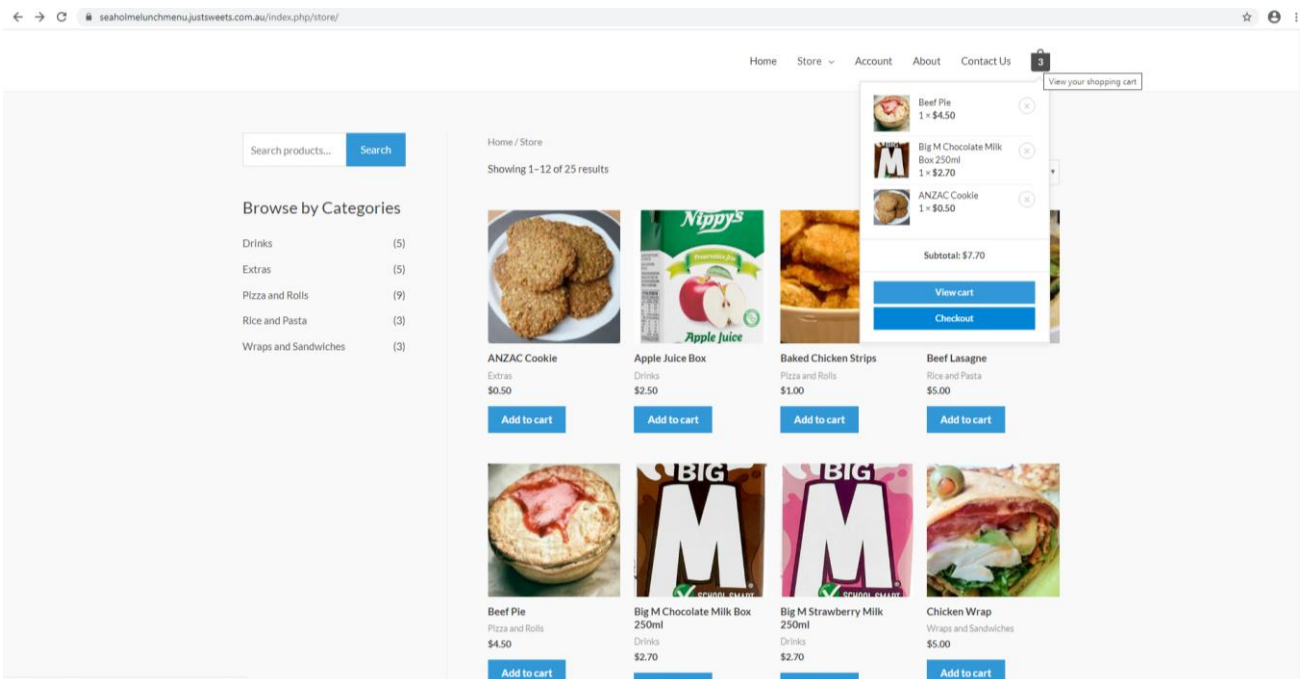
seaholmelunchmenu.justsweets.com.au

STEP 2 – Enter the site by selecting the ‘SHOP NOW’



POWERED BY: BIZSWOOP

STEP 3 – Add the required items into the cart, click on the cart and select ‘CHECK OUT’



STEP 4 – Complete the required information on the checkout page including child’s full name and class. Select the required payment method. Don’t forget to register your account and save your password for ease of use in the future.

The screenshot shows a web browser window with the URL 'seaholmelunchmenu.justsweets.com.au/index.php/checkout-2/'. The page title is 'Checkout'. At the top, there is a checkbox for 'Returning customer? Click here to login'. The form is divided into several sections:

- Billing details:** Includes fields for 'First name *', 'Last name *', 'Company name (optional)', 'Country *' (set to Australia), 'Street address *' (with sub-fields for house number and apartment), 'Suburb *', 'State *' (set to Victoria), and 'Postcode *'. Below this are fields for 'Phone *' and 'Email address *'.
- Child Info:** Includes fields for 'Child Name *' and 'Grade *', and a 'Create account password *' field.
- Additional information:** A text area for 'Order notes (optional)' with the placeholder text 'Notes about your order, e.g. special notes for delivery.'
- Your order:** A summary table showing items and their prices:

Product	Subtotal
Beef Pie × 1	\$4.50
Big M Chocolate Milk Box 250ml × 1	\$2.70
ANZAC Cookie × 1	\$0.50
Subtotal	\$7.70
Brown Paper Bag	\$0.10
Total	\$7.80
- Payment options:** 'PayPal' is selected. A note states: 'Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.' 'Credit Card (Stripe)' is also an option, with logos for Visa, Mastercard, and American Express. A disclaimer states: 'Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.' A large yellow 'PayPal' button is visible.

STEP 5 – You will receive confirmation on the screen and also a tax invoice to your email account to confirm that the transaction has been processed.

- ✓ Lunch order days will remain Mondays and Fridays and there are no changes to the menu
- ✓ Lunch orders will 'cut off' at 9am sharp each Monday and Friday morning
- ✓ Parents/Carers may commence placing lunch orders well in advance. The lunch order system however will not be operational between 9am and 2pm on Mondays and Fridays to allow for lunch order processing
- ✓ If you have more than one child, separate lunch orders need to be placed for each child
- ✓ Please allow enough time to place the lunch order online, it is recommended that you place lunch orders as early as possible
- ✗ Unfortunately no phone orders will be accepted nor will any lunch orders be accepted physically at Altona College. All lunch orders must be placed online.