



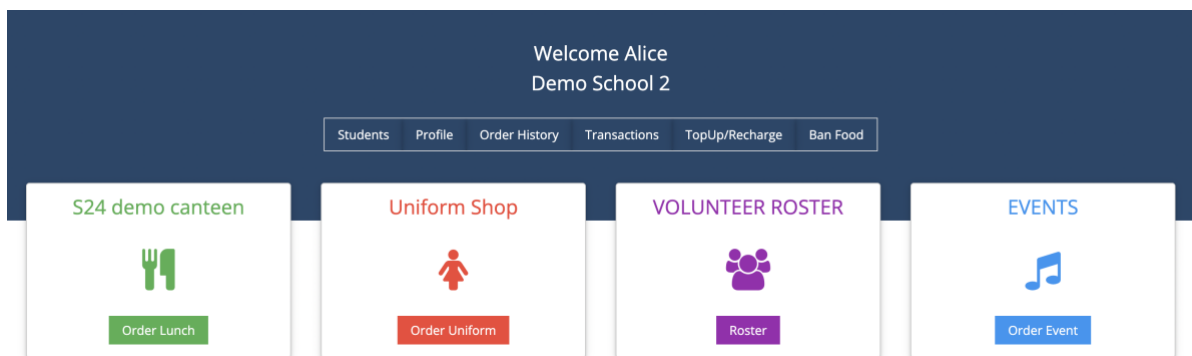
Uniform Ordering Guide

PLACING A UNIFORM ORDER

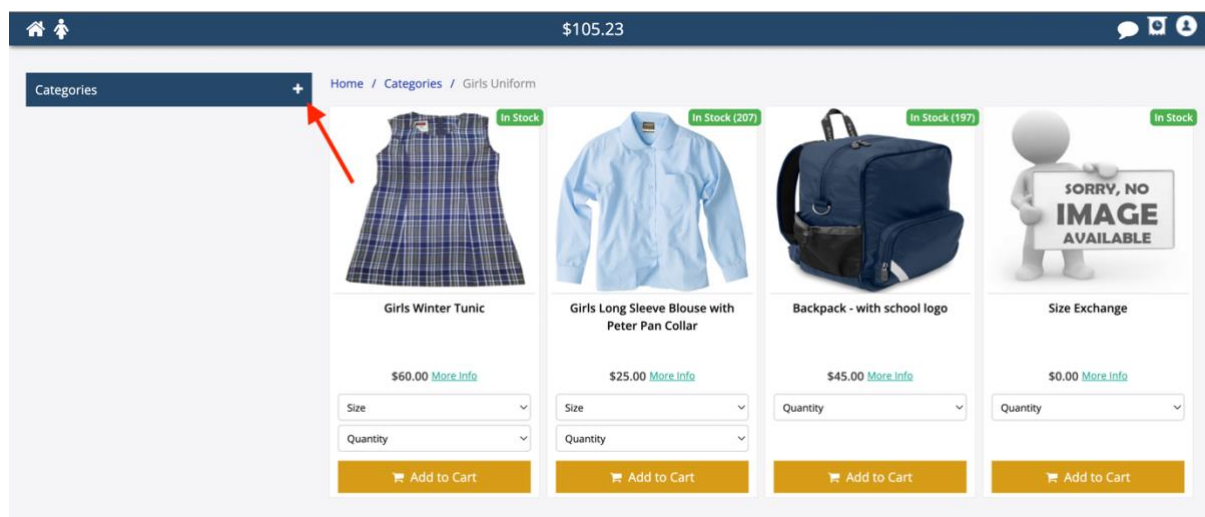
You can place a uniform order in a few simple steps. Please see the steps below:

Add Items to your Cart

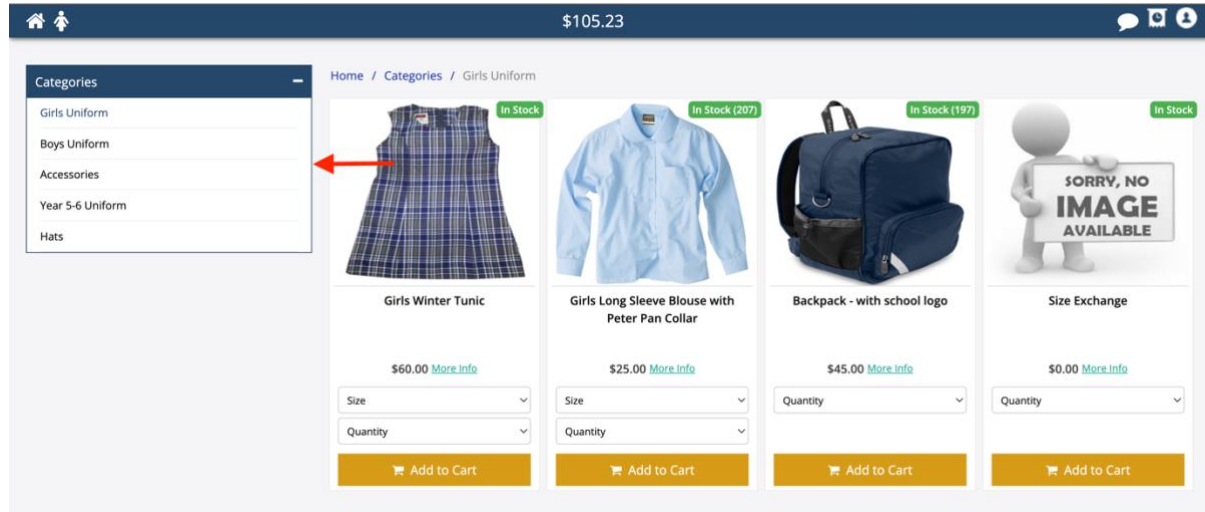
1. Go to: www.school24.net.au
2. Click 'Log In | Register' in the top right corner
3. Enter your username and password and click 'Login'
4. Click 'Order Lunch'



5. Click the plus sign in the left corner

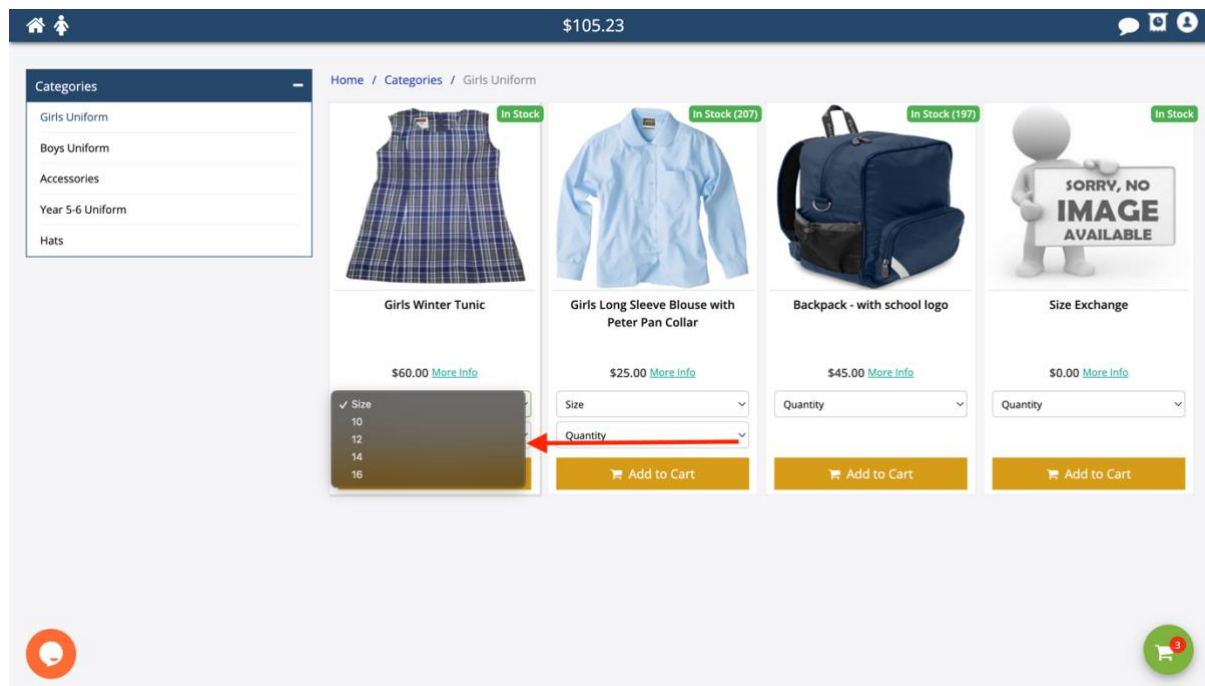


7. Click the category you would like to order uniforms from (you can add uniforms from other categories later)

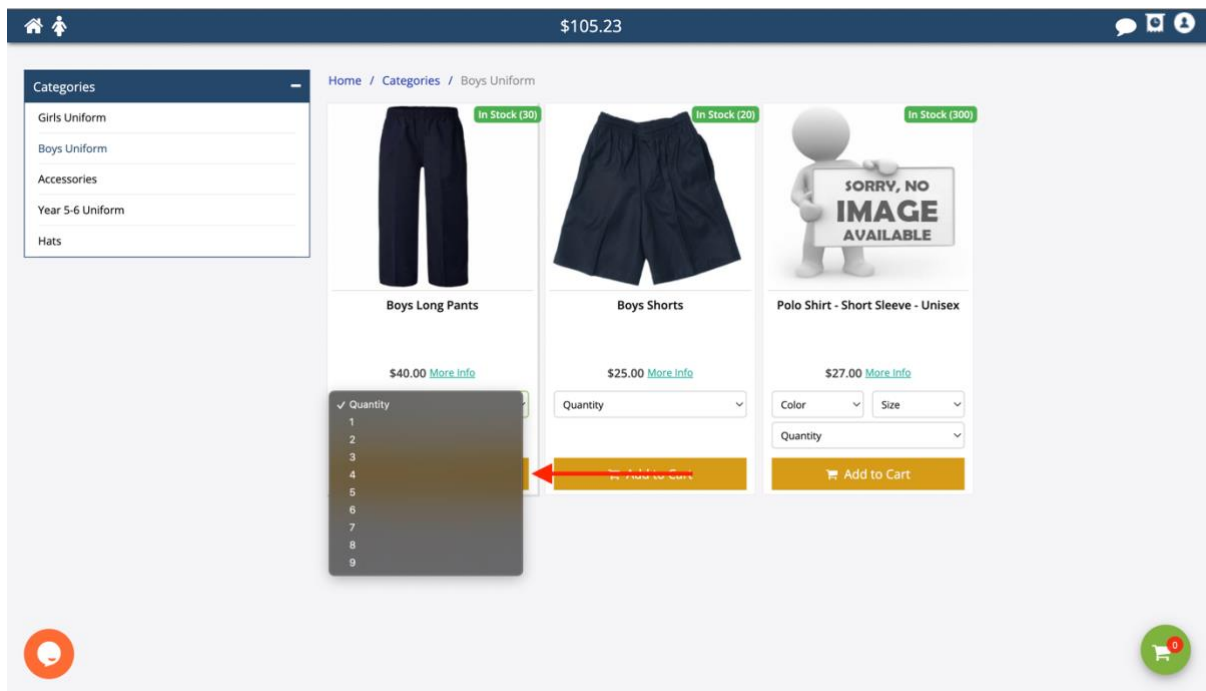


8. Find the uniform item you would like to order

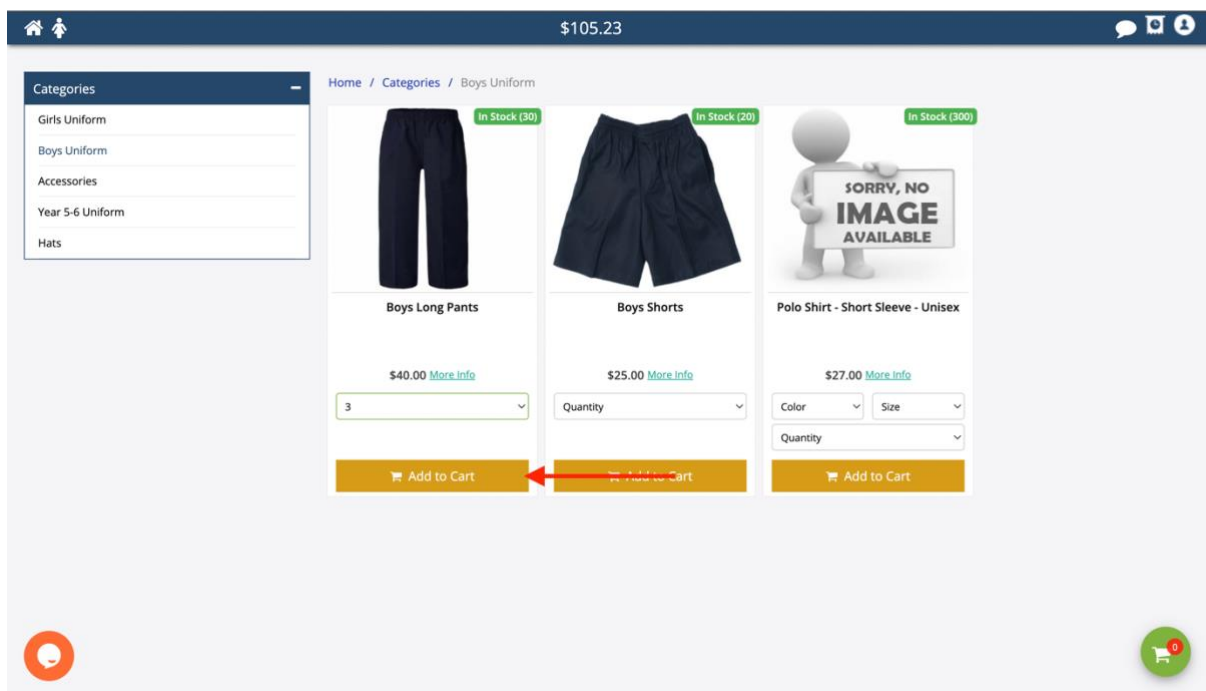
9. Select item size



10. Select the desired quantity



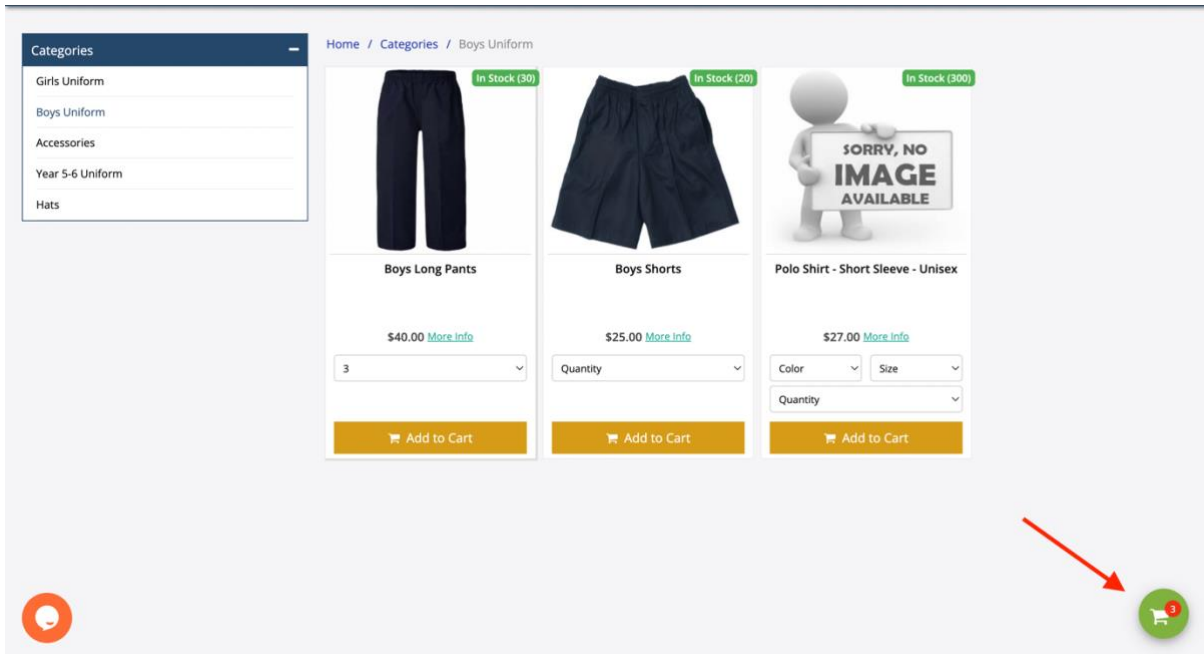
11. Click 'Add to Cart'



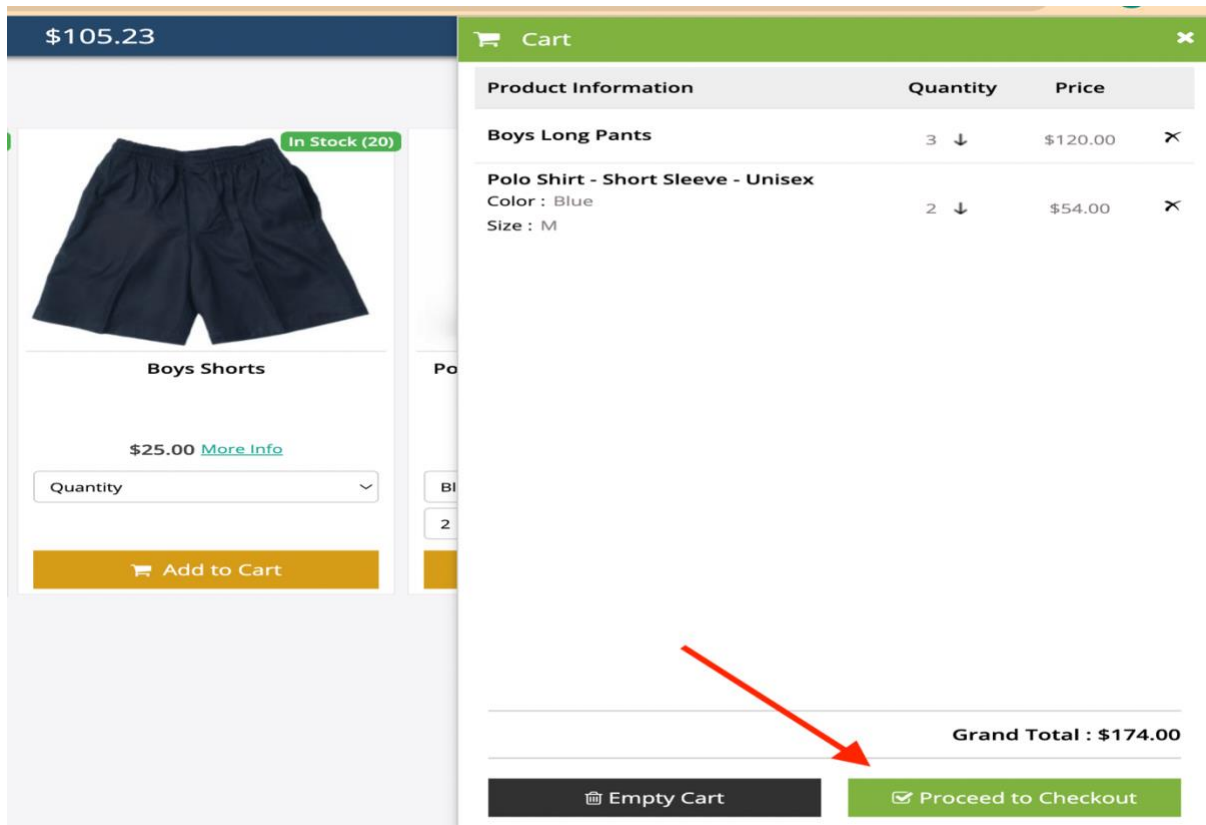
Repeat the above steps until you have added all food items to your cart.

Checkout

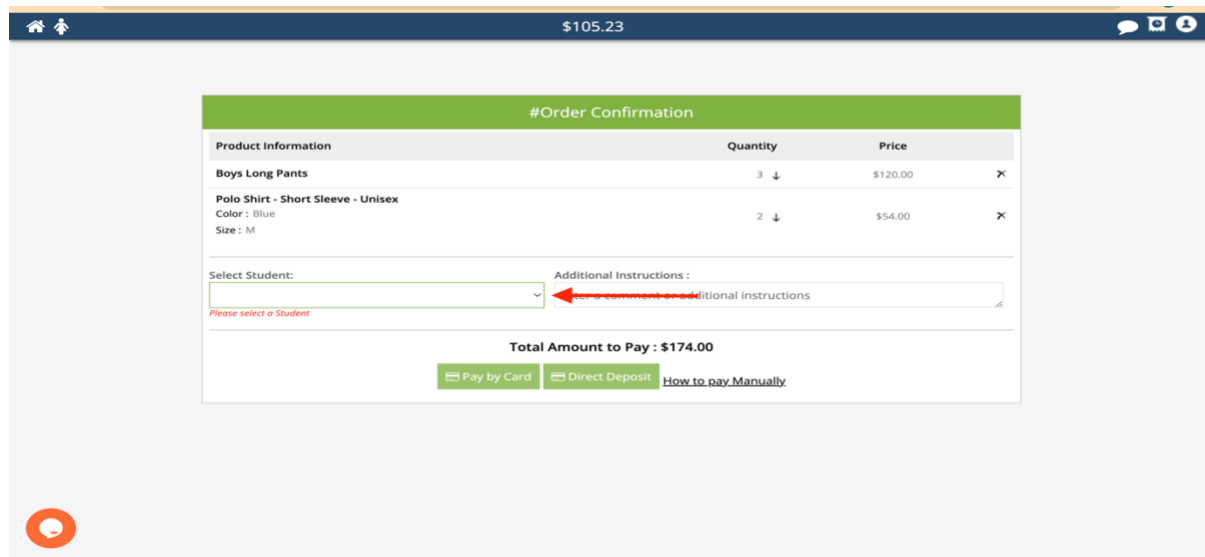
1. Click the cart icon in the bottom right corner



2. Review your order and click 'Proceed to Checkout' when you are ready to place your order



3. Select which student the items are for

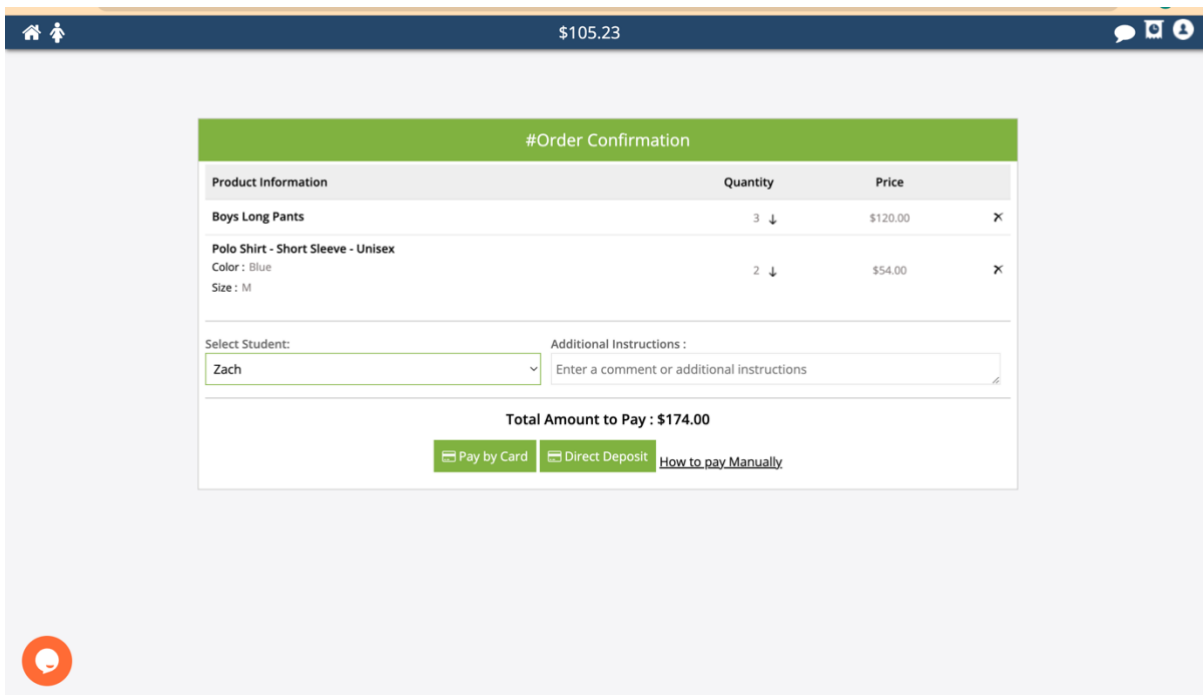


The screenshot shows the '#Order Confirmation' page. At the top, there is a navigation bar with a home icon, a user icon, the amount '\$105.23', and communication icons. Below this is a table with the following items:

Product Information	Quantity	Price
Boys Long Pants	3 ↓	\$120.00
Polo Shirt - Short Sleeve - Unisex Color : Blue Size : M	2 ↓	\$54.00

Below the table, there is a 'Select Student:' dropdown menu with a red arrow pointing to it and a text prompt 'Please select a Student'. To the right is an 'Additional Instructions:' text area with a placeholder 'Enter a comment or additional instructions'. At the bottom, the 'Total Amount to Pay : \$174.00' is displayed, along with buttons for 'Pay by Card', 'Direct Deposit', and a link for 'How to pay Manually'.

4. Select whether you would like to 'Pay Using Balance' (your pre-loaded funds) or 'Pay By Card'



This screenshot is identical to the previous one, but the 'Select Student:' dropdown menu now has 'Zach' selected. The 'Additional Instructions:' text area contains the placeholder 'Enter a comment or additional instructions'. The 'Total Amount to Pay : \$174.00' and payment options remain the same.

Once your order has been placed, you will receive an order confirmation email to the email address you registered your School24 account with.

Please contact School24 Support if you are experiencing difficulties placing an order. School24 can be contacted using the following information:

Email: info@school24.net.au

Phone: (02) 7251 6939

Chat: www.school24.net.au (click the orange speech bubble at the bottom of the page)