



Churchie.

ESTABLISHED IN 1912

USER GUIDE

PREP TUCKSHOP ONLINE ORDER



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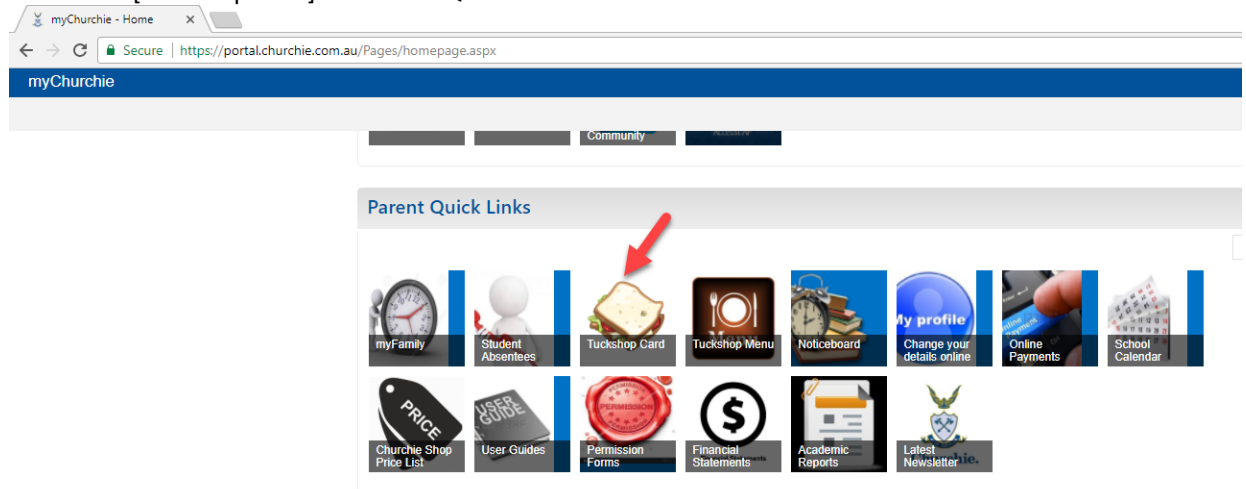
1. INTRODUCTION

Prep to Year 6 Parents can place tuckshop orders for your son(s) through the Web Portal of My Student Account.

2. ACCESS TO MY STUDENT ACCOUNT

1. Login to myChurchie at www.churchie.com.au

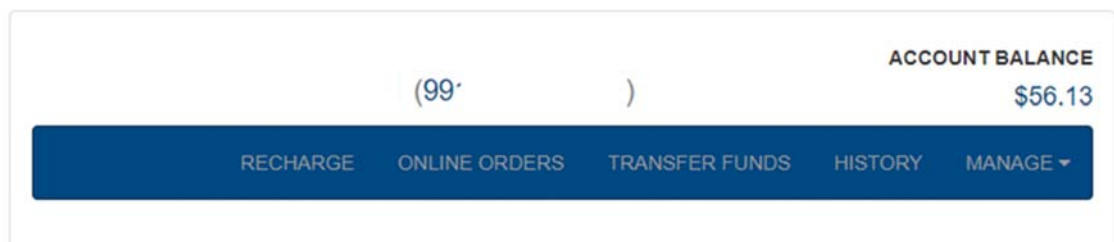
2. Click: [Tuckshop Card] in Parents Quick Links



Your son(s) names will be visible and you can electronically deposit funds and manage the account.



Account List



3. MANAGE YOUR ACCOUNT

Once you login to Churchie My Student Account web portals, you can manage your accounts at Account List.

You can perform the following:

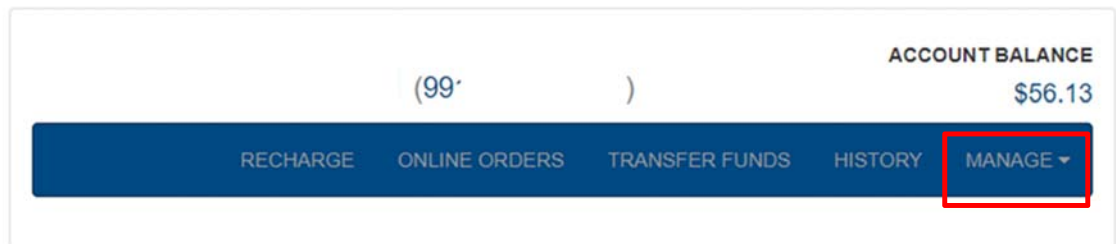
- Recharge accounts (Add funds)
- Place online orders
- Transfer funds
- View transaction history
- Manage account
 - set low balance notification
 - set automatic top up
 - notify allergy item
 - ban item

4. ALLERGY ALERT

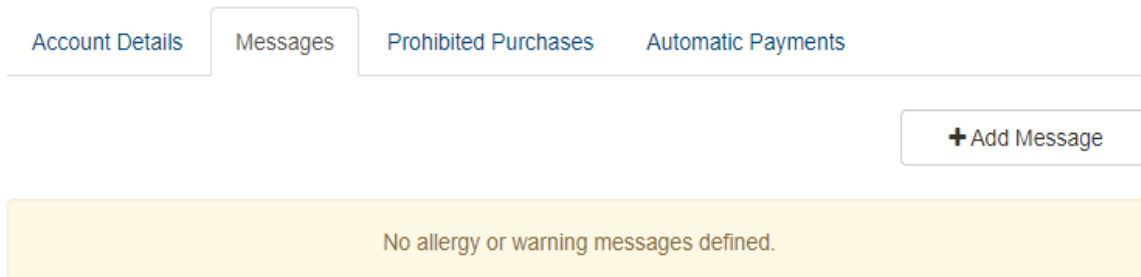
1. Choose "Manage", then "Edit"



Account List

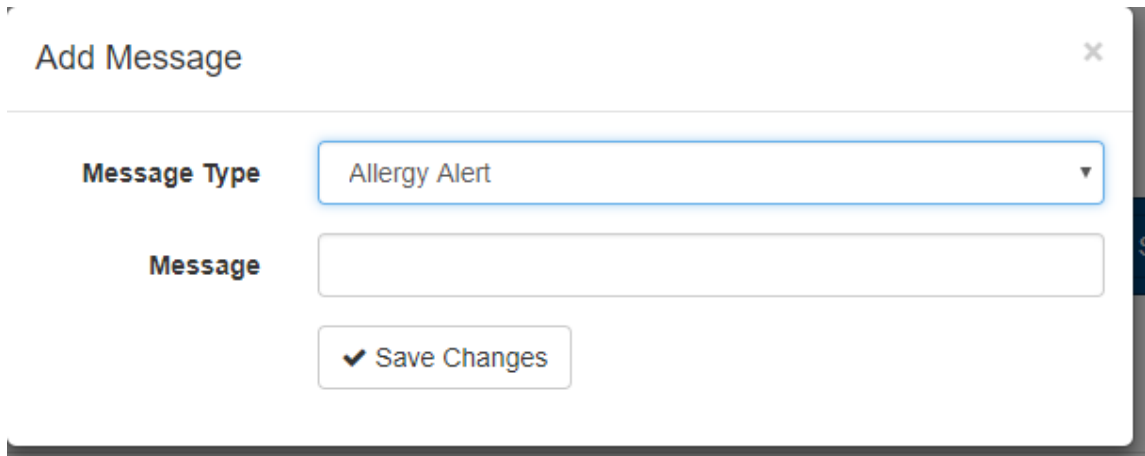


2. Go to the Messages tab



3. Click "+Add Message" button

4. Choose "Allergy Alert" in the Message Type and type allergy message. (Please note this is very important for you to choose Allergy Alert message so that this important information can be printed on the order label.) Then "Save Changes".



The image shows a software interface for adding a message. The window is titled "Add Message" and has a close button (X) in the top right corner. Below the title bar, there are two main sections. The first section is labeled "Message Type" and contains a dropdown menu with "Allergy Alert" selected. The second section is labeled "Message" and contains an empty text input field. At the bottom of the form, there is a button labeled "Save Changes" with a checkmark icon.

5. DEPOSIT FUNDS INTO “My Student Account”

Making a deposit by credit card

- Login to myChurchie
 - Choose “Tuckshop Card” in Parents Quick Links
 - Choose Recharge
 - Enter: The \$ amount you wish to provide
 - Enter: Your credit card details (Visa or MasterCard) and follow the prompts.
- (Note: Fund top up by credit card can be accessed at school by your child immediately.)

Transaction Fees : Credit card top up 1%

6. LOW BALANCE ALERT

You can specify an amount when the system will send a Low Balance Email.

(Note: If reset to zero you will not receive emails.)

1. Go to Manage and the Edit
2. Enable the Low Balance Notification
3. Enter the Low Balance Threshold and then Save Changes

Edit Account

ACCOUNT BALANCE
\$52.05

(99)

[Finish Editing](#)

[Account Details](#) [Messages](#) [Prohibited Purchases](#) [Automatic Payments](#)


Name

Daily Spend Limit

Low Balance Notification **ENABLED**

Low Balance Threshold

\$



7. AUTOMATIC TOP UP

1. Choose Manage and then Edit

Edit Account

ACCOUNT BALANCE
\$52.05

(99 1)

Finish Editing

Account Details Messages Prohibited Purchases Automatic Payments

Automatic Payments

Save Changes

2. Choose Automatic Payments

3. Enable the Automatic Payments, key in the Payment Amount and choose interval (by time or by balance), then Save Changes.

If you use this function for the first time, please click on "Set up your payment type".

Edit Account

ACCOUNT BALANCE
\$52.05

(99)

Finish Editing

Account Details Messages Prohibited Purchases Automatic Payments

Automatic Payments **ENABLED**

Payment Amount \$ 50
Minimum \$50

Interval When account balance is below \$20

Starting on 20/04/2018

Payment Method Select a payment method

Setup your payment methods

Save Changes

4. Click "Add a card"

Manage Your Credit Cards

The below credit cards are used for automatic recharges.


No credit card information available.


+ Add a card


5. Enter your card details


Add Credit Card


Card Details



Card Number 

Full Name 

MM/YY  CVC



XXXX XXXX XXXX XXXX

FULL NAME EXPIRES MM/YY

Add Card

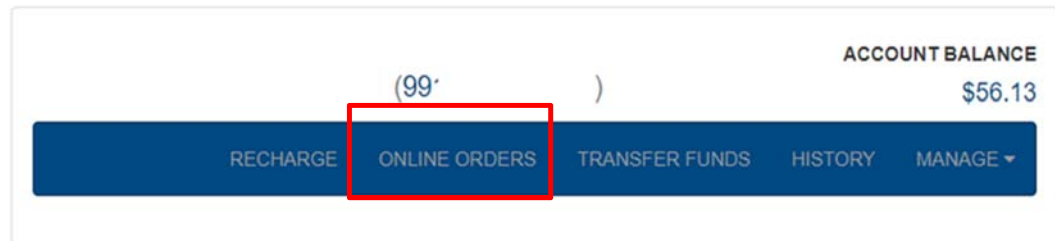
8. ONLINE ORDERING

Please note that funds must be available in your account to complete an Online Order for the Prep Tuckshop. All orders must be placed before the daily cut off time.

1. Login Parents Portals and click "Tuckshop Card" icon
2. Click on Online Orders



Account List



3. Choose the menu (Breakfast/Morning Tea/Lunch)

MAKING OF MEN

my HOME My Accounts My Profile Help Sign-Out

Online Orders

(99) [Return](#) ACCOUNT BALANCE \$56.13

New Order History

Prep Canteen Breakfast

[Begin Order](#)

4. Choose your Order Date and Menu Options, then click "Add to Order"

Online Orders

(99) [Cancel Order](#) ACCOUNT BALANCE \$56.13

Prep Canteen Lunch

The cut off time for this menu is 8:15 AM on the day of the order

Select the order date and any relevant options for this order. You may add multiple dates.

Order Date **Menu Options**

17/04/2018 [Prep Lunch](#) [+ Add to Order](#)

Selected dates and options

You must add at least one order date to your order.

5. Choose the items and quantity, then click "Next"

Online Orders

(99)	Cancel Order	ACCOUNT BALANCE \$56.13
-------	------------------------------	-----------------------------------

Prep Canteen Lunch Prep Lunch	ORDER TOTAL \$5.60
← Back	Next →

17/04/2018

- A- Sandwiches**
- B- Toasted Sandwiches**
- C- Sushi Rolls**

Item	Price	Qty
SUSHI-Avocado Rolls (Limit 20)	\$2.80	- 0 +
SUSHI-California Rolls (Limit 5)	\$2.80	- 0 +
SUSHI-Honey Soy Chicken Rolls (Limit 15)	\$2.80	- 2 +
SUSHI-Teriyaki Beef Rolls (Limit 15)	\$2.80	- 0 +
SUSHI-Teriyaki Chicken Rolls (Limit 15)	\$2.80	- 0 +
SUSHI-Tuna Rolls (Limit 30)	\$2.80	- 0 +

- D- Lunch Pack (Available Mon to Friday)**

6. Check your order and then click "Proceed to Payment"

Online Orders

(99)	Cancel Order	ACCOUNT BALANCE \$56.13
-------	------------------------------	-----------------------------------

Prep Canteen Lunch	GRAND TOTAL \$5.60
---------------------------	------------------------------

Tue, 17/04/2018 Prep Lunch		Edit	Discard
Item	Qty	Total Price	
SUSHI-Honey Soy Chicken Rolls	2	\$2.80	
	SURCHARGE	\$0.00	
	TOTAL	\$5.60	

← Back	Proceed to Payment →
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7. Click "\$Pay Now"

Online Orders

(99)	Cancel Order	ACCOUNT BALANCE \$56.13
-------	------------------------------	-----------------------------------

Prep Canteen Lunch	GRAND TOTAL \$5.60
---------------------------	------------------------------

SUBMIT ORDER	
Pay with funds currently available in this account.	\$ Pay Now

← Back 
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9. CANCEL ORDER


You may cancel the order **before the daily cut off time**. No refund will be processed if the cancellation is after the daily cut off time.

1. Login to the web portals and click on "Online Orders" in the menu bar.
2. Choose History tab.

Online Orders

The screenshot shows the 'Online Orders' interface. At the top right, the 'ACCOUNT BALANCE' is \$50.53. In the center, there is a balance of (99) and a 'Return' button. Below this are tabs for 'New Order' and 'History'. A search bar is present with the text 'Search for...'. The main content area displays an order summary for '#109669 : 17/04/2018 : Prep Canteen Lunch' with a 'Cancel Order' button. The order details are as follows:

Description	Qty	Price
SUSHI-Honey Soy Chicken Rolls	2	\$5.60
SURCHARGE		\$0.00
TAX		\$0.50
TOTAL		\$5.60

3. Find the orders you would like to cancel and click 
4. Once the order is cancelled, the date of cancellation is noted on your order and the refund will be updated in your account immediately.

Online Orders

The screenshot shows the 'Online Orders' interface after an order has been cancelled. The 'ACCOUNT BALANCE' is now \$56.13. The order summary for '#109669 : 17/04/2018 : Prep Canteen Lunch' is shown with a 'Cancel Order' button. The order details are as follows:

Description	Qty	Price
SUSHI-Honey Soy Chicken Rolls	2	\$5.60
SURCHARGE		\$0.00
TAX		\$0.50
TOTAL		\$5.60
CANCELLED : 06/04/2018		

10. FOR ASSISTANCE, PLEASE CONTACT

All enquiries related to purchases, please contact
Prep Tuckshop (Phone 3896 2271) or
Viking Café (3896 2209)

All enquired related to payments or Parent Web Portal Support contact My Student Account.
My Student Account Contact
Email support@mystudentaccount.com.au
Phone 1300 369 783
<http://www.mystudentaccount.com.au/contact-us>