



Churchie.

ESTABLISHED IN 1912

USER GUIDE

Student Smart Card (For Senior School Students)



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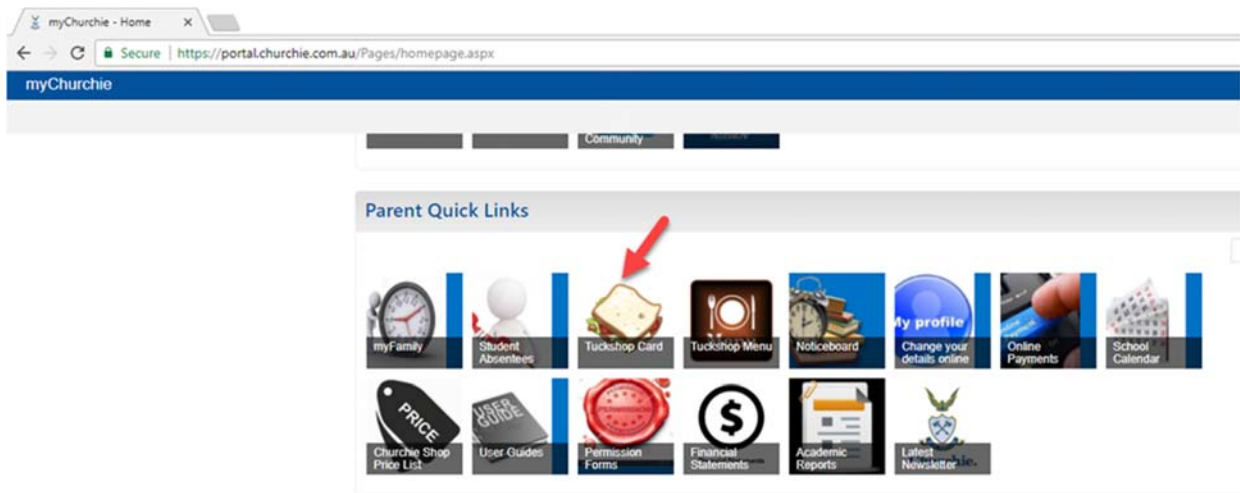
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1. INTRODUCTION

Senior School students can pay at Viking Café, The Arches and Churchie Shop using the student cards. Student account has linked to the Web Portal of My Student Account. Simply login to myChurchie and add funds into your account before use.

2. ACCESS TO YOUR ACCOUNT

1. Login to myChurchie at www.churchie.com.au
2. Click: Tuckshop Card under Parents Quick Links



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



Account List

(99)	ACCOUNT BALANCE
	\$56.13
RECHARGE ONLINE ORDERS TRANSFER FUNDS HISTORY MANAGE ▾	

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) –See Section 4
- Place online orders
- Transfer funds
- View transaction history
- Manager account
 - set low balance notification
 - set automatic top up
 - notify allergy item
 - ban item

4. 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%

Low Balance Alert

You can specify an amount when the system will send a Low Balance Email- See Section 3.

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

5. SET DAILY SPEND LIMIT

Choose Manage and Edit

Set Daily Spend Limit amount in the “Account Details” tab



Edit Account

(9910 |) [Finish Editing](#) **ACCOUNT BALANCE** \$56.13

Account Details Messages Automatic Payments

Name

Daily Spend Limit

Low Balance Notification **ENABLED**

Low Balance Threshold

\$ 5.00

6. ADD MESSAGE AND PROHIBITED ITEMS

You can use this to include message on dietary requirement eg gluten free etc.

Choose Manage and Edit

Put in your message under "Messages" tab

Edit Account

The screenshot shows the 'Edit Account' interface. At the top right, the 'ACCOUNT BALANCE' is \$56.13. Below this, there are three tabs: 'Account Details', 'Messages', and 'Automatic Payments'. The 'Messages' tab is highlighted with a red box. To the right of the tabs is a 'Finish Editing' button. Below the tabs is a '+ Add Message' button. A yellow message box at the bottom states 'No allergy or warning messages defined.'

For allergy alert, please select Allergy Alert messages

The screenshot shows the 'Add Message' dialog box. It has a title bar with 'Add Message' and a close button. The 'Message Type' dropdown menu is set to 'Allergy Alert'. Below it is a text input field for the 'Message'. At the bottom is a 'Save Changes' button with a checkmark icon.

7. 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

\$



8. 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

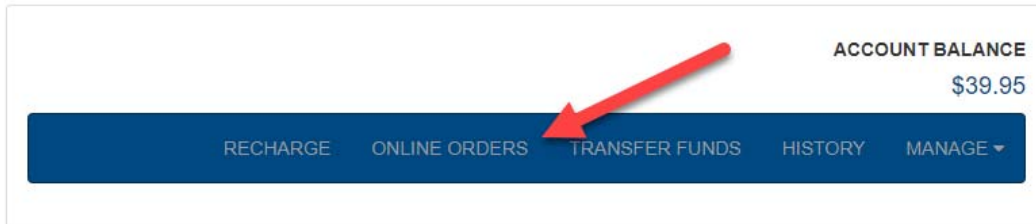
[Add Card](#)

9. SENIOR SCHOOL DAY BOYS DINNER

Order cut off time: 8 a.m.

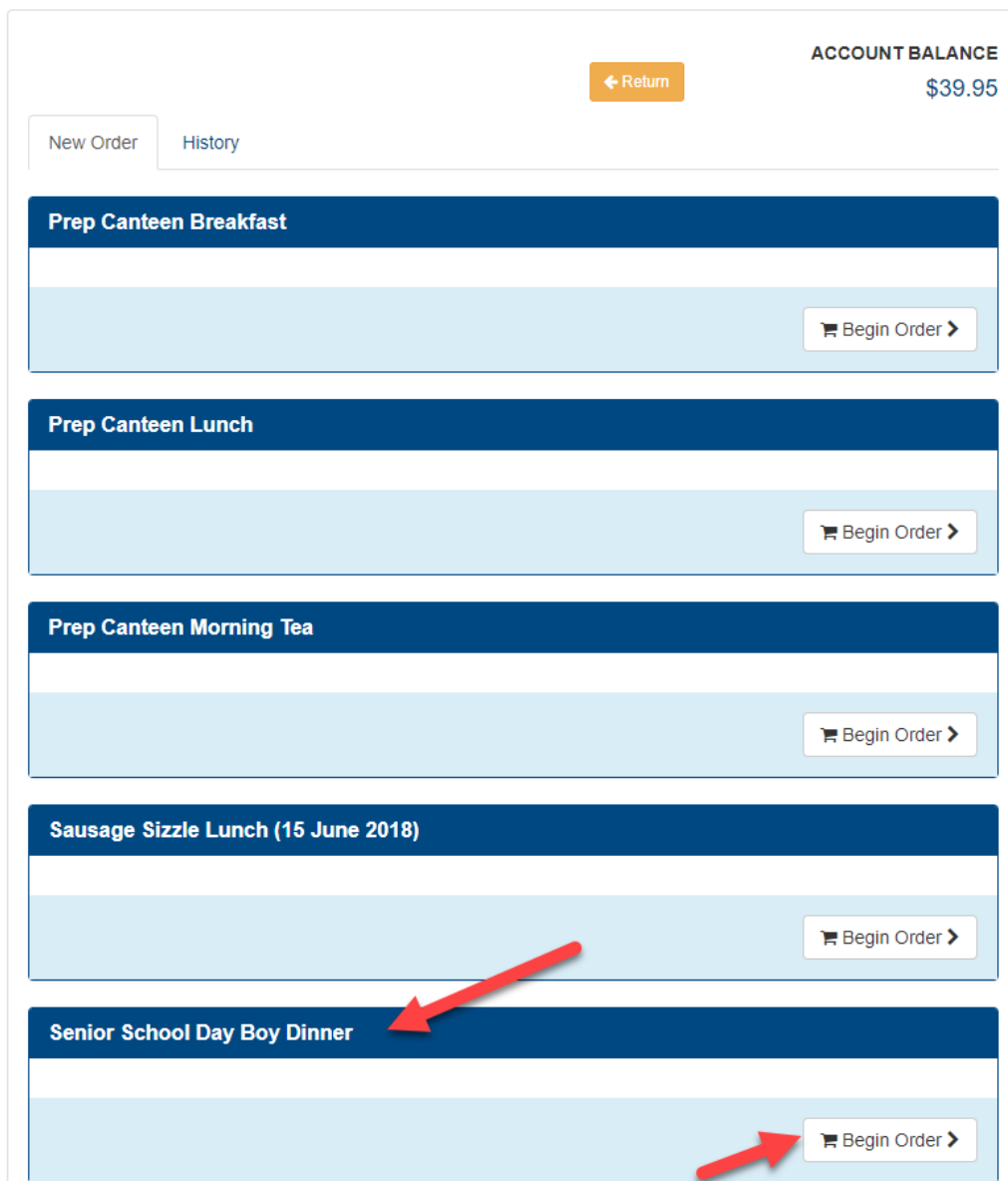
1. Select Online Orders

Account List



2. Find the "Senior Day Boy Dinner" at the bottom of the page and choose "Begin Order"

Online Orders



3. Select the Date, Choose "Dinner" at Menu Option and then click "Add to Order"

Online Orders

Cancel Order **ACCOUNT BALANCE**
\$39.95

Senior School Day Boy Dinner

The cut off time for this menu is 8:00 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				
15/05/2018	Dinner	+ Add to Order	Next >		

Selected dates and options

Tue, 15/05/2018 Dinner

4. Pull down the menu by pointing the arrow sign

Online Orders

Cancel Order **ACCOUNT BALANCE**
\$39.95

Senior School Day Boy Dinner
Dinner**ORDER TOTAL**
\$0.00

< BackNext >

15/05/2018
Dinner

< BackNext >

5. Choose the quantity and click "Next"

Online Orders

[Cancel Order](#) ACCOUNT BALANCE \$39.95

Senior School Day Boy Dinner ORDER TOTAL \$10.00
Dinner
[Back](#) [Next](#)

15/05/2018
Dinner

Item	Price	Qty
Day Boy Dinner <i>Main Meal provided by Boarding House Kitchen and Popper</i>	\$10.00	- 1 +

[Back](#) [Next](#)

6. Finally make a payment and the fund will be deducted from My Student Account.

Online Orders

[Cancel Order](#) ACCOUNT BALANCE \$39.95

Senior School Day Boy Dinner GRAND TOTAL \$10.00

Tue, 15/05/2018 Dinner [Edit](#) [Discard](#)

Item	Qty	Total Price
Day Boy Dinner	1	\$10.00
SURCHARGE		\$0.00
TOTAL		\$10.00

[Back](#) [Proceed to Payment](#)

7. Please pick up the pre-packed dinner from School House Dining between 6:00p.m. - 6:15p.m. It is expected that students do not eat their meals in the Dining Room.

10. PAYMENT AT VIKING CAFÉ, ARCHES AND CHURCHIE SHOP

Students must present their cards at the counter and the sales amount will be deducted from their account set up with mystudentaccount. Please note that Viking Café and The Arches are cashless.

11. FOR ASSISTANCE, PLEASE CONTACT

All enquiries related to purchases contact the Viking Cafe (Phone 3896 2209) or Churchie Shop (Phone 3896 2256)

All enquires related to payments or Parent Web Portal Support, please contact My Student Account support desk on **1300 369 783**.

<http://www.mystudentaccount.com.au/contact-us>