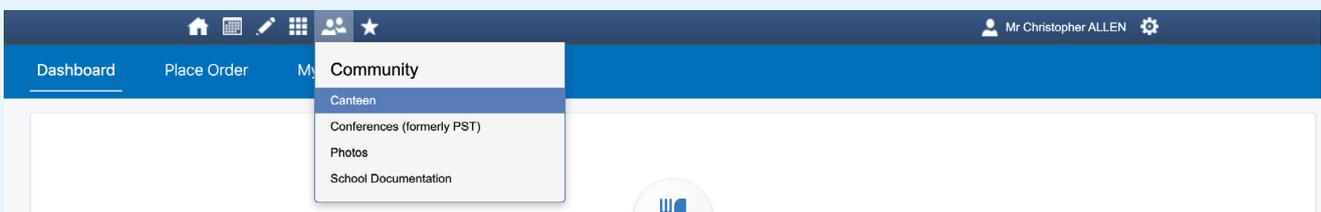


Compass Canteen

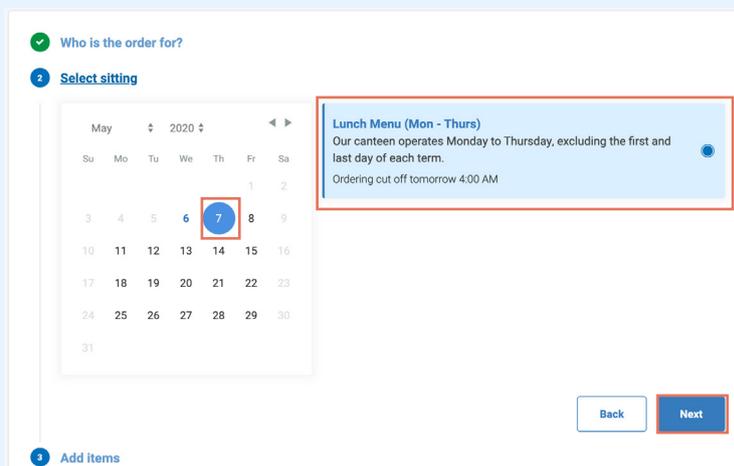
As a parent, you can use the Canteen module to order and purchase canteen food for your children via the Compass School Manager App or your school web portal. Orders can be paid for using your Compass Balance* or a nominated credit card.

How to place a canteen order

To place a canteen order on behalf of your child (or children) when in the portal, go to the Community menu and select 'Canteen'. This will take you to their Canteen dashboard.



On this page you will see any upcoming orders and can click to the 'Place Order' tab to generate an order for your child. First, you will need to select which of your children you are creating an order for. Use the 'Next' button to work your way to ordering screens to select a date, a menu and add items to the order.



How to place a canteen order - continued

3 Add items

Search for items

Search for items

Apple
Granny Smith or Pink Lady

Vegan Vegetarian Gluten-free Lactose-free
Nut-free

Order online and in canteen **+ Add item**

\$0.50

Banana
Fresh Bananas

Vegan Vegetarian Gluten-free Lactose-free
Nut-free

Order online and in canteen **- 1 +**

\$0.00

Beef Taco Pack
Hot Food

3 Tacos with Tomato, Lettuce, Cheese and Guac

Order online and in canteen **+ Add item**

\$4.95

California Rolls
3 Sushi rolls including avocado and prawns

Lactose-free

Order online and in canteen **+ Add item**

\$4.00

Calippo
Icy poles

Raspberry flavoured

Carrot Sticks
Freshly cut carrot sticks served with Hummus

[Back](#) [Proceed to review order](#)

After adding items to your order, select the **'Proceed to review order'** button to see which items have been added to the order, as well as leave any special instructions regarding the order.

Who is the order for?
 Select sitting
 Add items
 4 Review order

Cup of Noodles
Hot Food, Halal, Nut-free
\$3.70 ×

Carrot Sticks (x2)
Vegetarian
\$4.00 (\$2.00 each) ×

Edie ALLEN
No sitting selected
\$7.70

Special instructions

Add additional notes (extra cheese, no sauce, etc.)

[Back](#) [Add order](#)

The **'Add order'** button will add this order to your cart. You can then continue to create orders for each child, or multiple orders for a child.

How to place a canteen order - continued

When you have finished generating orders, you then need to click 'Confirm and Pay' to proceed.

Order for Edie ALLEN has been added to your cart ✕

- 1 x Cup of Noodles - \$3.70
- 2 x Carrot Sticks - \$4.00 (\$2.00 each)

Order total: \$7.70

1 Who is the order for?

Please select the person this order is intended for.



Michelle ALLEN
ALL0014



Edie ALLEN
CAR0050

Next

2 Select sitting

3 Add items

4 Review order

Orders ready for purchase



Edie ALLEN
Lunch Menu (Mon - Thurs) 07/05/2020
\$7.70

Total due
\$7.70

Confirm and pay

Select your preferred payment method and process the payment to finalise the canteen order.

Confirm and pay ✕

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

✓ Compass Credit

New credit card



Compass Balance
\$5.80



Edie ALLEN
Lunch Menu (Mon - Thurs) 07/05/2020
\$7.70

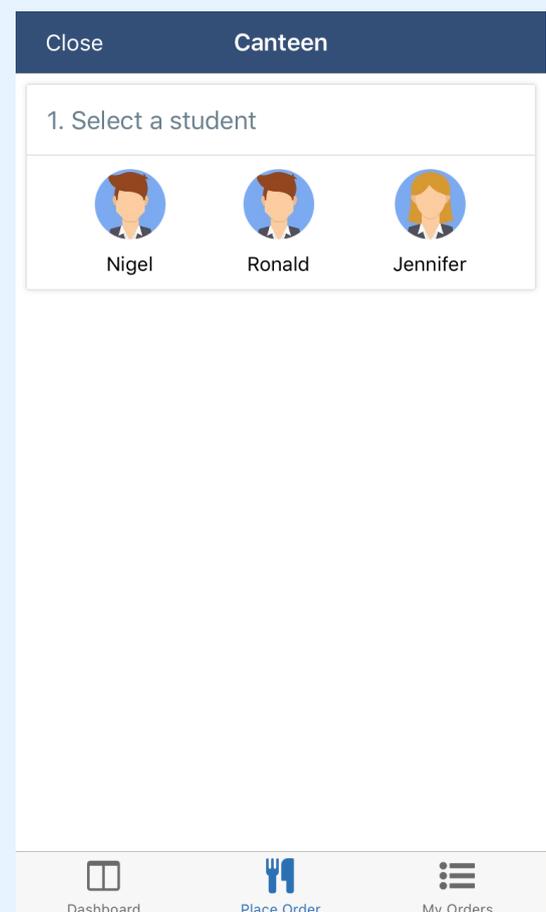
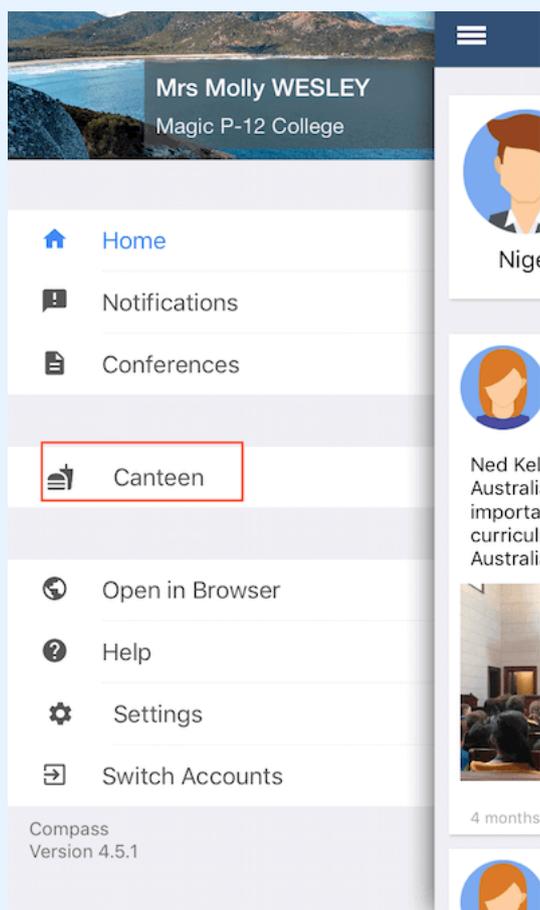
Total due
\$7.70

Cancel
Process payment

How to place a canteen order via the App

To place an order using the app, click the menu (three stripes icon) and click 'Canteen'. You will be taken to the Canteen Dashboard where you can see any upcoming orders. The Canteen screen has three tabs, Dashboard, Place Order and My Orders. You can click the tab headers to go to it or swipe across to move between tabs.

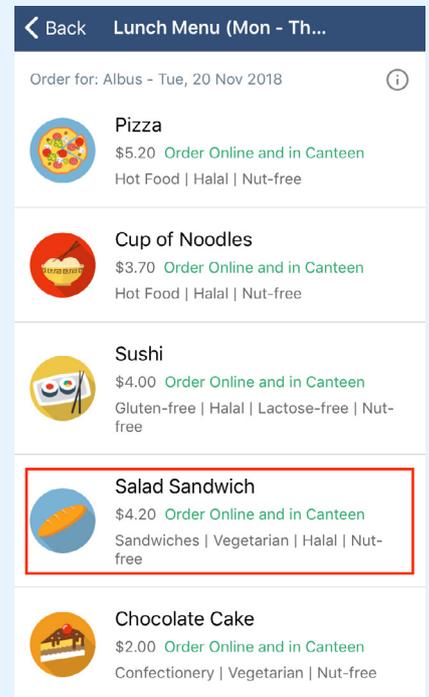
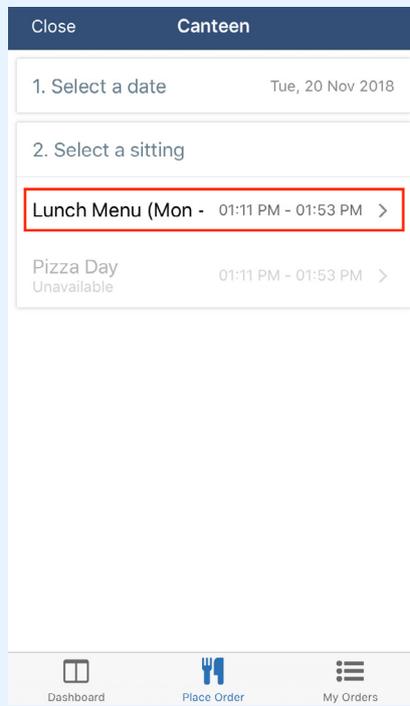
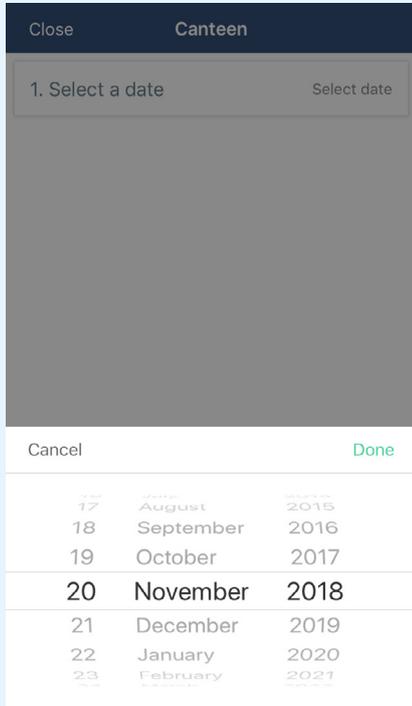
If you swipe to the 'Place Order' screen you will be able to select the applicable child and create an order. You can continue to add orders to your cart for each child, or multiple orders on different days and then proceed to pay.



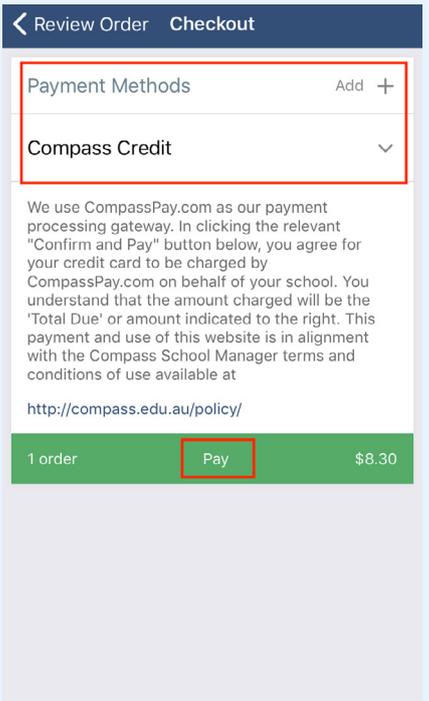
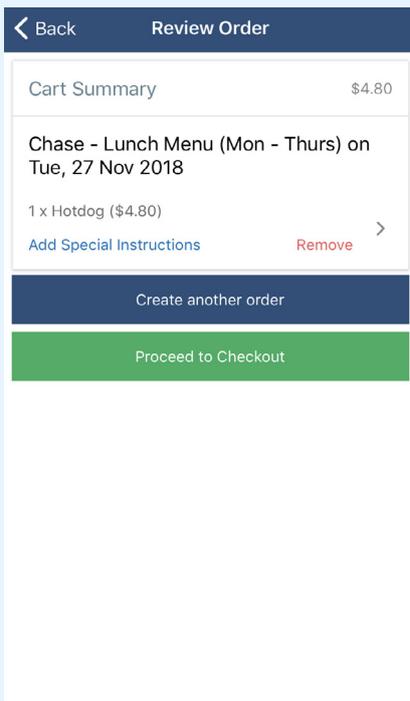
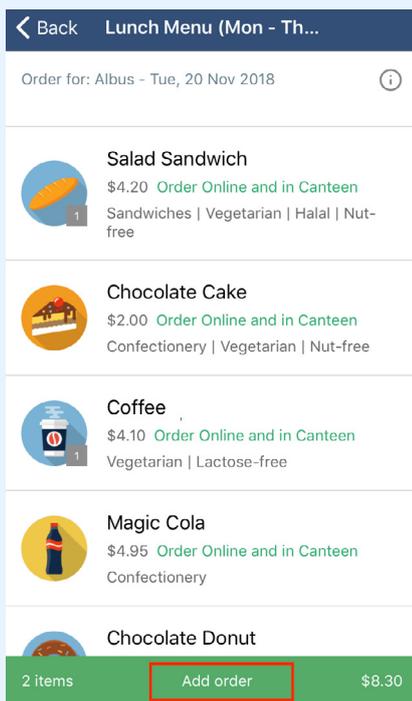
Swiping to the 'My Orders' screen will allow you to view past and upcoming orders for your child/children.

How to place a canteen order via the App - continued

Click 'Select Date' and choose the date you want to place their order for. You will need to choose from the available menus on that date which menu you would like to create an order from.



You can scroll through the available items and click on the one you would like to add to the order. You can adjust the quantity and then click 'Add Item'. At the bottom you will see the summary showing the number of items and the total. Click 'Add Order' to proceed where you can create multiple orders, add special instructions or remove a particular order. When you are ready to pay, click 'Proceed to Checkout' to process the payment.



How to cancel a canteen order

Click on the **'My Orders'** tab to view upcoming and past orders for your child/children. If you have more than one child, each child will be listed across the top and you will need to select a child to have the order information display.

Dashboard Place Order My Orders



Michelle ALLEN



Edie ALLEN

Upcoming Past

Friday, 8th May 2020

	Cup of Noodles \$3.70	Cancel Item
	Carrot Sticks \$2.00	Cancel Item

Edie ALLEN
Lunch Menu (Mon - Thurs)
 08/05/2020
Total: \$5.70

Special Instructions
No additional information.

Status
 Order placed on Wednesday, May 6th 2020

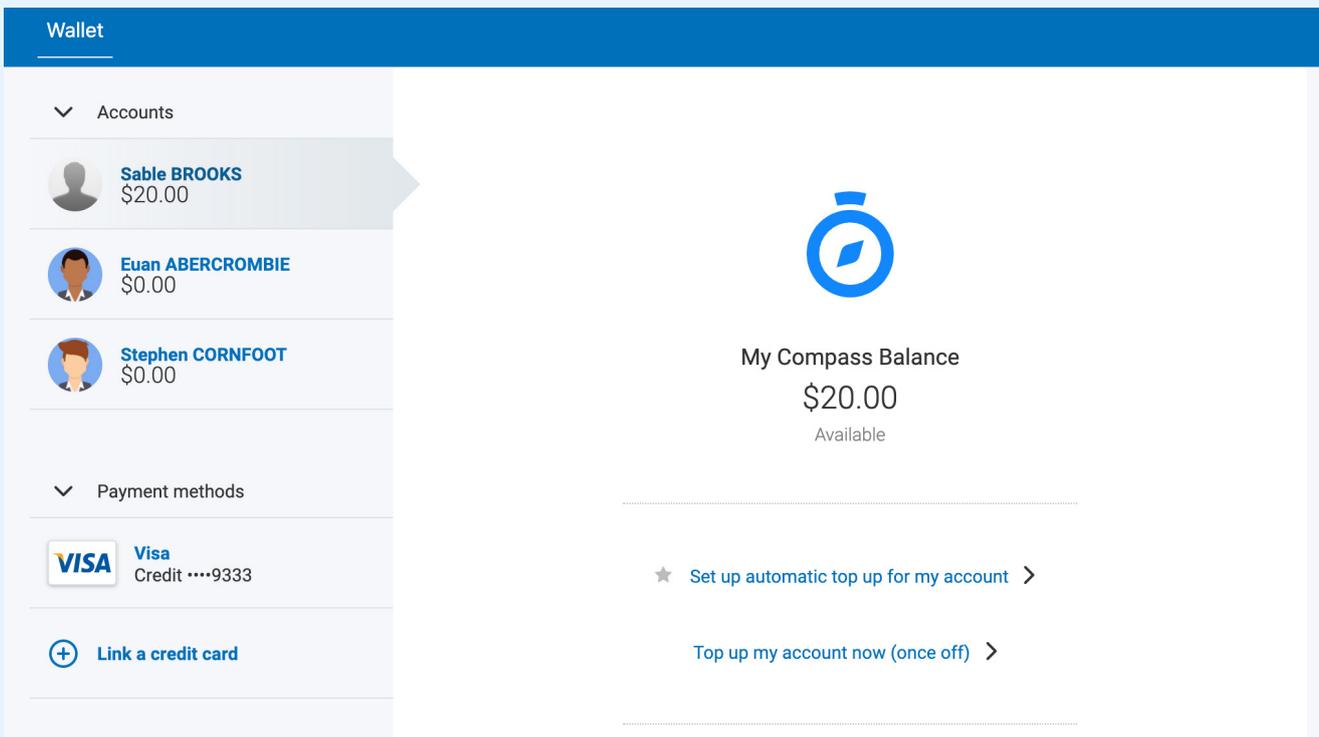
Cancel order

Select the **'Cancel'** item to cancel a particular item in the order, or the **'Cancel order'** button to cancel the entire order.

Please Note: Orders can only be cancelled if this is done by the set cancellation time. The refunded amount will be added to the your Compass Balance amount generally within in 1 Business Day of the cancellation.

Compass Wallet*

The Wallet combines your Compass Account and the Accounts of any linked family members (for parents), and your linked credit cards in one central, secure location. These can be all used to pay for different school services inside Compass.

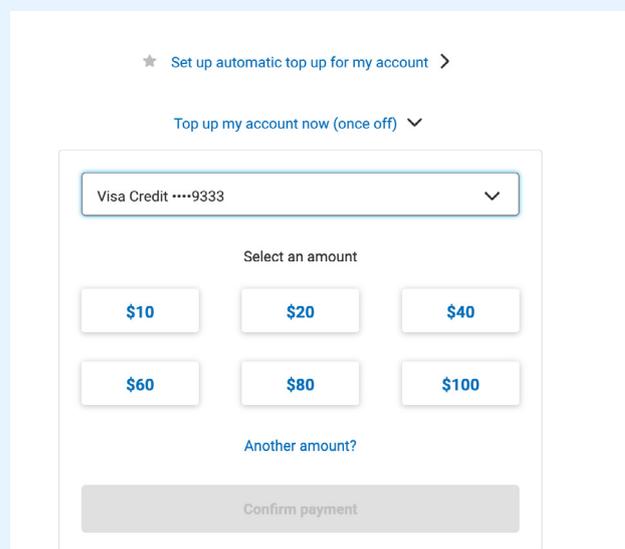


To access your Wallet information, select the 'Wallet' within the Tools menu (cog icon). You will see your Compass Balance and the balances of each of your children at the school.

To top up your Compass Balance, you will need to first link a credit card. Then click your name and choose one of the two top-up options.

When placing canteen orders on behalf of your children, you will be using your own Compass Balance.

Students can be given a Compass Balance if your school is allowing students to place their own Canteen orders.



**Please note that your school may not have this feature enabled.*