## THURSDAY LUNCH ORDERS

### 4 steps to order lunch for your child(ren)

<table>
<thead>
<tr>
<th>Register your family</th>
<th>Top Up to pay</th>
<th>Set Up child(ren)</th>
<th>Place your order</th>
</tr>
</thead>
</table>

### Registration

<table>
<thead>
<tr>
<th>Not yet registered?</th>
<th>Already registered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No problem! Just complete this once-off task and you’re ready to go!</td>
<td>Great!</td>
</tr>
<tr>
<td>Go to this website and follow the steps:</td>
<td>If you have already registered you can now access the system, top up your account,</td>
</tr>
<tr>
<td>N.B. our school REGISTRATION ID is <strong>2558963</strong>. Type this in the box provided then follow the prompts.</td>
<td><a href="https://www.scamps.com.au/welcome_all.asp">https://www.scamps.com.au/welcome_all.asp</a></td>
</tr>
</tbody>
</table>

### User Guide

The User Guide to complete registration and ordering is available from the P&F Website:


Hover mouse over “P&F Lunches” on the banner across the top of page and then click on “School24 User Guide” from drop down box.

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**P.T.O.**
### Top Tips

Remember that each lunch order has to be placed *per child AND per date*.

This will avoid you placing an order for the whole term on just one day, or placing an order for all your children under just one child’s name. Follow the step-by-step instructions in the User Guide to help you with this. It may take a little getting used to but is easy once you’ve placed a couple of orders.

Stay in the loop!

Register your email address with the P&F to receive future communications on lunches, updates to the system/user guide, information regarding upcoming P&F events etc.

Just send an email to PandF@stitas.org from your nominated email address with the following text:

"I hereby authorise St Ita’s P&F to use and store my email address for the use of communicating P&F Events to my family".

The P&F will not disclose your address to other P&F families or externals.

and finally......

### Any questions?

Email any questions to PandF@stitas.org