



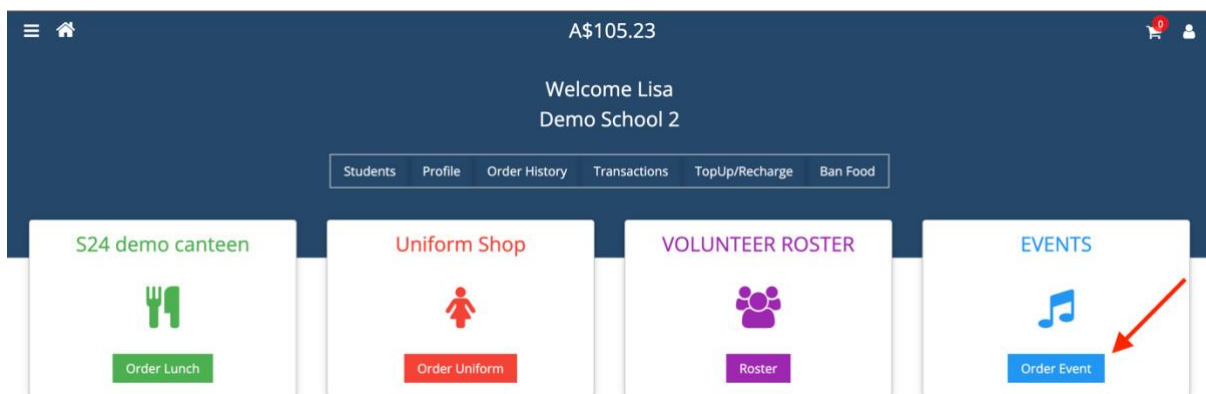
Event Ordering Guide

PLACING AN EVENT ORDER

You can place an Event 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 Event'



5. Click the event you would like to order from



6. Select which student you would like to place the order for

The screenshot shows a shopping cart interface for an event on April 29, 2022, with a total of A\$105.23. Two products are displayed:

- Disco Entry**: Price A\$10.00. Under "Select Students", the checkbox for "Zach" is checked. A red arrow points to this checkbox.
- light bands**: Price A\$5.00. Under "Select Students", the checkbox for "Zach" is unchecked.

Each product card includes a "Select Quantity" dropdown menu and an "Add to Cart" button.



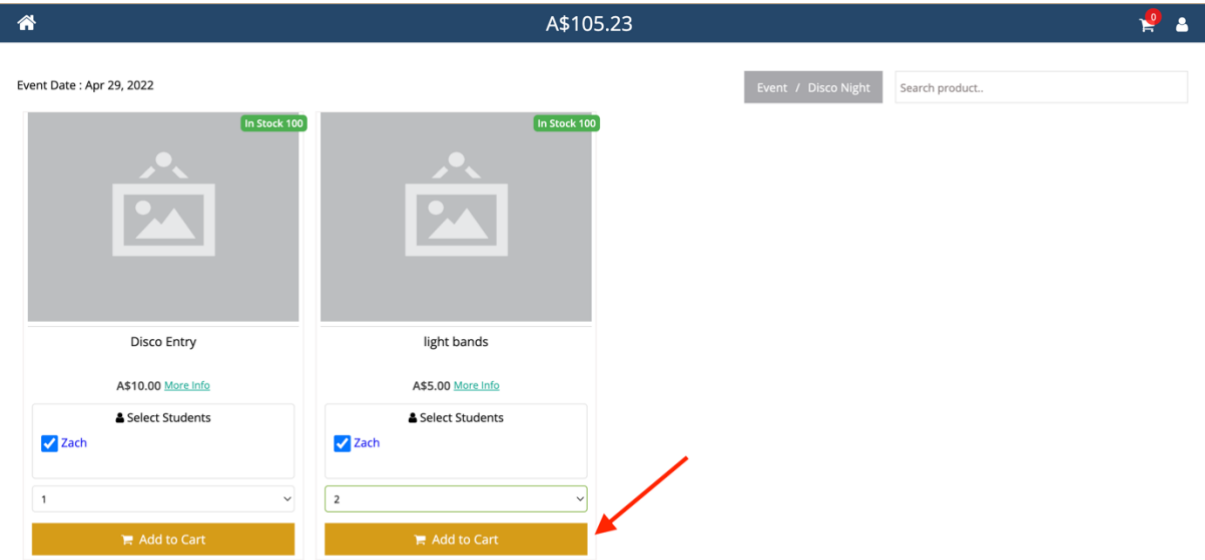
javascript:void(0);

7. Select the desired quantity

This screenshot shows the same interface as above, but with the quantity dropdown for the "light bands" product open. The dropdown menu shows options for 1 and 2. A red arrow points to the dropdown menu.



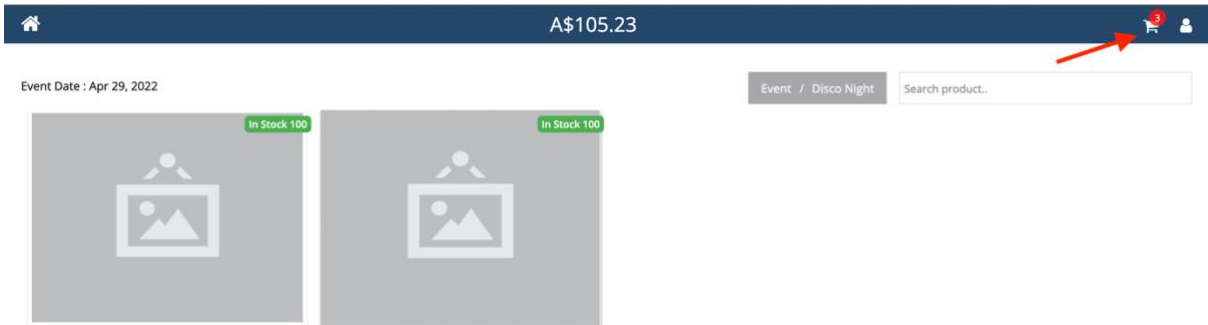
8. Click 'Add to Cart'



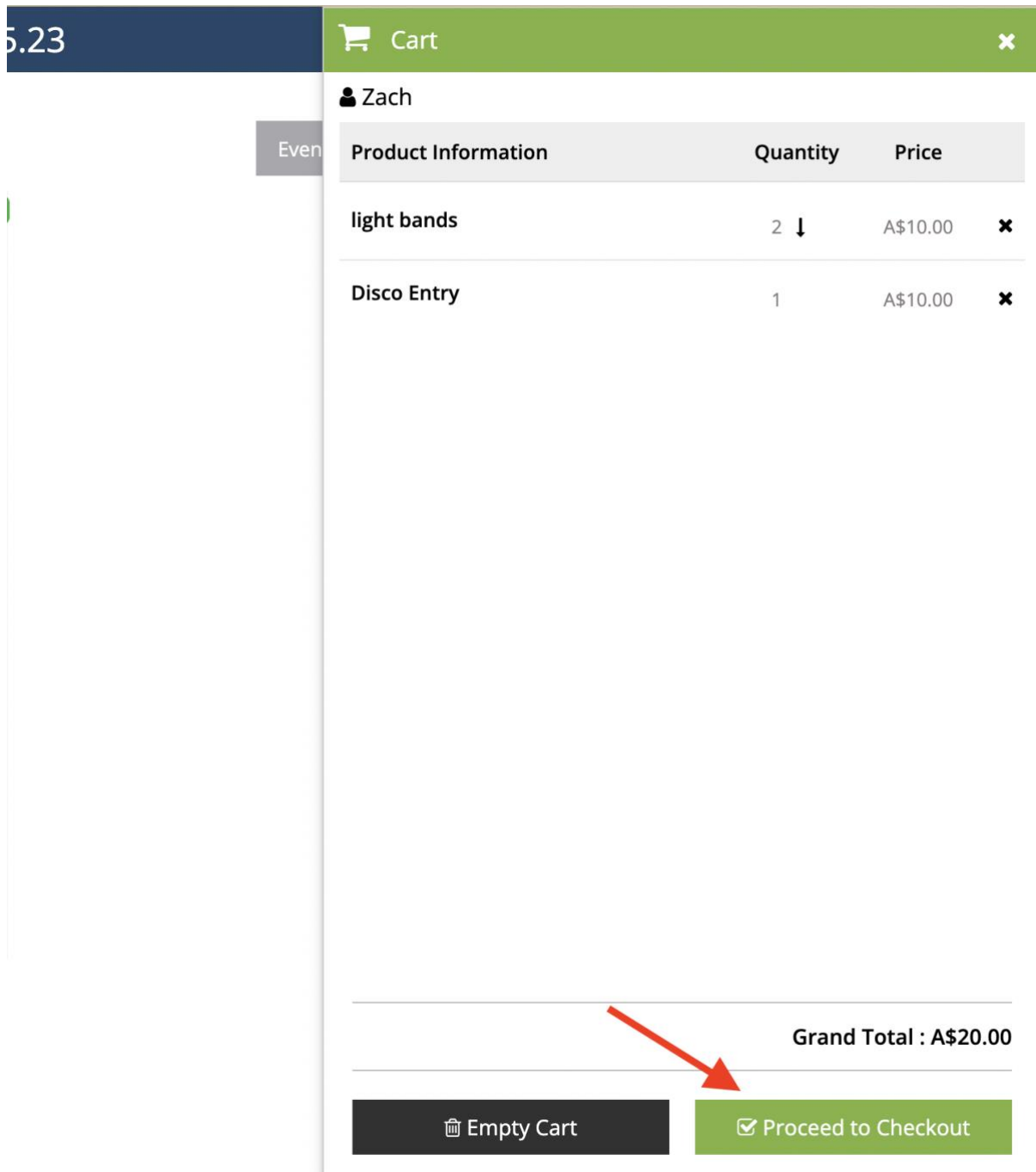
Repeat the above steps until you have added all items to your cart.

Checkout

1. Click the cart icon in the top right corner



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



The screenshot displays a shopping cart interface. At the top left, the number '5.23' is visible. The cart header is green and contains a shopping cart icon, the word 'Cart', and a close button (X). Below the header, the user's name 'Zach' is shown. A table lists the items in the cart:

Product Information	Quantity	Price	
light bands	2 ↓	A\$10.00	✕
Disco Entry	1	A\$10.00	✕

At the bottom right of the cart, the text 'Grand Total : A\$20.00' is displayed. Below this, there are two buttons: a dark grey button labeled 'Empty Cart' with a trash icon, and a green button labeled 'Proceed to Checkout' with a checkmark icon. A red arrow points from the 'Grand Total' text to the 'Proceed to Checkout' button.

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



#Order ConfirmationDisco Night
Event Date : Apr 29, 2022

Zach

Product	Quantity	Options	Price	Remove
light bands	2 ↓		A\$10.00	✕
Disco Entry	1		A\$10.00	✕

Additional Instructions :
Write additional instructions 25 characters. This text will be printed on the lunch label.

Total Amount to Pay: A\$20.00

Pay Using Balance
Pay by Card

Note: A surcharge of 1.5% + 0.30 cents applies to all cards



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)