

## Compass Canteen Ordering and Payment Option

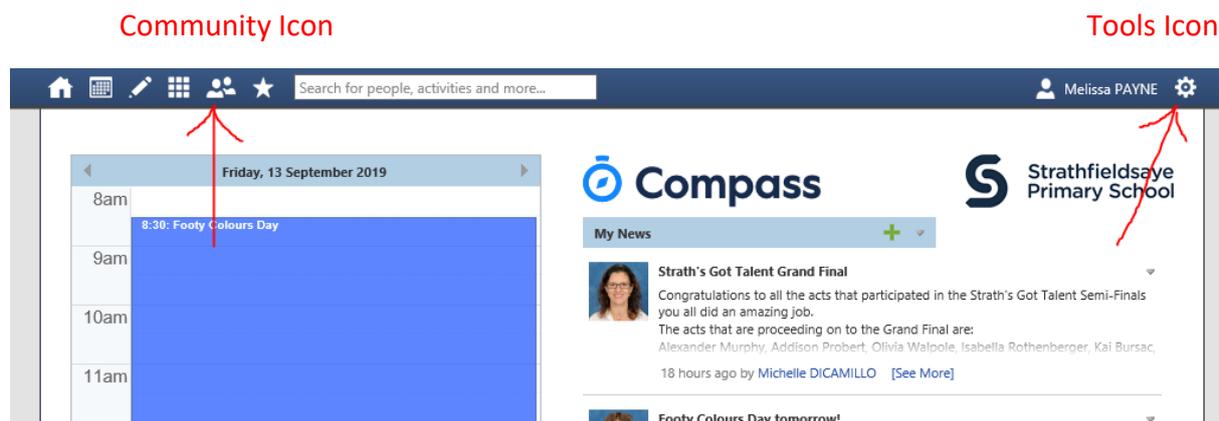
As of term 4, canteen orders and payments, by credit card, can be made through the Compass portal. The Canteen link is accessible under the 'Community' icon (the 2 people) on your Compass home page.

To place an order, click on the Canteen link and follow the steps. If you would like to alter a menu item which you are ordering, for example 'no mayonnaise', there is a 'special instructions' box once you click 'proceed to review order'. You can add your omissions or additions to your child's lunch order here.

You can pay each time you order, or there is the option of uploading an amount into your Compass wallet, to use for canteen orders. This saves time in having to enter your credit card details each time for each order.

If you wish to have a credit amount available to use, you can add this to your wallet by clicking on the 'Tools' icon (the cog, next to your name, on the top right hand side of your Compass home page) and follow the steps.

Compass wallet shows a transaction history of your credit amounts and payments.



The use of your reusable 'Sticky Beaks' lunch bags is still encouraged, just send it with your child, clearly named, on the day they have a lunch order. If you need the canteen to supply a single use paper bag, you will have to select this as a menu option when you are placing your order (there is a charge of 0.10c per bag).

Our current method of lunch ordering, and the purchase of snacks over the counter, will still be available.

If you have any problems, please contact the Compass helpline on: 03 9005 5217 or email: [support@compass.education](mailto:support@compass.education) You can also contact the school office.