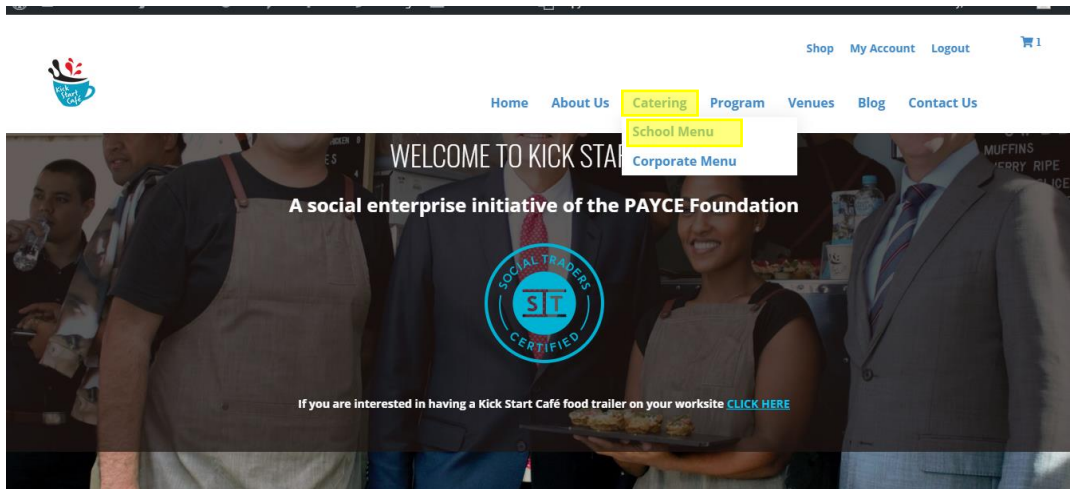


## CREATING AN ACCOUNT

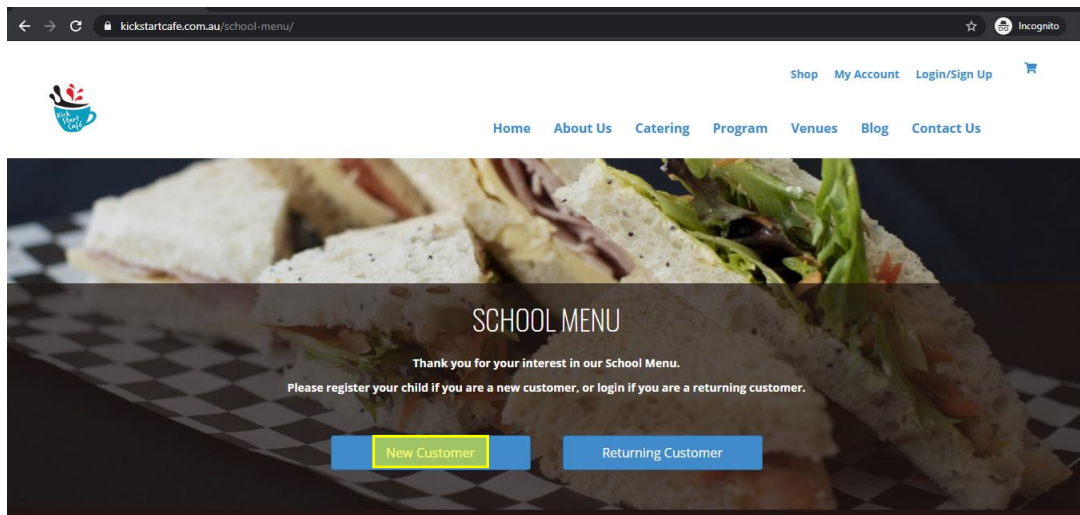
### STEP 1:

- Select “Catering” -> “School Menu”



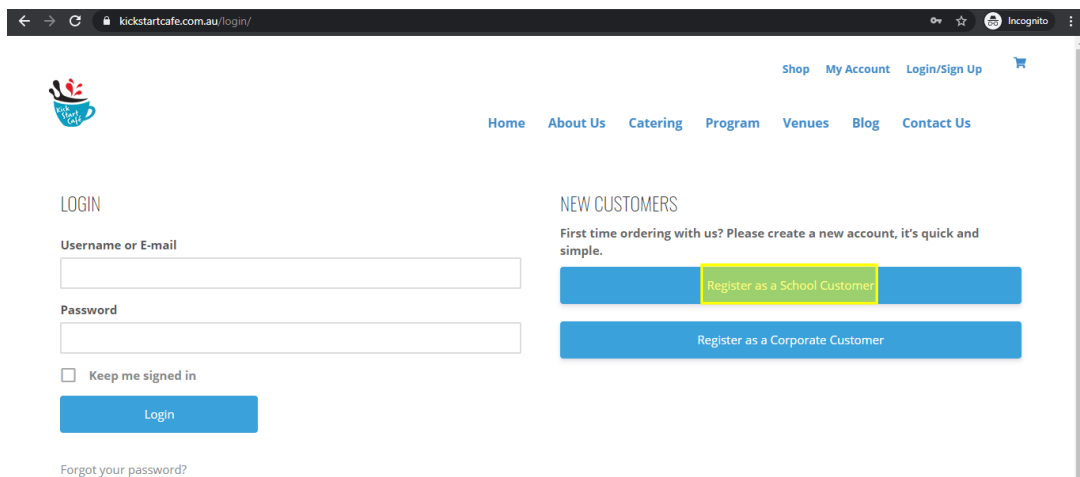
### STEP 2:

- Select “New Customer”



### STEP 3:

- Select “Register as a School Customer”



STEP 4:

- Complete ALL fields. It is important that the child's details are complete so that food can be delivered to the correct classroom.
- If you have multiple children at the school, be sure to add each child individually utilising the "add another child" option in the right hand column.
- Once complete, select "submit". Your account should now be ready to use.

The screenshot shows a web browser window with the URL [kickstartcafe.com.au/schools-registration/](https://kickstartcafe.com.au/schools-registration/). The page features a navigation menu with links for Shop, My Account, Login/Sign Up, Home, About Us, Catering, Program, Venues, Blog, and Contact Us. The main heading is "SCHOOLS REGISTRATION".

The registration form includes the following fields and options:

- Username**: A text input field with a placeholder "3-24 characters, no spaces".
- Name**: A text input field with a placeholder "Full Name".
- Phone Number**: A text input field.
- E-mail Address**: A text input field.
- Password**: A text input field.
- Confirm Password**: A text input field.
- Add School**: A dropdown menu.
- Add Child First Name**: A text input field.
- Add Child Family Name**: A text input field.
- Add School Class**: A dropdown menu.
- Add another child**: A section with two radio buttons labeled "Yes" and "No".

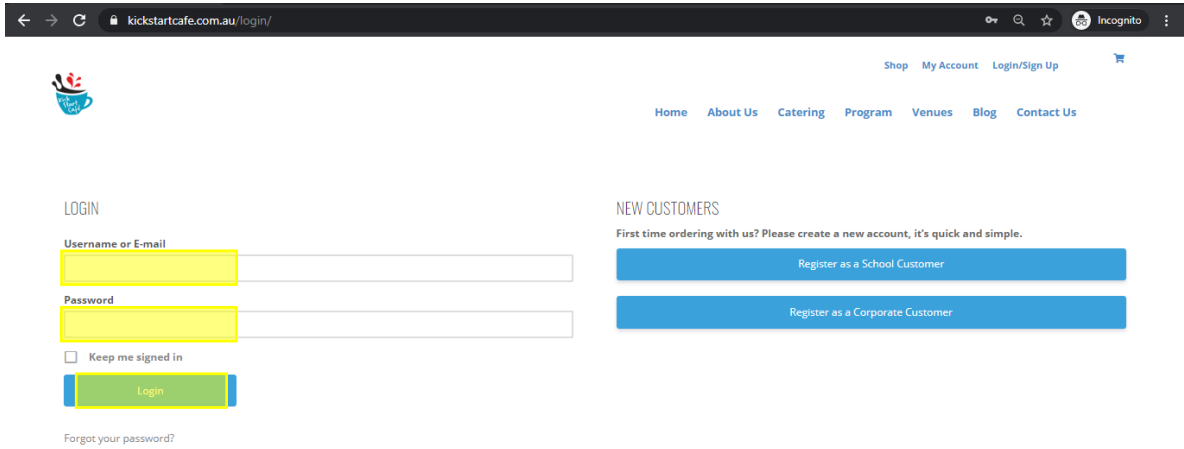
A green "Submit" button is located at the bottom of the form.

At the bottom of the page, there is a logo for "kickstartcafe" on the left, the "PAYCE FOUNDATION" logo in the center, and social media icons for Facebook, LinkedIn, Instagram, and Twitter on the right.

## PLACING AN ORDER

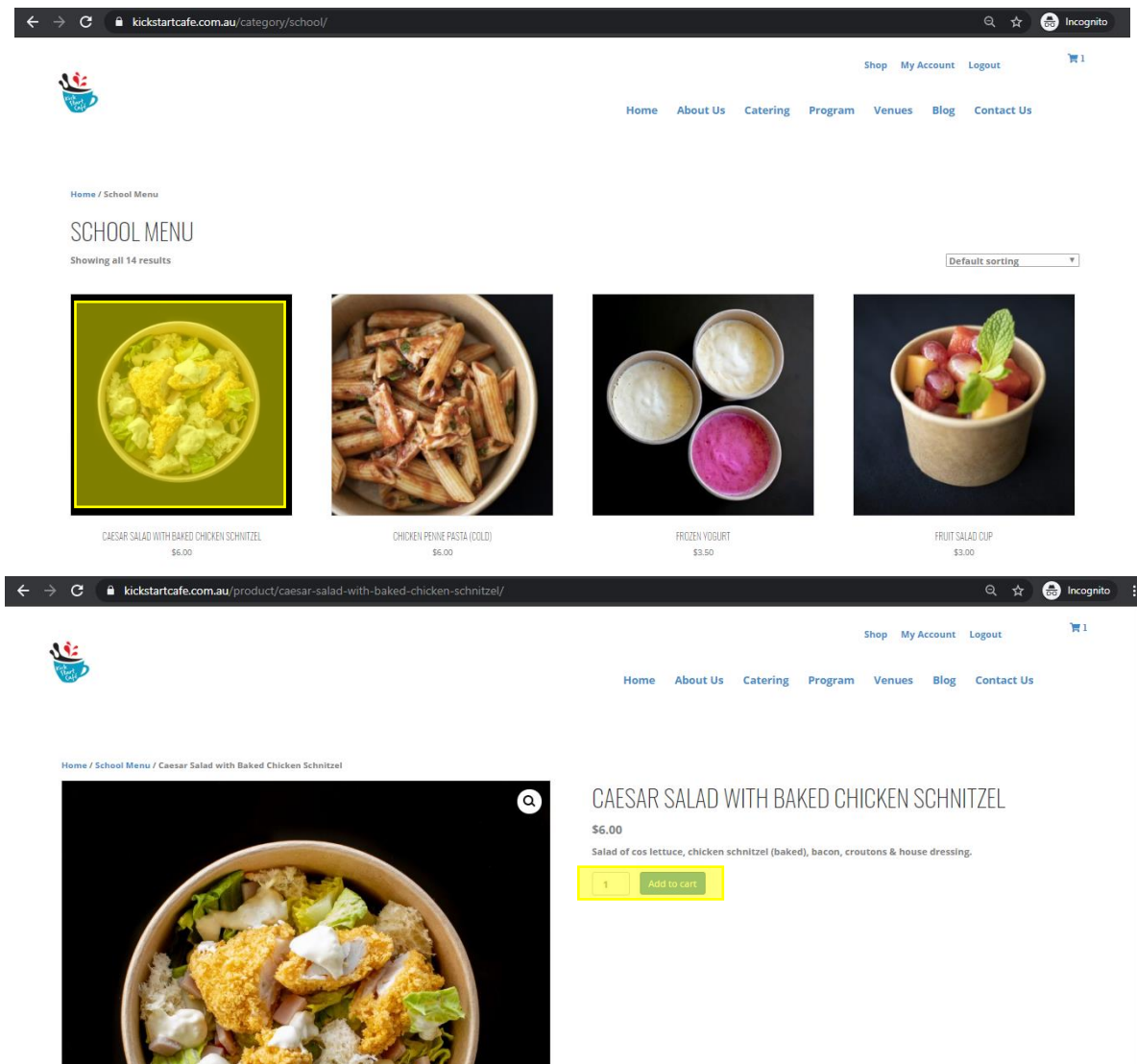
### STEP 1:

- Login to your account. To login you can use either your email address or the username that you created when registering your account.



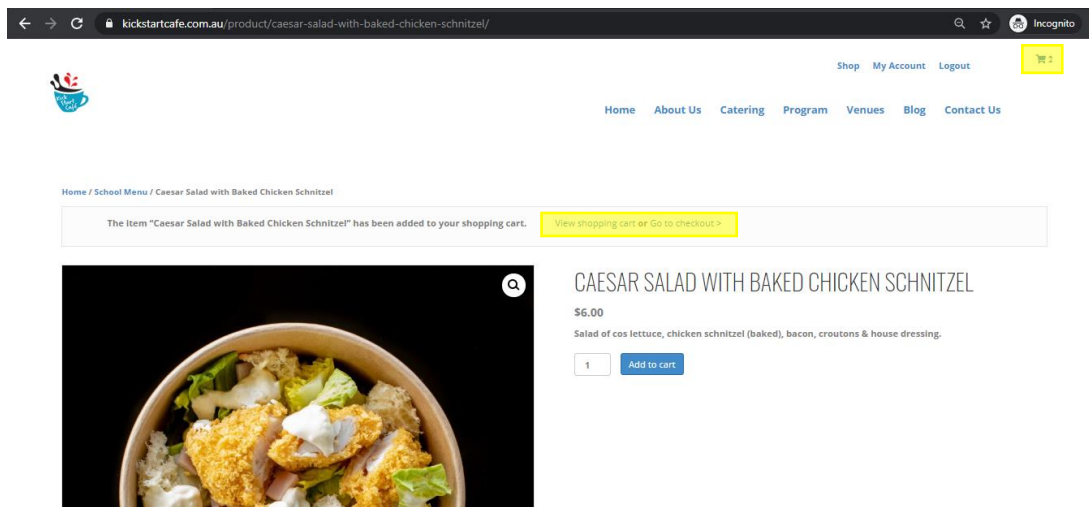
### STEP 2:

- Select Items, and add to cart



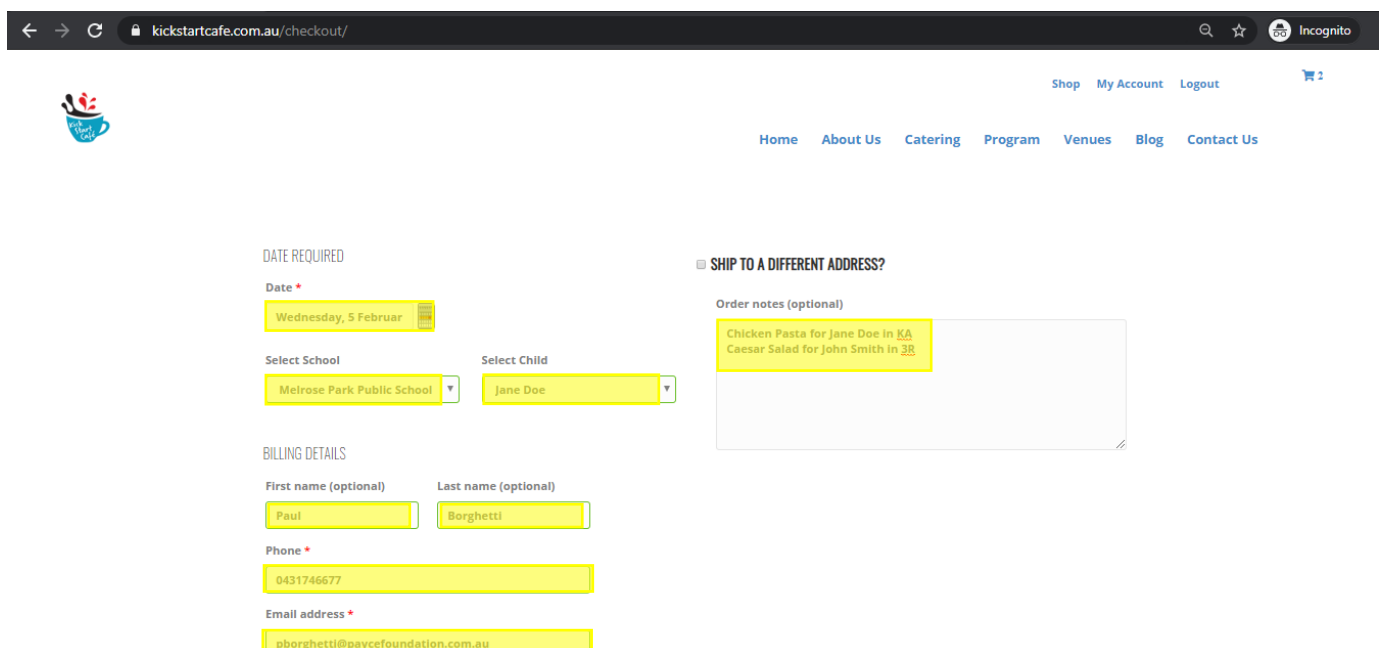
### STEP 3:

- Once all items required have been added to the cart, proceed to checkout. You can also view your cart to make adjustments.



### STEP 4:

- Completing checkout **for 1 child**
  - Select day/date for delivery
  - Select school and child name
  - Complete billing details (so we can contact you regarding your order if necessary)
  - Enter credit card details and select "Place Order"
- Completing checkout **for multiple children** can be done two ways. Option 1 is to place individual orders for each child following the process above. Option 2 is as follows:
  - Select day/date for delivery
  - Select school and child name (any name will do)
  - Add an order note with details of which items are for which child (see example)**
  - Complete billing details (so we can contact you regarding your order if necessary)
  - Enter credit card details and select "Place Order"

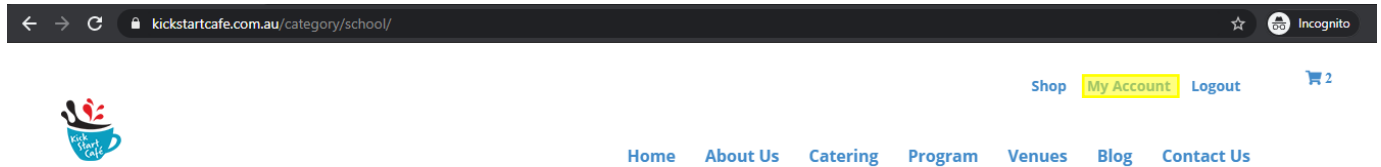


## UPDATING YOUR DETAILS

To assist in the delivery of food, you will need to update your child's details each year with their new classroom. It is also important to keep your billing details up to date so we can contact you regarding your order if necessary. This can be done as follows:

### STEP 1:

- When logged in to your account, select "My Account" from the top menu



### STEP 2:

- From "My Account" you can view recent orders ("Orders"), change details for children ("Update Profile"), change billing details ("Addresses"), update payment details ("Payment Methods"), or update your account details including changing your password ("Account Details")
- To view these details or make any changes select an option from the menu on the left, update any fields necessary, and then select "Update" / "Save"

