

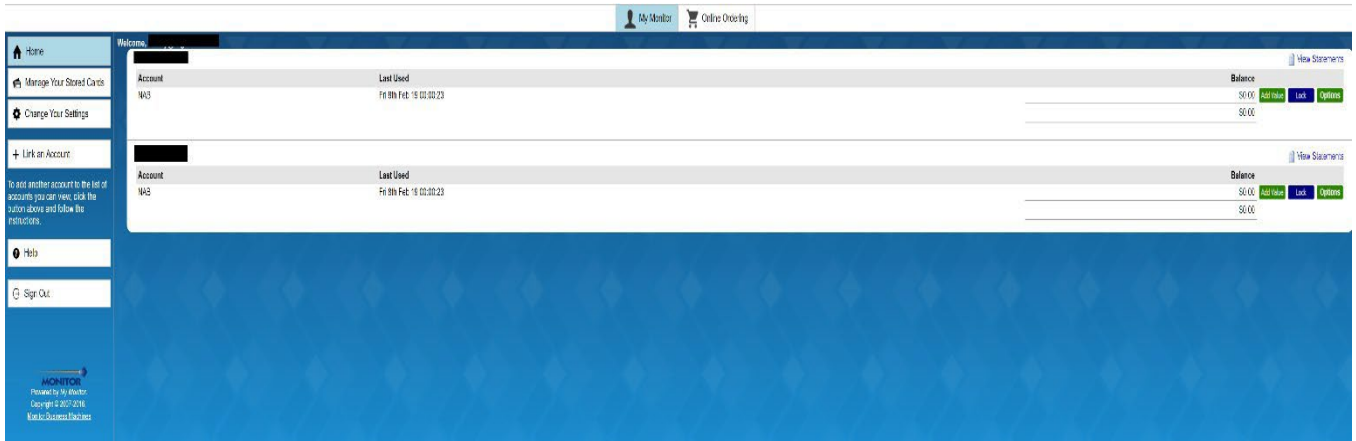
How to Place an Online Canteen Order for your Child

1. Login to the Christian College Parent Portal: <https://parent.ccg.vic.edu.au>



2. Click or tap on the icon **Canteen**

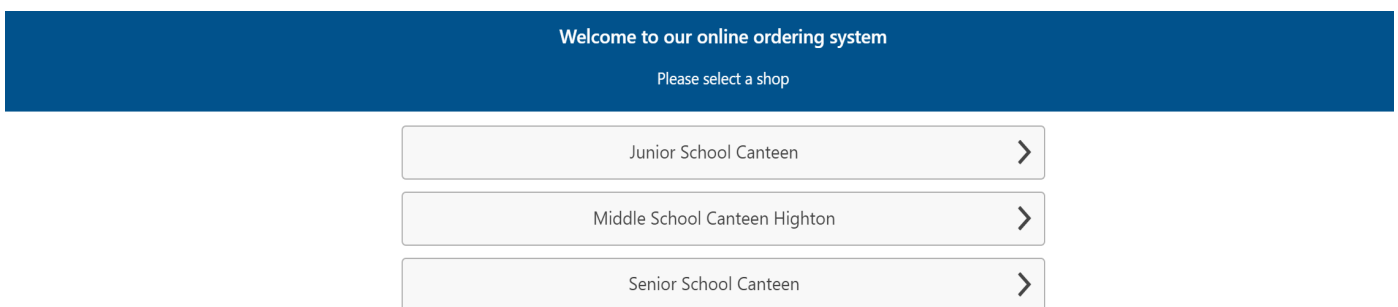
3. You will be presented with a page similar to below:



4. Press on the button **Canteen Ordering** located in the top centre of the screen:



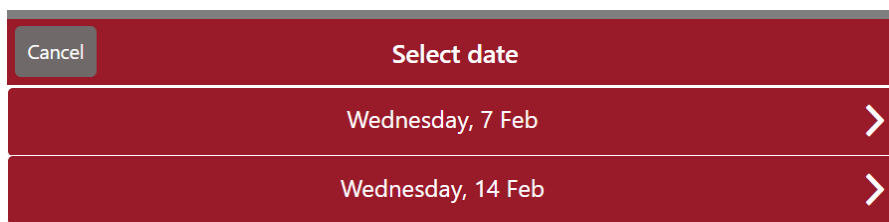
5. Select the correct **Canteen** for your child. Please note that if this is not selected correctly, you will not be able to proceed to the next step.



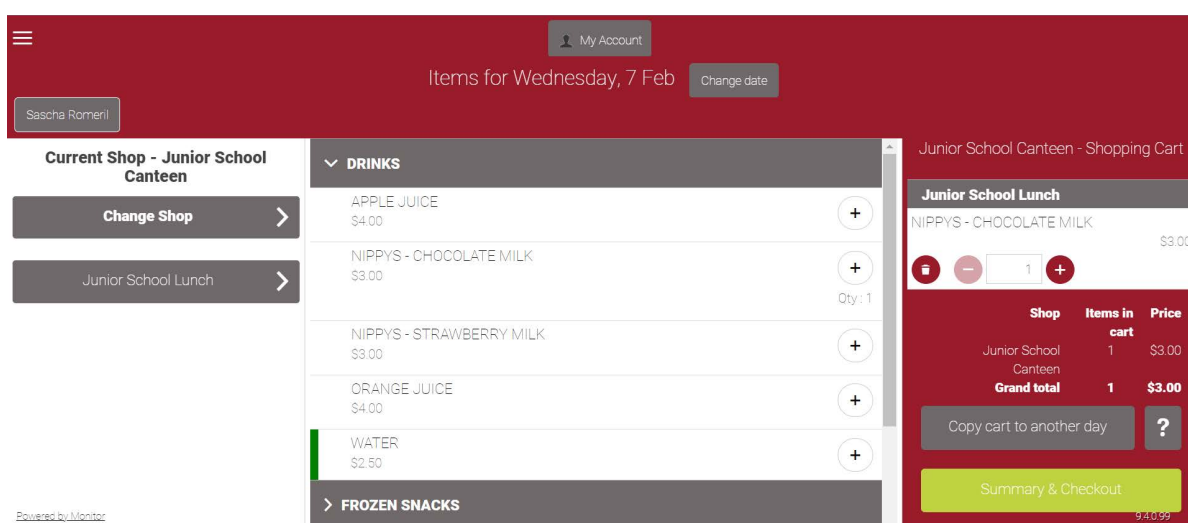
6. Select which **child** you are making the order for:



7. You will be asked to select the **date** you wish to make the canteen order for:



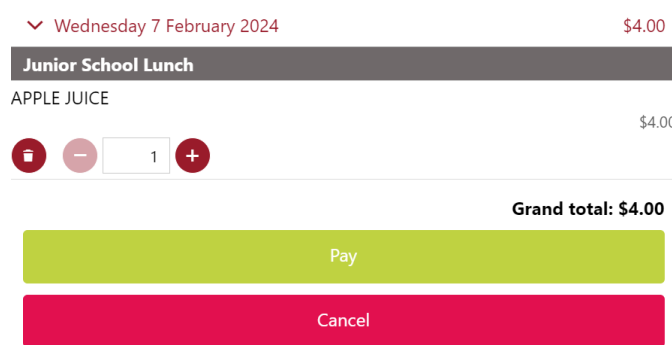
8. From the menu in the centre of the screen, choose the **items** you would like to purchase for your child. Please note; when you choose some items, you may be prompted to select further choices from a pop-up list. You will notice that as you make your selection, the **shopping cart** will display what you have ordered and a total cost.



9. At this point you can choose to either go to the **Summary & Checkout** or **place an order for a second child**. If you wish to do this later, press on your other child using the buttons in the top left of the page.

10. By default, if you change the child the current Canteen will not change. That is, if you were ordering for one child from the Junior School Canteen, then selected your second child who may attend Middle School Highton, you will need to ensure that you change the Canteen to Middle School Canteen Highton. This can be done by pressing the button **Change Shop**.

11. Once you have finished making your orders, press the **Summary & Checkout** button. This will display a summary of what has been ordered and a total cost. To confirm the summary, press the **Pay** button:



12. You will be redirected to the **Online Ordering checkout screen**. Leave these options selected as they are and press the **Confirm** button: ***PLEASE DO NOT SELECT THE OPTION REMEMBER MY CARD***

13. Enter your credit card details into the payment window. **All payments are processed through our secure link to the NAB transact payment system. Christian College Geelong does not store credit card details.**

14. Press the **Pay** button after entering your credit card details. If your card payment was successful you will receive a receipt of payment. This will be automatically emailed to you.

15. To end this transaction, press the continue button and close your web browser.