1. **Overview**
See Purpose

2. **Purpose**
The purpose of this document is to outline how to place a meal order via your OOC Account.

3. **Scope**
This document if to assist users with placing meal order online. Should you experience any difficulties please contact Our Online Canteen directly.

1. Login to your account at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

2. Select ORDER in the top right hand side of the page

3. The ordering page will appear – containing Steps 1, 2, 3 & 4

   **Step 1** – Use the drop down option to select your child. *Please note only one child’s meal can be ordered at a time.*

   Please read the Canteen Notes in Step 1

   **Step 2** – Select the required date by clicking on the date box. Please note any error messages associated with the selected days date.

   ![Date Selection]

   **Step 3** – Menu items will appear. Click on the \( \checkmark \) to expand the menu categories. Tick the required items and adjust the quantities accordingly.

   ![Menu Selection]

   **Step 4** – Additional instructions: Use this field to add any additional instructions for this order/meal. Any Health Warnings that you provided will appear on the order by default.
Select **ADD TO ORDER** once finished.

**Step 4** – Please thoroughly review your order. Please add any additional instructions if required. Select **PAY & PLACE ORDER**.

Once your order is processed an order confirmation will appear with your Order ID Number and the order will also be listed in your ACTIVE ORDERS.

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**Order Confirmation**

Thank You!

Your first break order ID is: 3064561

If you need to make changes or cancel your order please go to Active Orders

[NEW ORDER] [MAIN MENU]