

Making your school day easy



Online Ordering
Canteen & Uniform Shop
Now Available



MunchMonitor is an online service that provides an easy and simple way for parents and carers to place and pay for orders from Tuckshops and Uniform Shop. **ORDERS MUST BE PLACED BY 9AM EACH DAY**

- Access from any place with internet connection
- Use current web browser from computer, laptop and mobile devices
- Only one Parent account is required for all children
- Complete child profile including allergies and banned foods
- Enable to plan food orders up to 4 weeks

The cost to parents is only \$4.65 (with GST) per school term for all the children studying in schools with MunchMonitor. No order Fee or top up fee. No charges for use of online uniform shop only.

Advantages for Parents

1. Cost effective

- * Parents only pay one cost of \$4.65 per school term
- * No other charges in placing orders or top-ups
- * See items available and its prices to manage budget
- * No cost to parents for Uniform Shop.

2. Time Saver

- * Order up to 4 weeks in advance
- * No more going to school to write up orders on paper bags
- * Removes finding the correct change

3. Easy and convenient to use

- * Online ordering is available 24/7 through web browsers
- * Available on computers, tablets and smart phones
- * Up to date menu and school items

4. Provides better dietary control

- * Allergies can be listed to alert canteen staff
- * Food ban can be listed as needed
- * Menu items can be listed with traffic lights as healthy food indicators

- GREEN for the healthiest food
- AMBER for careful selections and portions
- RED for occasional servings

SAVE TIME with our ONLINE CANTEEN!

How do I set up an online account for the Tuckshop?

It's quick and easy!

STEP 1 - REGISTRATION

- go to www.munchmonitor.com
- Select Register to set up new account
- Enter Capalaba Username and Password

CAPALABA JUNIOR CAMPUS

Username capalabajunior
Password munch4157

CAPALABA SENIOR CAMPUS

Username capalabaseniior
Password munch4157

- * Select Submit

STEP 2 - CREATE YOUR NEW ACCOUNT

- Enter your details as requested
- Select Create Your Account
- **ORDERS MUST BE PLACED BY 9AM EACH DAY**

Follow the 4 easy steps to create your account:



1 Create a Parent Profile



2 Add your Students to your account



3 Click on Account Top-up to transfer money into your account.



4 You're ready to use your online account!

STEP 1

Enter the School ID and Password provided by your school to begin setting up your account

SETUP A NEW ACCOUNT

If you have misplaced your School ID please contact your school canteen or email help@munchmonitor.com

STEP 2

Create your new account

Already signed up? Click here to login to your account.

Username (email)*

Confirm email*

Password * Confirm Password *

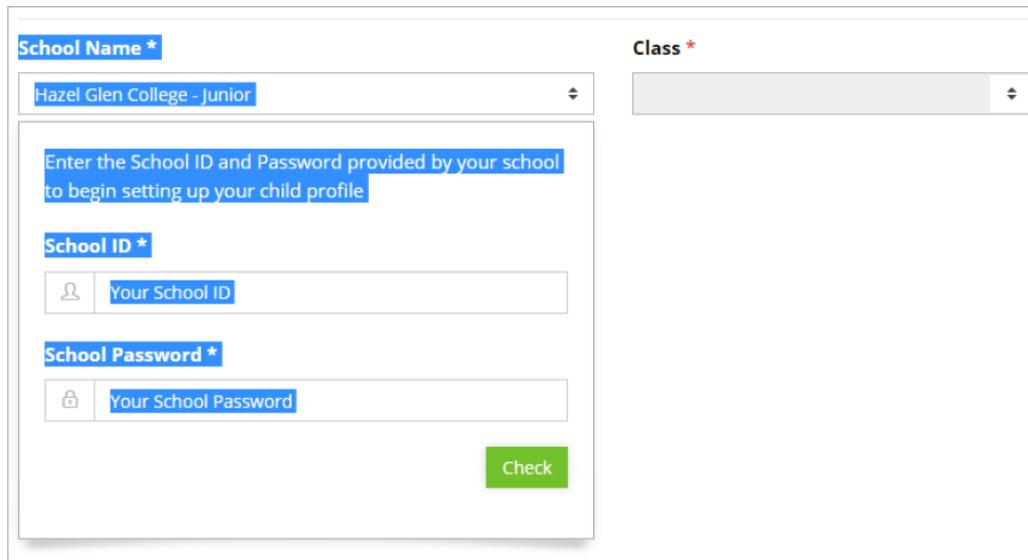
I have read & agree to the [Terms of Use](#)

PLEASE NOTE: THIS PROFILE CANNOT BE USED TO PURCHASE UNIFORMS (PLEASE REFER TO PAGE 5 OF THIS BOOKLET FOR UNIFORM PURCHASING)

If you require assistance with your account setup, please contact MunchMonitor directly at help@munchmonitor.com or by phone 1300 796 190.

STEP 3 - ADDING A STUDENT FROM THE OTHER CAMPUS

1. At the top of the Home Page please select the MY ACCOUNT dropdown box
Please select STUDENT PROFILE
2. Please select ADD NEW STUDENT (A message will be displayed **“You already have a student on your account. Are you sure you would like to add ANOTHER”?** Select OK)
3. Commence entering your new Student Profile details, halfway down the page on the left-hand side you will notice the area to select the School Name (Select the required school campus from the Dropdown list) **SEE EXAMPLE BELOW**



The screenshot shows a web form for adding a student. On the left, there is a dropdown menu for 'School Name *' with 'Hazel Glen College - Junior' selected. Below it is a text box for 'School ID *' containing 'Your School ID' and a text box for 'School Password *' containing 'Your School Password'. A green 'Check' button is at the bottom right of this section. On the right, there is a dropdown menu for 'Class *' which is currently empty. A blue instruction box above the School ID and Password fields reads: 'Enter the School ID and Password provided by your school to begin setting up your child profile'.

CAPALABA JUNIOR CAMPUS

Username	capalabajunior
Password	munch4157

CAPALABA SENIOR CAMPUS

Username	capalabaseniior
Password	munch4157

4. After the school code is entered, select the GREEN check box and the school classes for the campus will appear on the right-hand side of the page. Once this step has been completed you can then complete the remainder of the new Student Profile and save it.

MunchMonitor....making your school day easier

SAVE TIME with our ONLINE UNIFORM SHOP!

How do I set up an online account for Uniform Shop?

It's quick and easy!

STEP 1 - REGISTRATION

- go to www.munchmonitor.com
- Click **LOGIN**
- Select **REGISTER** to set up new account
- Enter Capalaba Username and Password
Username: **capalabauniform**
Password: **munch4157**
- Select **SUBMIT**
- Enter your email address
- Enter the password you want. Make sure you can remember your password
- Review and tick on the Terms of Use

STEP 1
Enter the School ID and Password provided by your school to begin setting up your account

SETUP A NEW ACCOUNT

If you have misplaced your School ID please contact your school canteen or email help@munchmonitor.com

STEP 2 - CREATE YOUR NEW ACCOUNT

- Click on the **Activation Link** in the email we sent
- Follow the steps to **create your Parent Profile**
- **Add Students** to your account
- Click on **Account Top-up** to transfer money into your account
- **You are now ready** to order online!

ORDERS MUST BE PLACED BY 9AM FOR SAME DAY COLLECTION AT SENIOR CAMPUS OFFICE AFTER 12 NOON.

Do you already have an account with MunchMonitor for the Tuckshop?

If you already have an account with MunchMonitor for a student attending either Jnr or Snr Campus you can also add a student profile for the Uniform Shop (follow the steps below)!

- Select the **My Account** Dropdown Box on the MunchMonitor Home Page
- Select **Student Profile**
- Select **Add a new Student** at this step complete the details for the student you are wanting to place Uniform orders for, when you reach the School dropdown change the school to Capalaba State College Uniform Shop then place the School ID & Password shown above and select the Check Box (you will receive a tick) the classes for both the Jnr & Snr campuses will be displayed, select the correct class and save the profile.
- When you are ready to order just select the large Orange Box School Shop (Home Page) and select your items.

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