

Instructions and Tips on How to Use Munch Monitor

1. How to Set-up a new MunchMonitor account

<u>How to SET UP a new MunchMonitor account</u>	<u>How to UPDATE your child's class</u>
<ol style="list-style-type: none">1. Go to www.munchmonitor.com2. Click LOGIN3. Click REGISTER4. Enter<ul style="list-style-type: none">• School ID: Denistone• Password: munch21225. Click Submit6. Enter your email address7. Enter the password you want. Make sure you can remember your password.8. Review and tick the Terms of Use9. Click Create your Account10. Click the Activation Link in the email we sent11. Follow the steps to create your Parent Profile12. Add Students to your account13. Click on Account Top-Up to transfer money into your account14. You are now ready to order online	<ol style="list-style-type: none">1. Select My Account from the top of the MunchMonitor home page2. Select Student profile from the list3. Select the applicable class from the Class list and save the Profile. (there is no need to create a new profile)

***Quick Information:** Using MunchMonitor Online Ordering

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/Master Card
- List allergies to alert canteen staff
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$3.65 (incl-GST) per school term for the family account
- NO sign up fee
- No transaction fee

2. How to Give Student Snack Money using MunchMonitor Prepaid Card

- In the Student Profile, tick YES in ALLOW SNACK MONEY
- If you selected DAILY ALLOWANCE, enter the daily amount and the days to use
- If you selected WEEKLY ALLOWANCE, enter the weekly amount

- You can set banned food items from the menu
- The student or parent can GET THE PREPAID CARD from the SCHOOL CANTEEN
- You can view what they have ordered from the online transaction reports

Call us at 1300 96 190 or email us at help@munchmonitor.com if you require further assistance.

3. Where to Pick Up Your MunchMonitor Card after Setting Up an Account

- Ask your child to go to the canteen. The canteen staff will activate a card for your child.
- If your child is too shy to ask for one from the canteen, you may write a note and ask your child to bring it to the canteen.