



## SAVE TIME with our ONLINE TUCKSHOP!

William Duncan State School Tuckshop  
accepts online orders using MunchMonitor



Setting up an online account is easy!

1. Go to **www.munchmonitor.com**
2. Click **LOGIN**
3. Click **REGISTER**
4. Enter
  - School ID: williamduncan
  - Password: munch4211
5. Click **Submit**
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click **Create your Account**
10. Click on the **Activation Link** in the email we sent
11. Follow the steps to **create your Parent Profile**
12. **Add Students** to your account
13. Click on **Account Top-up** to transfer money into your account
14. **You are now ready to order online!**

SETUP A NEW ACCOUNT

Your School ID

Your School Password

SUBMIT

### Quick Information

#### Using MunchMonitor Online Ordering

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/MasterCard
- List allergies to alert canteen staff
- You can order anytime you want using web browsers such as Chrome or Safari
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$ 3.00 (ex-GST) per school term for the family account
- No sign up fee
- No transaction fee

#### Giving 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 TUCKSHOP
- You can view what they've ordered from the online transaction reports

Call us at 1300 796 190 or email us at [help@munchmonitor.com](mailto:help@munchmonitor.com)  
if you require further assistance.

**MunchMonitor...making your school day easier**



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