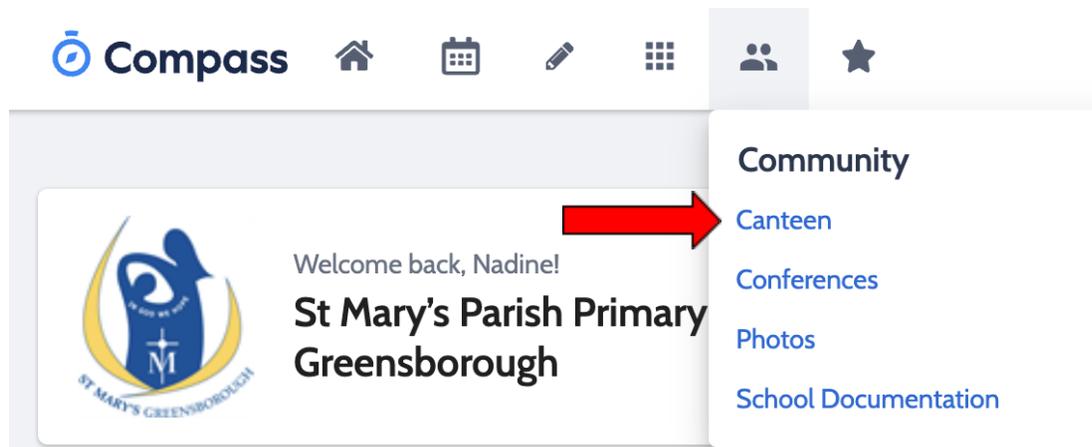


Compass Canteen for the Uniform Shop

As a parent, you can use the Canteen module to order and purchase Uniforms for your children via the Compass App or Compass Web Portal. Orders can be paid for using your Compass Balance* or a nominated credit card.

How to place a Uniform Shop order via the WEB PORTAL

To place a uniform order on behalf of your child (or children) when in the portal, go to the Community menu and select 'Canteen'. This will take you to their Canteen dashboard.



Click '**get started**' to start an order. First, you will need to select which of your children you are creating an order for. Use the '**Next**' button to work your way to ordering screens and add items to the order.

When ordering uniforms, it asks you to select a date. The cut-off times are to help support the volunteers with organising times to come and fill the orders. This date does not guarantee that an order will be filled by this date.

2 Select sitting

Repeat this order?

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Uniform Shop

Ordering cut off tomorrow 5:00 AM

[Back](#) [Next](#)

Select Sitting

After selecting the next available date you will then begin adding items.

After you have made your selections, on the upper right hand, please select 'customise' to select the relevant size. Then click 'add to order'. Once all size selections have been completed, then click, 'Proceed to review order' button to see which items have been added to the order, as well as leave any other special instructions regarding the order.

 **Hermione GRANGER**

Uniform Shop 16/09/2023 ✓

\$40.00

Bomber Jacket

+ Size 10

\$40.00

− 1 + [Customise](#)

<input type="checkbox"/>	Size 4	\$0.00
<input type="checkbox"/>	Size 6	\$0.00
<input type="checkbox"/>	Size 8	\$0.00
<input checked="" type="checkbox"/>	Size 10	\$0.00
<input type="checkbox"/>	Size 12	\$0.00
<input type="checkbox"/>	Size 14	\$0.00
<input type="checkbox"/>	Size 16/S	\$0.00
<input type="checkbox"/>	Size 18/M	\$0.00
<input type="checkbox"/>	Size 20/L	\$0.00
<input type="checkbox"/>	Size 22/XL	\$0.00

Total: \$40.00

[Add 1 to order](#)

[Back](#)

[Proceed to review order](#)

The **'Add order'** button will add this order to your cart. You can then continue to create orders for each child if required. When you have finished generating an order, you then need to click **'Confirm and Pay'** to proceed.



Hermione GRANGER
Uniform Shop 16/09/2023 >
\$40.00

1 x Order fee	\$0.20
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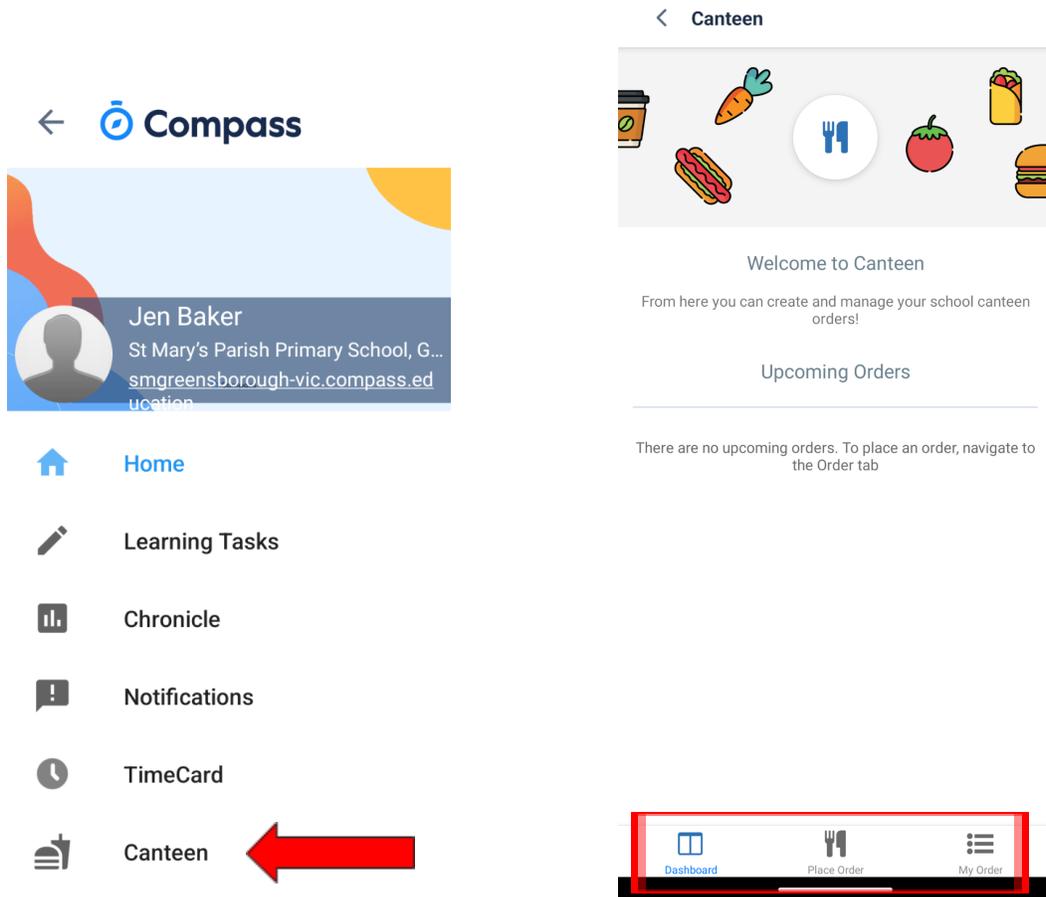
Total due
\$40.20

Confirm and pay

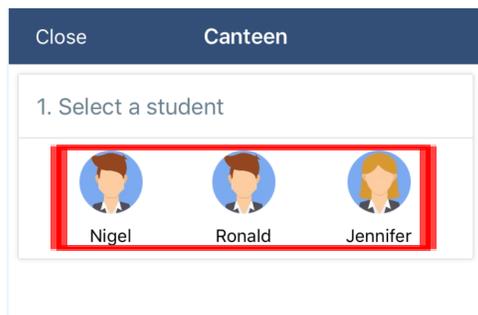
Select your preferred payment method and process the payment to finalise the canteen order.

How to place an order using the Compass MOBILE APP

Click the menu (three stripes icon) and click **'Canteen'**. You will be taken to the Canteen Dashboard where you can see any upcoming orders. The Canteen screen has three tabs, Dashboard, Place Order and My Orders



Select 'Place Order' and select the relevant student



When ordering Uniforms, it asks you to select a date. The cut-off times are to help support the volunteers with organising times to come and fill the orders. This date does not guarantee that an order will be filled by this date. Click **'Select date'** and choose the next available date. Then click, **'Uniform Shop'**,

< **Canteen**

1. Select a date Sat, 16 Sep 2023

Repeat this order?

2. Select a sitting

Uniform Shop 05:00 AM - 11:00 PM >

Start adding items to your order by clicking on the desired piece, choosing the size and clicking 'Add to Cart'.

< Order

Order for: Jennifer - Sat, 16 Sep 2023



Search for an item



Bomber Jacket
\$40.00 [Order Online and in Canteen](#)
Full | Winter Item | Summer Item | Girls | Boys | Unisex



Sports Polo
\$30.00 [Order Online and in Canteen](#)
Sport Uniform | Boys | Girls | Unisex



Short Sleeve Polo
\$25.00 [Order Online and in Canteen](#)
Summer Item | Girls | Boys | Unisex | Full



Long Sleeve Polo
\$30.00 [Order Online and in Canteen](#)
Winter Item | Girls | Boys | Unisex | Full

< Add Item



[Order Online and in Canteen](#)

Bomber Jacket \$40.00

Full | Winter Item | Summer Item | Girls | Boys | Unisex

Sizes available are 4-14 and 16/S

For sizes outside these ranges please email the Uniform Shop for assistance



Options	
<input type="checkbox"/> Size 4	\$0.00
<input type="checkbox"/> Size 6	\$0.00
<input type="checkbox"/> Size 8	\$0.00
<input checked="" type="checkbox"/> Size 10	\$0.00
<input type="checkbox"/> Size 12	\$0.00

[Add 1 to Cart](#) \$40.00

Once all your items have been added to the cart, click **'view cart'** to confirm all is correct.

Proceed to checkout and select your preferred payment method. You also have the option of adding a new credit card.



\$20.00 [Order Online and in Canteen](#)

Girls | Boys | Unisex | Sport Uniform



Navy Tracksuit Pants

~~\$27.00~~ [Order Online and in Canteen](#)

1 item

[View cart](#)

\$40.00

< **Cart**

Jennifer - Uniform Shop on Sat, 16 Sep 2023

1 x Bomber Jacket (\$40.00)
+ Size 10



[Add Special Instructions](#)

[Remove](#)

1 x Order Fee

\$0.20

Create another order

Proceed to Checkout - \$40.20

< Checkout

Payment Methods

New credit card ∨

1 order	Pay	\$40.20
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After you have selected 'pay', your order is finalised.

However you order, the orders will be filled when volunteers are available. All orders are sent down to your child's classroom.

If you have questions regarding a Uniform Shop order please email uniformshop@smgreensborough.catholic.edu.au.

If you are experiencing technical issues, please [email a screenshot of your error](#) to ict@smgreensborough.catholic.edu.au and your name so that we can troubleshoot your account.