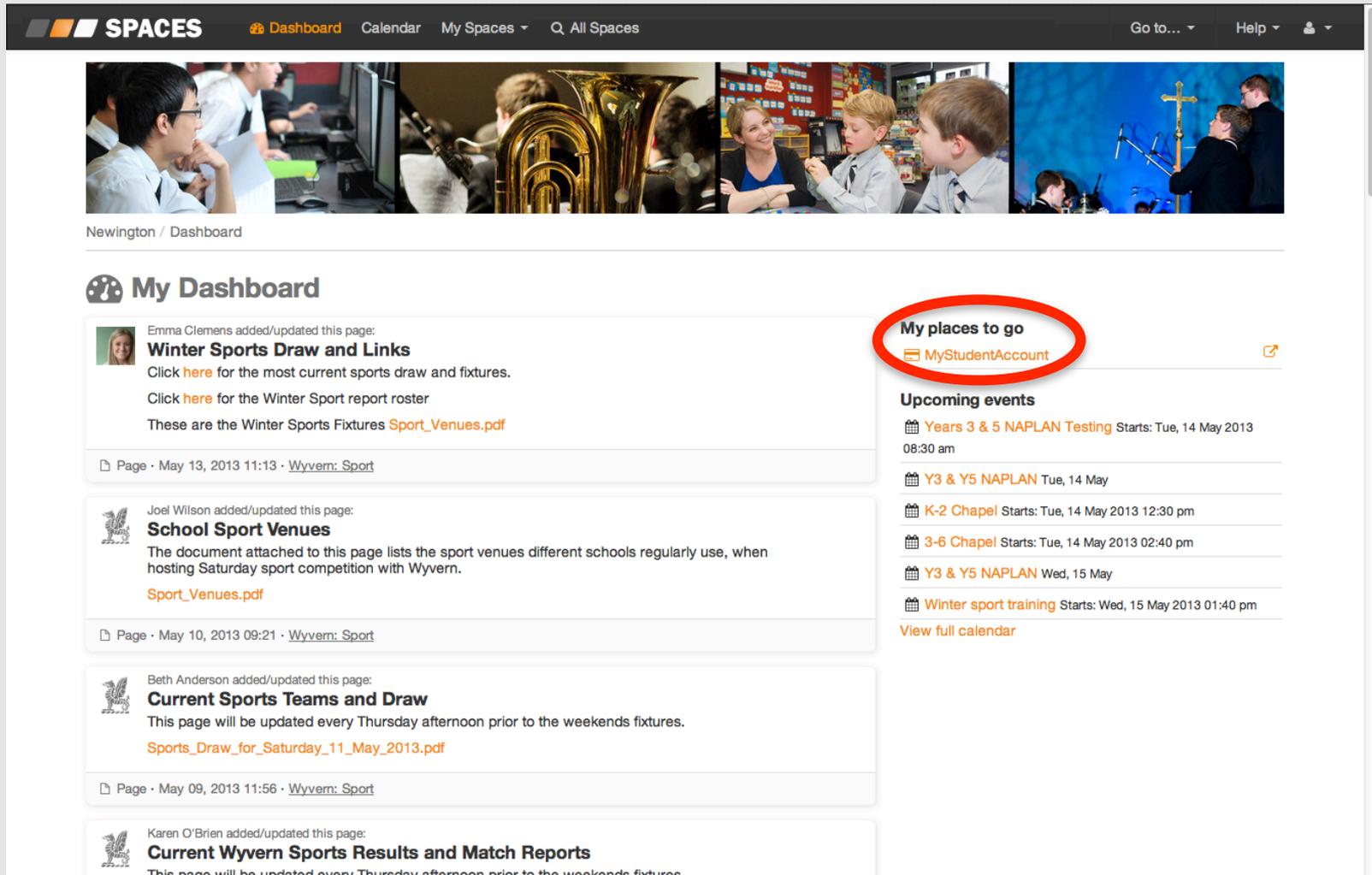


Online Canteen

Instructions for Wyvern Parents

Log into Spaces and click on My Student Account



The screenshot shows the SPACES website interface. At the top, there is a navigation bar with the SPACES logo and links for Dashboard, Calendar, My Spaces, and All Spaces. A search bar and user profile icons are also present. Below the navigation bar is a banner image showing students in various school activities. The main content area is titled "My Dashboard" and features a list of posts. The first post is titled "Winter Sports Draw and Links" by Emma Clemens, with a link to "Sport_Venues.pdf". The second post is "School Sport Venues" by Joel Wilson, also with a link to "Sport_Venues.pdf". The third post is "Current Sports Teams and Draw" by Beth Anderson, with a link to "Sports_Draw_for_Saturday_11_May_2013.pdf". The fourth post is "Current Wyvern Sports Results and Match Reports" by Karen O'Brien. On the right side of the dashboard, there is a sidebar with a red circle around the "My places to go" section, which contains a link to "MyStudentAccount". Below this, there is an "Upcoming events" section listing several events with their start times.

Newington / Dashboard

My Dashboard

Emma Clemens added/updated this page:
Winter Sports Draw and Links
Click [here](#) for the most current sports draw and fixtures.
Click [here](#) for the Winter Sport report roster
These are the Winter Sports Fixtures [Sport_Venues.pdf](#)

Page · May 13, 2013 11:13 · [Wyvern: Sport](#)

Joel Wilson added/updated this page:
School Sport Venues
The document attached to this page lists the sport venues different schools regularly use, when hosting Saturday sport competition with Wyvern.
[Sport_Venues.pdf](#)

Page · May 10, 2013 09:21 · [Wyvern: Sport](#)

Beth Anderson added/updated this page:
Current Sports Teams and Draw
This page will be updated every Thursday afternoon prior to the weekends fixtures.
[Sports_Draw_for_Saturday_11_May_2013.pdf](#)

Page · May 09, 2013 11:56 · [Wyvern: Sport](#)

Karen O'Brien added/updated this page:
Current Wyvern Sports Results and Match Reports
This page will be updated every Thursday afternoon prior to the weekends fixtures

My places to go

- [MyStudentAccount](#)

Upcoming events

- [Years 3 & 5 NAPLAN Testing](#) Starts: Tue, 14 May 2013 08:30 am
- [Y3 & Y5 NAPLAN](#) Tue, 14 May
- [K-2 Chapel](#) Starts: Tue, 14 May 2013 12:30 pm
- [3-6 Chapel](#) Starts: Tue, 14 May 2013 02:40 pm
- [Y3 & Y5 NAPLAN](#) Wed, 15 May
- [Winter sport training](#) Starts: Wed, 15 May 2013 01:40 pm

[View full calendar](#)

Accept the Terms and Conditions

Terms and Conditions

In consideration of Intellisart Pty Ltd ABN 92 102 528 763 (Trading as My Student Account) of GPO Box 930 Brisbane Qld 4001 providing access to the Web Portal and its Services to You, You agree to abide by the following terms and conditions:

1.0 DEFINITIONS

In these terms and conditions:

"Intellisart" means Intellisart Pty Ltd ABN 92 102 528 763 of GPO Box 930 Brisbane Qld 4001 (Trading as My Student Account)

"Trust Account" means the Westpac or Commonwealth Bank Trust Account

"Derived Information" means any part of the Information or any data derived in any way from the manipulation of the Information or any part of the Information;

"You" means the person, persons or company to whom Intellisart provides the Services.

2.0

LIMITED RIGHT OF ACCESS

2.1

If You are more than one person, then all persons are jointly and severally bound by these terms and conditions.

2.2

Intellisart grants to You, for Your use only, a limited non-transferable, non-exclusive right to access the Web Portal for the purpose of using the Services.

2.3

You acknowledge that Intellisart reserves the right to refuse any application to provide access to the Web Portal and the Services in Intellisart's absolute discretion.

2.4

You acknowledge that Intellisart reserves the right to terminate or suspend Your access to the Web Portal and the Services at any time without any reason whatsoever and without prior notice.

2.5

Your access to the Web Portal and use of Services is subject to the usual access and Services guidelines and policies of Intellisart.

3.0

SECURITY IDENTIFICATION

3.1

Intellisart will provide You with a confidential password, username, and keyword (collectively, "Logon ID") in order that You may access the Web portal in order to use the Services.

3.2

Intellisart may provide You (including each and every person if there is more than one of You) and each of Your nominated representative(s) with an individual password, username, or keyword, or a combination of any of these (collectively, "Individual Logon ID").

3.3

You and Your nominated representative(s) are solely responsible for the confidentiality and use of Your Logon ID and Individual Logon ID. You will notify Intellisart immediately if You become aware of any loss or theft or unauthorised use of Your Logon ID or any Individual Logon ID or any part thereof. After such notification Intellisart shall as soon as reasonably possible disable access to the Web portal and Services for such Logon ID or Individual Logon ID and shall issue a replacement Logon ID or Individual Logon ID accordingly.

Intellisart Pty Ltd (Trading as My Student Account) as my/our agent to:

ensure that all funds received to a Westpac Trust Account

are transferred to the School Bank Account as soon as practicable any funds received from me/us to the school bank account. Credit Card Payments are available to spend at the School Bank Account. Bpay Transactions can take up to 2 x Banking days to be available at the School Bank Account in such a manner and at such times as we deem appropriate and transfer such withdrawn amounts to the Nominated School Bank Account. Intellisart shall not be responsible for discharging or meeting my/our commitments and other obligations and liabilities in accordance with my/our written directions.

I AGREE TO TERMS

You will see the names of your sons at Wyvern

Newington College 

Welcome: Clair Gardiner.

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[Online Orders](#)

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User Accounts

To modify the account, click the account number in the list below

Account Number	Description	Balance	Actions
9910710003832	Eden Home	\$0.00	\$ 📄 🔍
9910710003840	Casey Home	\$0.00	\$ 📄 🔍

Click on the \$ icon to add money to your account

User Accounts

To modify the account, click the account number in the list below

Account Number	Description	Balance	Actions
9910710003832	Eden Horne	\$0.00	  
9910710003840	Casey Horne	\$0.00	  



You can also add money by selecting Manage Accounts



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To create an order select Online Orders



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Then select Create New Order

Online Orders for Eden Horne

[Back to Account Selection](#)

[Create New Order](#)

Canteen Orders

Your order will be sent to the school on the date you select. For making a same day Food and Beverage order please note that it must be sent prior to the "Order Cut-off Time". If you make an order for the wrong day, there will be no refunds so please be careful to select the correct date of order.

Other Orders (Uniforms, Products, Excursions and Fees)

Orders may be submitted at any time. Please refer to the school policy with regard to pickup and delivery of orders and processing of excursions and fees.

Canceling a Canteen Order

Orders can be cancelled prior to the Order Cut-off time, for the day the order is being processed and provided to the student e.g. If the Order Cut-off time set for Monday is 8.30am, you may cancel the order any time before 8.30am on that Monday. To do this, go to the main order page and click the red cross next to the order you wish to cancel. Orders cancelled after the Order Cut-off time will be processed by the service and made available by the school unless you contact and confirm with the school in person that the order is not required. When an order is cancelled by you online it is removed from your online Orders History List.

Canceling a School Event Order

Orders can be cancelled prior to the Order Cut-off day, for the day the order is being processed and provided to the student e.g. If the Order Cut-off day is set for Monday, you may cancel the order any time before 12.00am Sunday. To do this, go to the main order page and click the red cross next to the order you wish to cancel. Orders cancelled after the Order Cut-off day will be processed by the service and made available by the school unless you contact and confirm with the school in person that the order is not required. When an order is cancelled by you online it is removed from your online Orders History List.

Recent Order History

Order Date	Type	Cancel Order
------------	------	--------------

Favourite Orders

Name	Use/Remove
------	------------

Select the Wyvern Canteen Menu

Newington College



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Currently Available Menus

[Cancel Order](#)

Select from the list below noting the same day Order Cutoff Time.

Menu Name	Order Cut-off Time*
Wyvern Canteen	08:45 AM

The above list represents menus and services currently available from your school. If no menus are visible you will need to contact your school to request this service.

Available menus include: Canteen Ordering, Uniform Shop Ordering, Trips and Excursions Ordering and Fees Ordering and Payments.

Select the type of menu



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New Order for Eder Horne

Cancel Order

Order Details

Order Type

Order Supply Date

Please be careful to select the correct date and ensure your order is submitted before the same day Cutoff Time. There are no refunds for incorrectly processed orders.

Next

Select Recess or Lunch

New Order for Eden Horne

Cancel Order

Order Details

Order Type

Order Supply Date 

Please be careful to select the correct date and ensure your order is submitted before the same day Cutoff Time. There are no refunds for incorrectly processed orders.

Next

Add items to your menu

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New Order for Eden Horne

Menu

<Select from all items list>

Daily Specials

- 1 x special \$1.50 - \$1.50
Refer School Website - Spaces for Specials
Note...
- 1 x special \$2.00 - \$2.00
Refer School Website - Spaces for Specials
Note...
- 1 x special \$2.50 - \$2.50
Refer School Website - Spaces for Specials
Note...
- 1 x special \$3.00 - \$3.00
Refer School Website
Note...

Back

Your Selected Order Cancel Order

Order Total: \$0.00
Account Balance: \$0.00

The items will be added to your order, then to process click Next

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New Order for Eden Horne

Menu
<Select from all items list>

Daily Specials

- 1 x special \$1.50 - \$1.50
Refer School Website - Spaces for Specials
Note...
- 1 x special \$2.00 - \$2.00
Refer School Website - Spaces for Specials
Note...
- 1 x special \$2.50 - \$2.50
Refer School Website - Spaces for Specials
Note...
- 1 x special \$3.00 - \$3.00
Refer School Website
Note...

Back

Your Selected Order

Cancel Order

Order Total:	\$1.20
Account balance:	\$ -1.20
1 x piece fruit - \$1.20	X

There are insufficient funds available in this account to continue.
Please add funds to the account and then try again.

Next

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You then process your order by click Next



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Online Order for Eden Horne

[Cancel Order](#)

Order Details

Order Supply Date Wed, 15 May 2013

Order Type Lunch

Item Name	Qty	Unit Price	Total Price
piece fruit	1	\$1.20	\$1.20
cheese, tomato jaffle	1	\$3.50	\$3.50
yoghurt tub	1	\$2.30	\$2.30

SURCHARGE: \$0.00

1 order/s @ \$7.00

TOTAL: \$7.00

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