



Canteen Message:

Dear Parents / Guardians,

The Canteen online ordering system is now active.

You can log in via the Website: www.patlongcatering.ie

If you already have students in the school and wish to 'ADD' an incoming student - please log into your account and follow the below instructions:

- Select the tab '**USER SETTINGS**' (Top left hand corner)
- Go to Student Information Header and select '**EDIT**'
- In the next available line, insert Full name of incoming student, along with the year they are starting in.
- Select '**UPDATE**' once complete
- Your new student is now added to your existing family account and you can order.

TO SET UP A NEW CANTEEN ACCOUNT – Please follow the below instructions:

- Click on the above website
- Select Account Login (Top right hand side)
- Click YELLOW button – **Create Account here**
- Please fill in the Canteen Registration Form, ensuring you click **ADD STUDENT** once you have entered your child's details. If you have more than one student, once you have done the above step for the 1st child, repeat for all other children.
- Please ensure all spelling of names, email addresses and phone numbers are correct and Childs FULL NAME (First and last name) is Registered
- Tick the consent button and SUBMIT
- A verification email will be sent to your inbox (check spam) if you don't receive it please contact us on the numbers below and we will sort it out for you.

TO PLACE AN ORDER:

- Click www.patlongcatering.ie
- Put in your email address and password, you just registered with.
- Click Login (**Green Button**)
- If you have more than one child you are ordering for – ensure you select the child's name from the drop down box at the top of the page before selecting their food.

- ***Please note:*** the first page is for Breakfast and Small break. To see lunchtime menu, select drop-down (**top right hand side**) and click on lunchtime and that menu will load. (May take a Minute)

POINTS TO NOTE:

- ALL accounts **MUST BE IN CREDIT** before you can order. There is no credit facility this year.
- The system **closes at 8pm** each night, for daily orders. This is to allow all orders to be processed and organised for the next day.
 - Alternatively you can order for the full week, which will eliminate you having to place daily orders.
 - We find that setting a daily/weekly reminder on your phone helps eliminate undue stress that maybe caused with having to remember placing orders.
- The system only allows ordering week by week.
 - The online system opens up every Friday Morning and remains open until 8pm the following Thursday to receive orders.
- EXTRA ITEMS (Treats) eg. Hot Chocolates, Coffees, Chocolate bars etc.... **WILL NOT** be added to students accounts this year. They **MUST** be ordered previously online should they wish to avail of these items or else bring in cash for same.

WAYS TO PAY / TOP UP YOUR ACCOUNT:

- Bank Transfer (See Below)
- Paypal – Search - Pat Long Catering (Paypal have an automatic transaction fee to this !)
- Revolut (Available in the coming days – Details to follow)

Bank Details for Canteen Payments

AIB
 Patricia Walsh
 IE41AIBK93319863477022
 AIBKIE2D

PLEASE ENSURE YOUR **CHILDS NAME IS USED AS REFERENCE ON THE TRANSFER SO WE KNOW WHO THE LODGEMENT IS FROM.**

If you have any questions/queries please do not hesitate to contact us directly.

If I miss your call I will get back to you.

- EMAIL: info@patlongcatering.ie
- KELLY (OFFICE): 086 8276926
- PAT (JOHNSTOWN MANAGER): 086 8276937
- CATRIONA (THURLES MANAGER): 087 2928389

Kind Regards

OFFICE HOURS:

8am – 3pm

MONDAY – FRIDAY

OFFICE PHONE: 087 4066009

Pat Long Walsh
 Owner/Manager