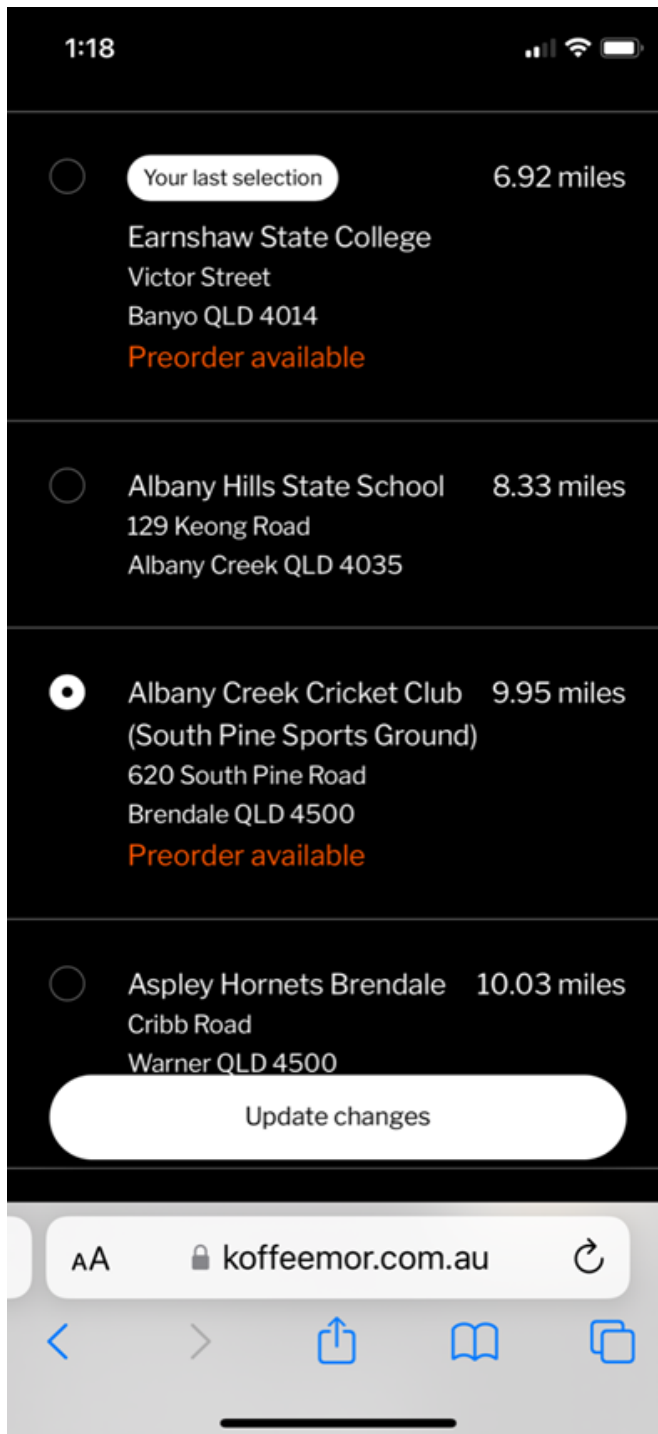
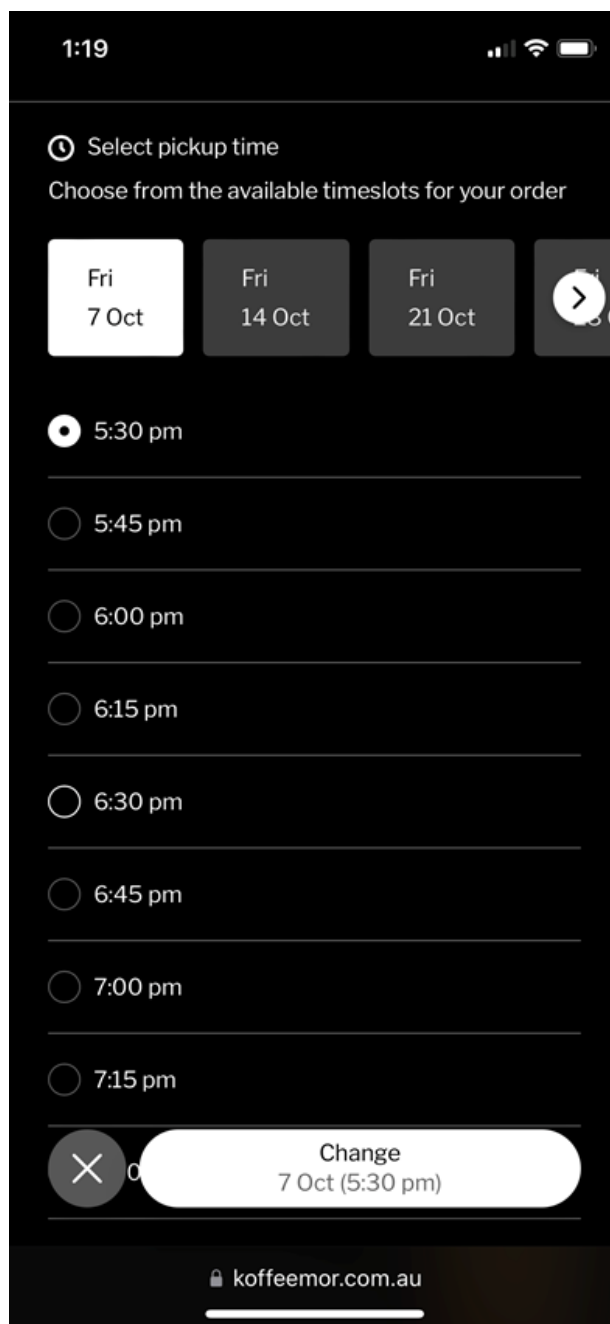
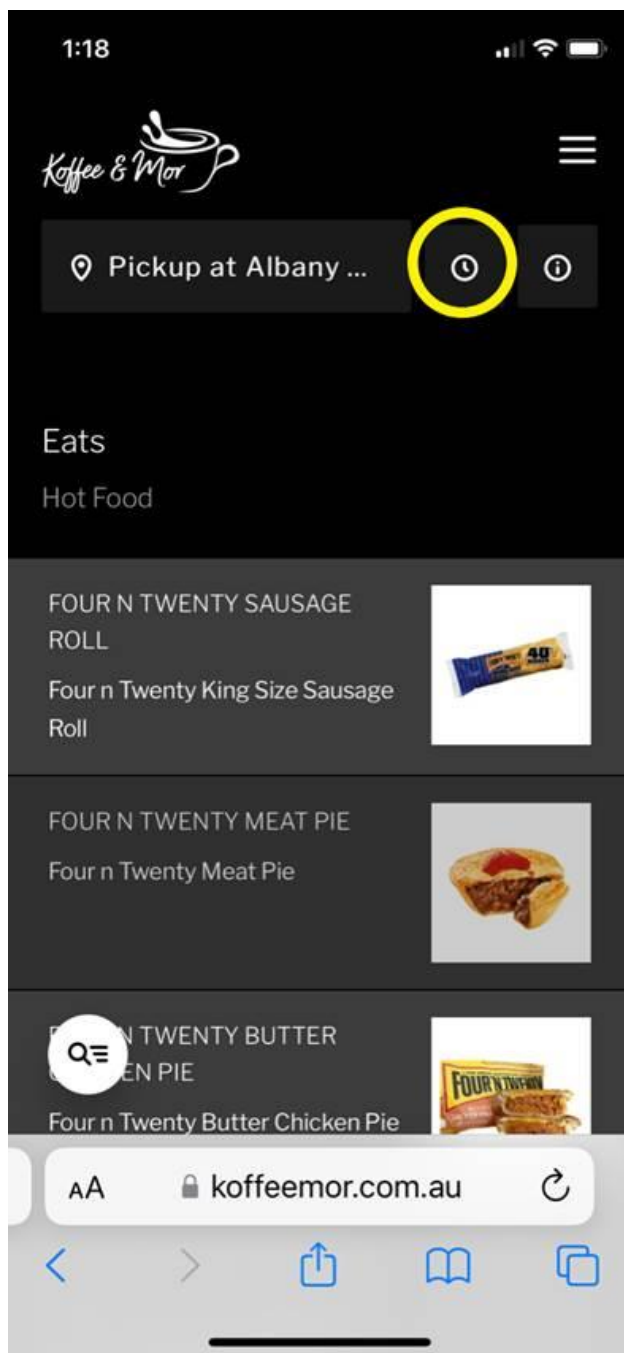


# Steps for online ordering

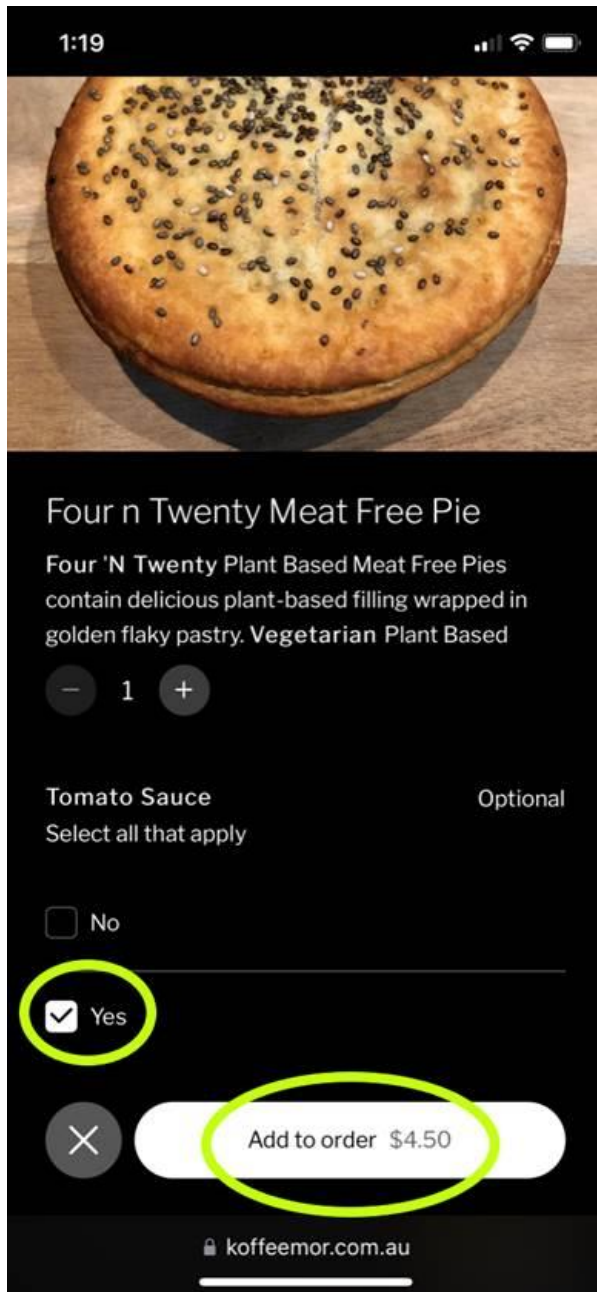
1. Go to [www.koffeemor.com.au](http://www.koffeemor.com.au) , select “Albany Creek Cricket Club” and click update changes, this will load the ACCC menu and times for pickup.



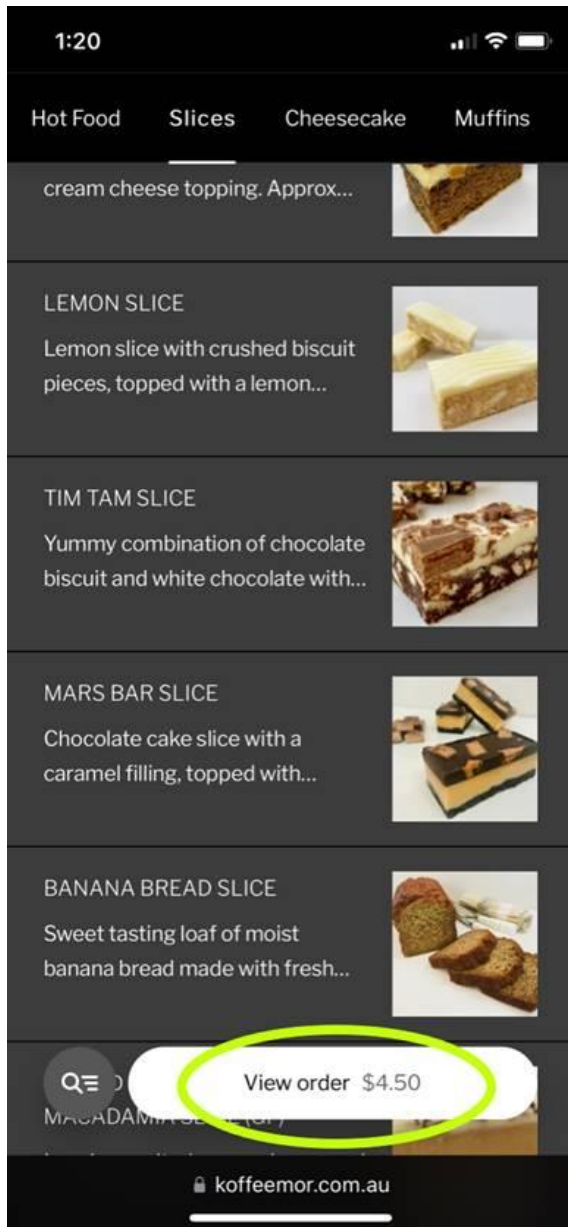
2. If customers wish to pre-order, click the clock icon as outlined, this will load the Date and Times available for picking up their order.
- If customers are at the ground and just want to order immediately they can skip this step and it will process the next available time slot.
- The second image shows Friday <Date> and the times for collection. When an order is placed, we will prepare the order and the customer will be sent an SMS once the order is ready for collection.



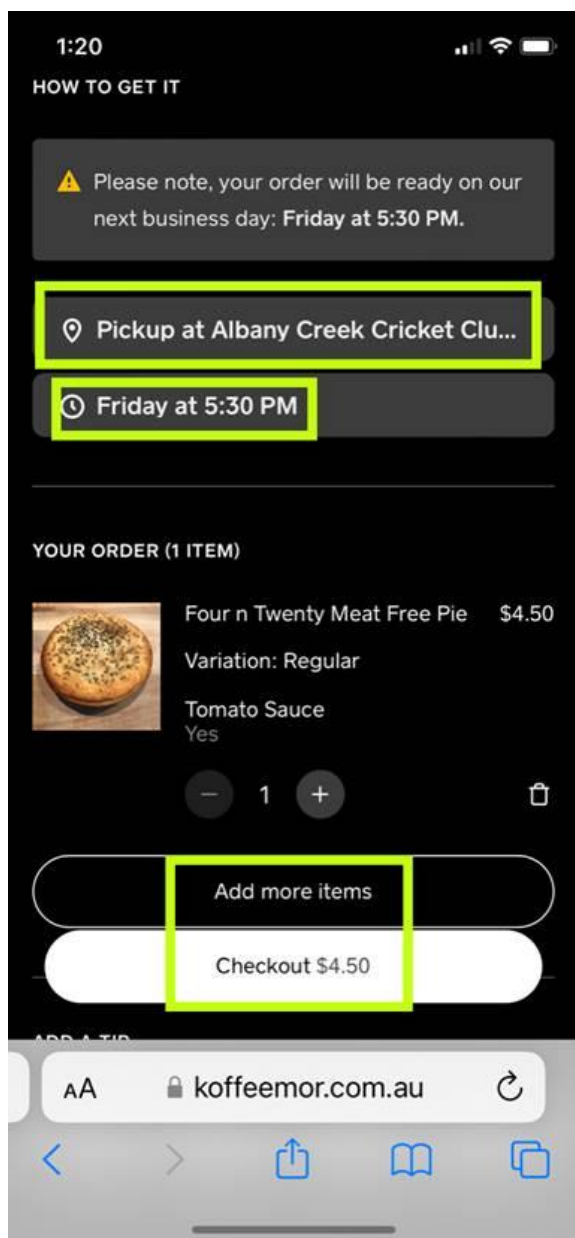
3. This is an example of ordering the Meat Free Pie. Some items have options, in this case Tomato Sauce, click if required and click “Add to Order”



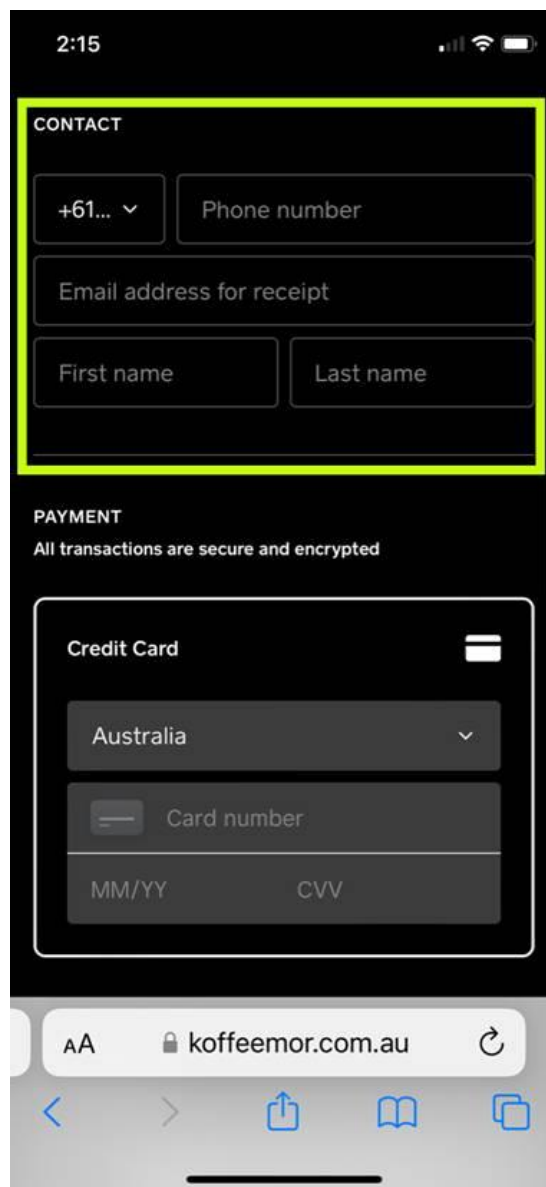
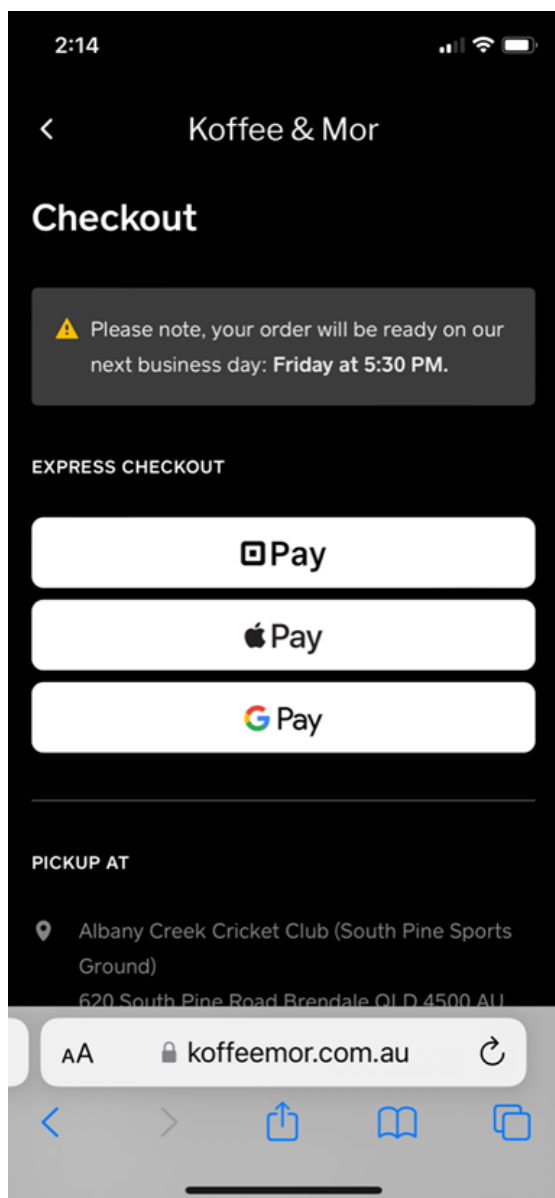
- Click "View Order" to start the checkout process or Choose other items to add to the order.



5. This will load the cart showing items ordered, the pickup location (Albany Creek Cricket Club) and the Date and Time the customer would prefer to collect. If date or time is incorrect, this can be clicked and changed.



6. On the Checkout screen, customers can pay via Credit Card, Apple Pay or GPay. Fill in name, mobile (for SMS notification) and unfortunately Square requires an email address as default, an order confirmation will be sent to their email and phone. On following orders, the customers details (excluding credit card) should be saved so they should not need to enter name, email etc again.



And that's it.