

QC Canteen - Creating Special Event Menus

Internal use only

This guide outlines how a canteen can create special event menus for online ordering.

Sometimes schools will hold special events, such as athletics carnivals, sausage sizzles, or different cuisine days for which you may like to have a special menu.

A special event menu can either replace your normal menu or run-in conjunction with your normal menu for a specific date.

For non-canteen related events such as disco, stalls etc QuickCliq would recommend using the Event Function instead of a special event menu.

*** It is vital that upon creating an event you test ordering via a parent account so that you can check that the date, cut off time and menu items are all correct. ***

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Special Event Menu Items

All special event items must be added to your as a item.

The screenshot shows the QuickCliq management interface. At the top, there is a navigation bar with the following tabs: MEAL ORDERS, MENU (highlighted with a red box), REPORTS, SUPPLIERS, CALENDAR, and PROFILE. Below the navigation bar, there is a notification for 'ORDER ENQUIRIES' with a red '1' icon. The main content area is titled 'Products sold by your canteen. You can use this page to manage stock, product information, prices and what days a particular category from the list (green or amber). Green food/drinks should be encouraged and promoted and they should fill the menu. Amber food/drinks should not dominate the menu, they should be limited, chosen carefully and large serving sizes should not be used.' Below this text, there is a section for 'Add new product' with a red box around the 'ADD NEW PRODUCT' button. To the right of the button, there are three links: 'Manage Special Event', 'Manage categories', and 'View menu as a user'. Below the button, there are two categories of products: 'BEST CHOICES Foods and drinks in the green category are the healthiest choices.' and 'CHOOSE CAREFULLY Amber foods and drinks should be selected carefully and should only be eaten in moderation.'

You can mark an item SPECIAL EVENT ONLY.

By doing this, the item will only display to parents when the item has been applied to a special event menu.

To create a Special Event menu

- Login to your canteen account.
- Select **MENU**.
- Select **Manage Special Event**

NEWS EVENT MEAL ORDERS **MENU** REPORTS SUPPLIERS CALENDAR PROFILE

VOLUNTEERING ORDER ENQUIRIES ¹

Menu items list

This page shows a list of all products sold by your canteen. You can use this page to manage stock, product information, prices and what days a particular product is sold. Select a colour category from the list (green or amber). Green food/drinks should be encouraged and promoted and they should fill the menu. Amber food/drinks should not dominate the menu, they should be limited, chosen carefully and large serving sizes should not be used.

To add a new product, click the "Add new product" link.

Canteen Notes:

Css Class Paragraph Default Font Size

Manage Special Event
Manage categories
View menu as a user

BEST CHOICES Foods and drinks in the green category are the healthiest choices.

- Select **ADD NEW SPECIAL EVENT**

Adding a new Special Event

Special Event Name: Sports Carnival

Date of Event: 20/10/2023

Cut off Date: 18/10/2023

Cut off time: 13:00

SUBMIT SPECIAL EVENT

- Enter the **Name** of the event.
- Enter the **Date** of the event.
- Enter the **Cut-off Date** for ordering.
- Enter the **Cut-off Time** (24hr clock) of the ordering.
- Select **SUBMIT SPECIAL EVENT**.
- The event will show in a list, ready for you to choose your menu items.

NOTE If you would like to allow your normal menu as well, select **edit** to the right of the special event. Tick **Allow Normal Menu** + select **Update**.

Special Event Name	Event Date	Cut off date	Cut-off time	Active	Allow Normal Menu	ADD PRODUCTS		
test	8/09/2023	5/09/2023	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS	Clone	Delete
Sushi Special	18/10/2023	15/10/2023	09:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS	Edit	Delete
Sports Carnival	20/10/2023	18/10/2023	13:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS	Edit	Delete

You will be able to edit the event until the event expires.

Add menu items to the event:

- Select the **PRODUCTS** to the right of the special event.
- This shows a list of your available menu items.
- Select the items you wish to add to the event by ticking the **ADD TO THIS EVENT** column against the items.

ADD TO THIS EVENT	Product Name	Category	Cost Price	Sale Price	In Stock	Unlimited	Only Special Event
<input type="checkbox"/>	Ham + Cheese Toastie	Toasted Sandwiches	\$0.00	\$3.50	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	100% fruit juice popper	Drinks	\$0.00	\$1.70	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	600ml bottle water	Drinks	\$0.40	\$1.50	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Login to a parent account and test placing an order for this event to ensure that the event is correct with all products visible. If required, amend and retest. Troubleshooting details can be found in this guide.

Cloning an Event

A past event can be repurposed. This is useful for frequently used events.

- Login to your canteen account.
- Select **MENU**.
- Select **Manage Special Event**

NEWS EVENT MEAL ORDERS **MENU** REPORTS SUPPLIERS CALENDAR PROFILE

VOLUNTEERING ORDER ENQUIRIES ¹

Menu items list

This page shows a list of all products sold by your canteen. You can use this page to manage stock, product information, prices and what days a particular product is sold. Select a colour category from the list (green or amber). Green food/drinks should be encouraged and promoted and they should fill the menu. Amber food/drinks should not dominate the menu, they should be limited, chosen carefully and large serving sizes should not be used.

To add a new product, click the "Add new product" link.

Canteen Notes:

● BEST CHOICES Foods and drinks in the green category are the healthiest choices.

Manage Special Event
Manage categories
View menu as a user

- Locate the event you wish to repurpose and select **CLONE**

Special Event Name	Event Date	Cut off date	Cut-off time	Active	Allow Normal Menu	ADD PRODUCTS
test	8/09/2023	5/09/2023	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS Clone Delete

- Enter a new name if required and update the event date, cut off date and time.

The event will be added to the list of special events.

Special Event Name	Event Date	Cut off date	Cut-off time	Active	Allow Normal Menu	ADD PRODUCTS
test	8/09/2023	5/09/2023	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS
Sushi Special	18/10/2023	15/10/2023	09:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS
Sports Carnival	20/10/2023	18/10/2023	13:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS
test	31/10/2023	27/10/2023	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS

The menu items on the original event will be applied to the cloned event but can be amended if required by selecting PRODUCTS.

You will be able to edit the event until the event expires.

Login to a parent account and test placing an order for this event to ensure that the event is correct with all products visible. If required, amend and retest. Troubleshooting details can be found in this guide.

Parent Orders + Cancellations

Parents will be able to place orders up until the event's specified cut of time.

If you have allowed the normal menu to be available too then orders for this menu will continue to be available until the normal menu's standard cut off time.

Parents will only be able to cancel orders up until the special event's cut off time.

Important note about your Calendar

If your canteen is normally closed for the day of the Special Event, the day will need to be opened in your Calendar. *Refer to your CALENDAR guide for further information.*

Troubleshooting for Special Events

*** It is vital that upon creating an event you test ordering via a parent account so that you can check that the date, cut off time and menu items are all correct. ***

Here are some troubleshooting Questions + Answers for Special Events:

Q. When checking the event as a parent no event appears when I select the event date.

A. From the Canteen Account please check that you have 1. Entered the correct Date. 2 That the event is checked as ACTIVE, 3. Correct school selected for the student.

Q. One of my menu items is not appearing on the event menu when ordering as a parent

A. Check the following:

The item has been added to the event via the **PRODUCT** section of the event.

Go to **MENU** and locate the item and select **EDIT**.

Check:

The correct available day has been selected eg Monday or Wednesday.
Unlimited is selected (or a stock level applied)
A break has been selected.
The correct category has been selected.
The correct year groups have been selected.

Q. An item solely created for an event is appearing on my normal menu.

A. Please check that the item in question has the 'Special Event Only' box checked.

Please contact our Support Team if you have any questions

1300 11 66 37

support@quickcliq.com.au