ONLINE LUNCH & MILK ORDERING

As we get ready for another exciting year at school, it is also time to get the Hot Lunch Program up and running. We will be doing online ordering for all orders to ensure accuracy with the orders and to make the process as easy for everyone as possible.

Here's how to get started...

- ✓ Go to **http://pcs.hotlunches.net**
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code **PCSHL**
- ✓ Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week)
- ✓ Click the "**Register Now**" button at the bottom
- ✓ Follow the instructions to add each child in your family who attends **PCS**. Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch for your child(ren)

Order Payment:

Moving forward our desire is to move all payments for lunch orders, beverage orders, and possibly even things like Carnival, special events, etc. online. The online payment system uses PayPal to process all payments. PayPal is one of, if not the most secure online payment portal. We realize this is a shift in our old process. If you have any concerns about using this process for payment please contact the office to discuss alternate options.

You can either pay with a credit card as a PayPal guest (Visa, Mastercard or Amex), or set up your own PayPal account.

The hot lunch online order system requires a small amount of setup time at the beginning, as you must register each child you have attending our school prior to ordering beverage or hot lunch orders. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple.

**Please Note: Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.

HotLunches.net

Parent Instructions

Welcome to the On-Line Hot Lunch Ordering System!

Getting Started

To access the site, please go to the school hot lunch web site as per the handout. All the screen shots in this document are from the demo site and not your school web site!
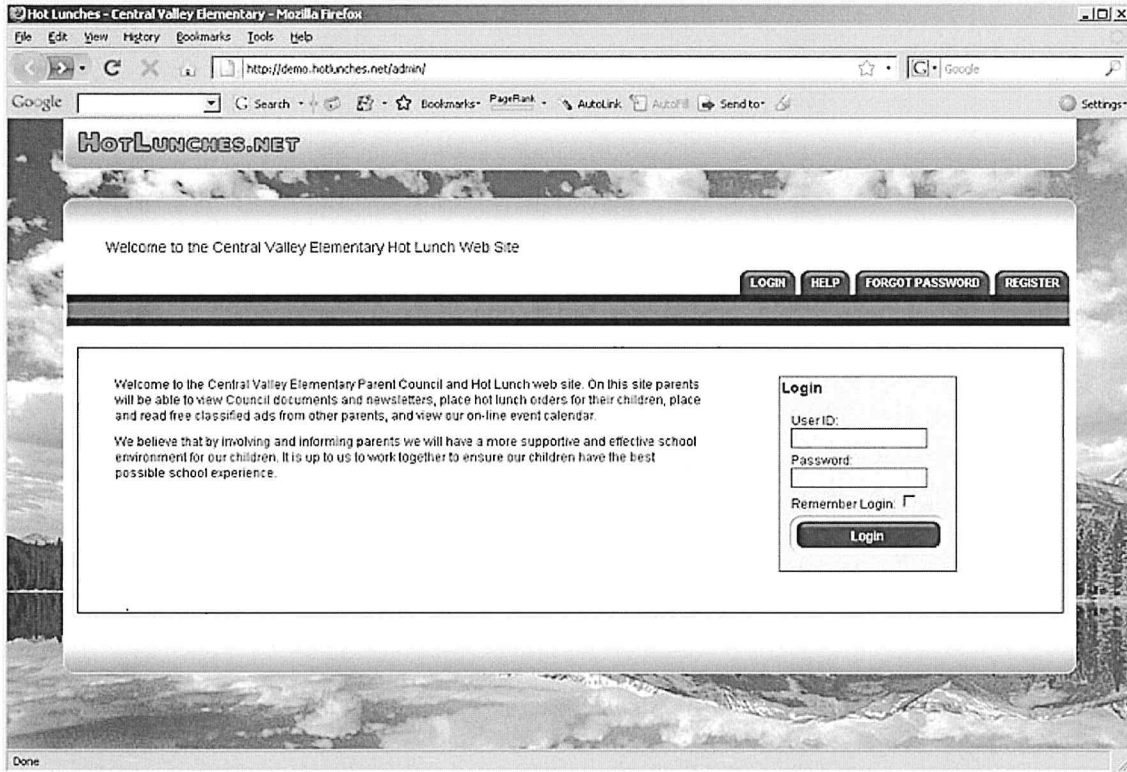
The Login Page

To use the system, you will be required to register and provide your name, phone number and email address. This site has an SSL Certificate to provide full security of your personal information, and only the information required to manage the lunch program is required. The volunteer site administrator cannot access your password and you select your own user id.

To register for an account click on the "**REGISTER**" tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account and each student at the school will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional email addresses to your account.

To register, enter the **SCHOOL ACCESS CODE** that is provided in the instruction handout. Provide other information as required to complete your registration.

Once you have registered, you can immediately LOG IN.

Login

User ID:
mark

Password:
****

Remember Login: ☐

Login

9/27/2012

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Managing Students

Once you have logged into the system you will be at the "**Welcome Screen**". This is the first screen you will see each time you login and from here you can quickly access the major sections of the system.
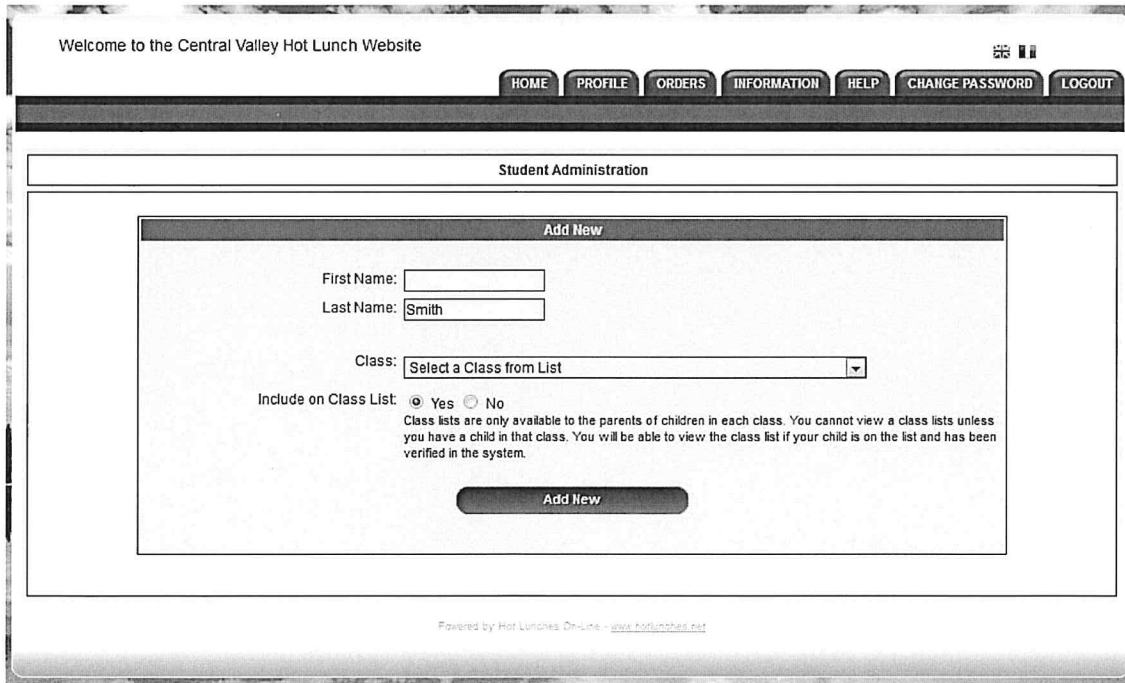
The first step is to add your students to the system so that orders can be placed for them. To add your children to the system click on the "**Students**" button to access the student management screen.

Students

To add any student to the system you must click on the "**Add a Student**" button to access the form. It is also possible to access these pages from the "**PROFILE**" menu by selecting "**Manage Students**" or "**Add New**".

Add New

The "**Student Administration**" screen will allow you to specify your child's name and select which class he or she is in. The class assignments will be verified by the hot lunch team. If the school is tracking student allergies you will be asked to specify which of the listed allergens your child is allergic to. Once you have entered the information click the "**Add New**" button.

Welcome to the Central Valley Hot Lunch Website

HOME | PROFILE | ORDERS | INFORMATION | HELP | CHANGE PASSWORD | LOGOUT

Student Administration

Add New

First Name:
Last Name: Smith

Class: Select a Class from List

Include on Class List: ● Yes ○ No
Class lists are only available to the parents of children in each class. You cannot view a class lists unless you have a child in that class. You will be able to view the class list if your child is on the list and has been verified in the system.

Add New

Powered by Hot Lunches On-Line - www.hotlunches.net

Add New Student Form

Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student. The "Student Administration" screen will list all your registered students and the information about any pending, current or recent orders that have been placed for each student.

Each student is listed with their class information and their status in the system. Once the hot lunch team has verified each student the status will change from "**Unverified**" to "**Verified**". Below each student's information is a list of the current and recent schedules and the orders that were made in each schedule for the student.

Welcome to the Central Valley Hot Lunch Website

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Student Administration

Student List

Name: Smith, Sandy
Status: Verified
Include on Class List: Yes
Class: Ms. L. Sheehan
- Gr: 3
- Div: 5
- Gr 3 Eng

[Edit] [Delete] [Class List]

Schedule	Order Total	Order Net	Status	
Fall 2012 Hot Lunch	$0.00	$0.00	No Order	Order
Fall Milk Program	$0.00	$0.00	No Order	Order
Gift Cards Fundraiser	$0.00	$0.00	No Order	
School Clothing 2012	$0.00	$0.00	No Order	
Spring 2013 Bedding Plants Fundraiser	$0.00	$0.00	No Order	Order
Totals:	**$0.00**	**$0.00**		

Name: Smith, Una
Status: Verified
Include on Class List: Yes
Class: Ms. N. Green
- Gr: 2
- Div: 4
- Gr 2 Eng

[Edit] [Delete] [Class List]

Schedule	Order Total	Order Net	Status	
Aquarium Field Trip	$0.00	$0.00	No Order	
Fall 2012 Hot Lunch	$0.00	$0.00	No Order	Order

Student List

By clicking on the "**Order**" button you will be able to place or edit an order for the student. The order form will indicate the date range during which orders will be accepted. After the end date it will not be possible to place or edit an order. Once an order has been paid you will not be able to make any further changes to the order.

Hot Lunch Order Form

The hot lunch order form is organized by dates and each menu item available on each date is listed with the price and a box for you to enter the quantity you wish to order. When you enter a quantity the line price is automatically calculated and the total for the date is displayed at the bottom of each lunch date.

It is possible that a menu has been set up with linked dates which means that when you enter numbers into one lunch date the same numbers will appear in a "linked" date. This means that the items you order on one lunch date will be duplicated on one or more additional lunch dates and you will not be able to order different items or quantities. Your school hot lunch team will inform you if the menus are linked.

Hot Lunch Orders		

Lunch orders will be accepted for the Winter 2010 from
Sunday March 29th, 2009 to Sunday January 3rd, 2010.

Edit a Lunch Order - Winter 2010		

Discount of $5.00 on orders over $25.00 will be applied when the order is saved

Smith, Kennedy

Pizza Day		Friday January 8th, 2010
Cheese Pizza ::		x $3.00
Ham and Pineapple Pizza ::		x $3.50
Pepperoni Pizza ::		x $3.50
Glazed Donut ::		x $0.50
2% Milk ::		x $1.00
Chocolate Milk ::		x $1.00
Apple Juice ::		x $1.25

Hot Dog Day		Friday January 15th, 2010
All Beef Hot Dog ::		x $2.00
Veggie Dog ::		x $2.00
Glazed Donut ::		x $0.50
2% Milk ::		x $1.00
Chocolate Milk ::		x $1.00
Apple Juice ::		x $1.25

Pasta Day		Friday January 22nd, 2010

Hot Lunch Order Form

HotLunches.net

Hot Lunch Order Payments

Once you have completed the order and clicked on the "Update Lunch Order" button you will be taken to a screen where all the orders for all of the current lunch schedules are summarized. If you have an outstanding balance owing you can then print a payment remittance form by clicking the button labelled **"Remittance Form"**. If your school has a PayPal account linked into the system you can pay for all the outstanding orders by clicking on the **"PayPal Payment"** button.

Payment should be made after all student orders have been completed.

Welcome to the Central Valley Hot Lunch Website

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Student Order

Order Has Been Saved for Sandy Smith

Ordered By Sandy Smith
On-Line Order Total :: $52.50
Account Balance :: $52.50

PayPal Payment   **Print Remittance Form**

When submitting payment please provide a single payment for all outstanding orders and please pay the full balance that is outstanding.

Payment can be given to any teacher or handed in at the school office.

Aquarium Field Trip - Place Order By Mon Jan 30, 2012

Name	Date Modified	Order Total	Paid	Status	
Smith, Una	--			No Order	
		$0.00	$0.00		Order Balance Owing :: $0.00

Fall 2012 Hot Lunch - Place Order By Fri Sep 28, 2012

Name	Date Modified	Order Total	Paid	Status	
Smith, Sandy	2012-09-27	$52.50	$0.00	Unpaid	Order Form Print Order
Smith, Una	--			No Order	Order Form
		$52.50	$0.00		Order Balance Owing :: $52.50

Fall Milk Program - Place Order & Proceed 2 Days Prior to Menu Date

Name	Date Modified	Order Total	Paid	Status	
Smith, Sandy	--			No Order	Order Form
Smith, Una	--			No Order	Order Form
		$0.00	$0.00		Order Balance Owing :: $0.00

It is also possible to generate a PDF of any student hot lunch order by clicking the **"Print Order"** button.

Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the school hot lunch program. All the data in your profile is required and is kept private for use in the management of the school hot lunch program and for the school council to communicate with you.

It is possible to enter up to three email addresses in your account profile should there be a need to have emails sent to more than one household.

Contact Information

Your contact information is the information that is displayed on the class lists that are generated by the system. It is possible that your school does not allow access to the class lists as some school districts and some schools are not comfortable with class lists being produced.

If your school does have class lists on the web site you can edit your contact information to control what is displayed. You can display or remove any of the values in the contact record to ensure that your privacy is protected or to provide information to other parents in your student's class. Only parents who have children in the same class as you will have access to your contact information on the class list.