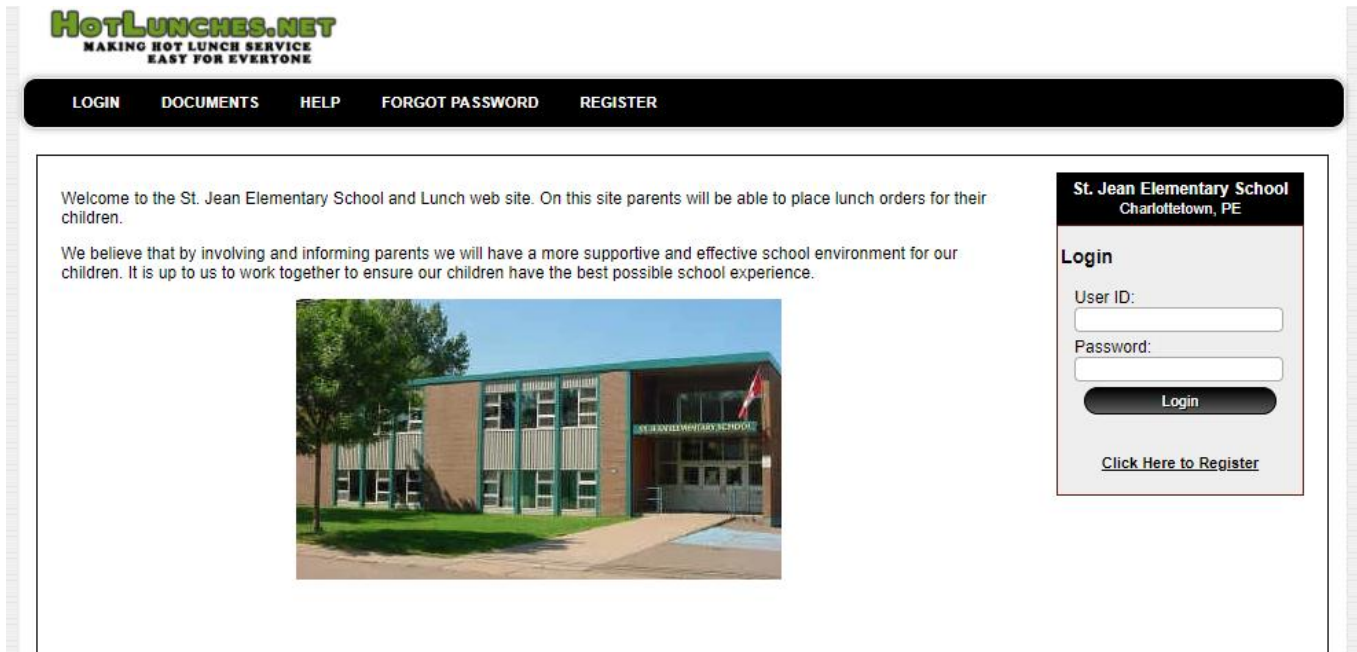


Welcome to the St. Jean's On-Line Lunch Ordering System! Parent Instructions

Getting Started

To access the site, please go to the school hot lunch web site: <https://stjeanelementary.hotlunches.net>.



The screenshot shows the website interface. At the top is the logo for HotLunches.NET with the tagline "MAKING HOT LUNCH SERVICE EASY FOR EVERYONE". Below the logo is a navigation bar with links for LOGIN, DOCUMENTS, HELP, FORGOT PASSWORD, and REGISTER. The main content area features a welcome message and a photograph of the school building. On the right side, there is a login box for St. Jean Elementary School, Charlotte, PE, with fields for User ID and Password, a Login button, and a link to register.

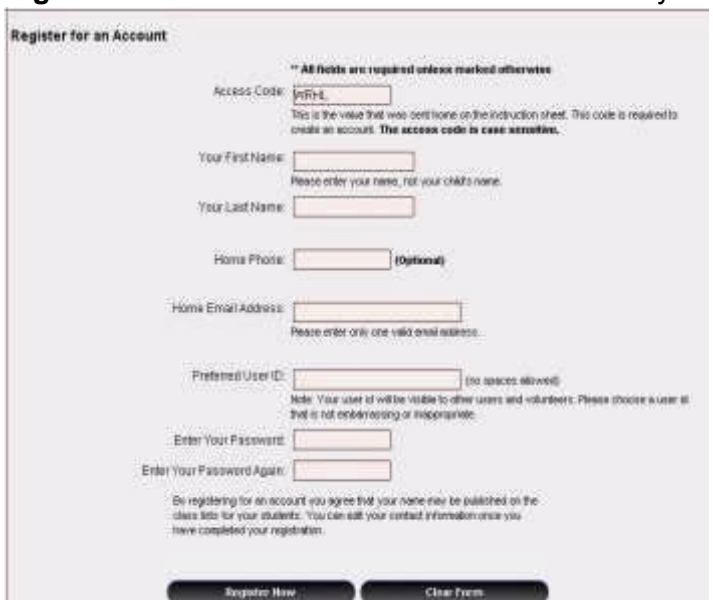
To use the system, you will be required to register and provide your name and email address. This site has an SSL Certificate to provide full security of your personal information and only the information needed to manage the lunch program is required.

To register for an account, click on the “**Click Here to 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.

Enter as the **School Access Code**

Provide other information as required to complete your registration, and then click on “**Register Now**”.

You are now registered and ready to use the system. The next time you want to access the system, simply login with your email address and password.



The registration form includes the following fields and instructions:

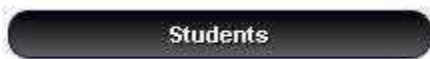
- Access Code:** . Note: This is the value that was sent home on the instruction sheet. This code is required to create an account. **The access code is case sensitive.**
- Your First Name:** . Note: Please enter your name, not your child's name.
- Your Last Name:**
- Home Phone:** (Optional)
- Home Email Address:** . Note: Please enter only one valid email address.
- Preferred User ID:** (no spaces allowed). Note: Your user id will be visible to other users and volunteers. Please choose a user id that is not embarrassing or inappropriate.
- Enter Your Password:**
- Enter Your Password Again:**

At the bottom, there is a disclaimer: "By registering for an account you agree that your name may be published on the class lists for your students. You can edit your contact information once you have completed your registration." and two buttons: "Register Now" and "Clear Form".

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.



Type their First and Last Name and select their class and teacher from the dropdown menu, then click on “**Insert**”.

If your child lives in two homes, both parents can register and place orders by adding Mom or Dad to the child’s last name, as the system does not accept the same student name twice.

Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student.

To see the name(s) of your child(ren), click on the “**HOME**” tab and then on “**Students**”.

Below your child’s name, you will see the Schedules currently available to order.

The screenshot shows a web application interface for "Student Administration". At the top, there is a navigation bar with buttons for HOME, PROFILE, ORDERS, INFORMATION, HELP, CHANGE PASSWORD, and LOGOUT. Below this, the "Student Administration" section is visible, containing a "Student List" for a student named "Smith, Sandy". The student's status is "Verified", and they are included on the class list. Their class is "Ms. L. Sheehan", with sub-classes "- Gr: 3", "- Div: 5", and "- Gr 3 Eng". There are "Edit", "Delete", and "Class List" buttons next to the student's name. Below the student information is a table of available lunch schedules. The table has columns for Schedule, Order Total, Order Net, Status, and an Order button. The schedules listed are Fall 2012 Hot Lunch, Fall Milk Program, Gift Cards Fundraiser, School Clothing 2012, and Spring 2013 Bedding Plants Fundraiser. All have an Order Total and Order Net of \$0.00 and a status of "No Order". A Totals row at the bottom shows \$0.00 for both Order Total and Order Net.

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		

To place your order, click on the “**Order**” button beside the Schedule of interest.

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.

The 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.

Welcome to the West Royalty Elementary Hot Lunch Web Site

On-Line Order
 April 1 - April 5 (No School April 1)
 Mike Cameron

April 1 - No School (Easter Monday) **Monday April 1st, 2013**

Milk **Tuesday April 2nd, 2013**

White Milk x \$0.45
 - White Milk
 Chocolate Milk x \$0.85
 - Chocolate Milk

Pizza **Wednesday April 3rd, 2013**

White Milk x \$0.45
 - White Milk
 Chocolate Milk x \$0.85
 - Chocolate Milk
 Pizza x \$1.50
 - Pizza

Chicken Nuggets **Thursday April 4th, 2013**

White Milk x \$0.45
 - White Milk
 Chocolate Milk x \$0.85
 - Chocolate Milk
 Chicken Nuggets x \$2.90
 - Chicken Nuggets

Subway **Friday April 5th, 2013**

White Milk x \$0.45
 - White Milk
 Chocolate Milk x \$0.85
 - Chocolate Milk
 Turkey Sub x \$7.25
 - Turkey Sub
 Bread Selection: 8 inch whole wheat 8 inch white Deli
 Sauce and Fixings: Mustard Mayo Cheese (white cheddar) Lettuce Pickles Tomato
 Roast Beef Sub x \$1.25
 - Roast Beef Sub
 Bread Selection: 8 inch whole wheat 8 inch white Deli
 Sauce and Fixings: Mustard Mayo Cheese (white cheddar) Lettuce Pickles Tomato

Enter the quantity or check the items you would like to order, and once done, click on **“Update Order and Proceed”** at the bottom of the form.

Lunch Order Payment

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.

Once you have ordered from all desired Schedules, press place your order to pay for your order online. The Order Balance Owing will be displayed at the bottom of the summary.

Payment should be made only after all student orders have been completed for all desired schedules.

All payments must be received at the time of ordering. If the payment is not made at the time of ordering, the order will not be processed.

Your child’s order and payment must be made by 9 a.m. every second Friday.

Email Notifications and Profile

The system will send you a confirmation email after you have placed an order.

It will also send you a weekly reminder with what you ordered for the upcoming week.

Lunch Order Form

If you need to change your email address or want to change your password, please move your mouse over the **“Profile”** tab and once the menu drops down click on **“Edit Account Profile”**.

Additional Information and Help

Please follow the instructions in this guide and read the Frequently Asked Questions document.

If you need help registering or using the online ordering system, please call the School or send an email with your question to Mrs. Boyle at mdboyle@edu.pe.ca or Ms Cassivi at mmcassivi@edu.edu.pe.ca.

If you are logged in to the system, you may select **“Support Request”** under the **“Help”** tab and send your question from there.

For families who have difficulty gaining access to a computer please contact the School.