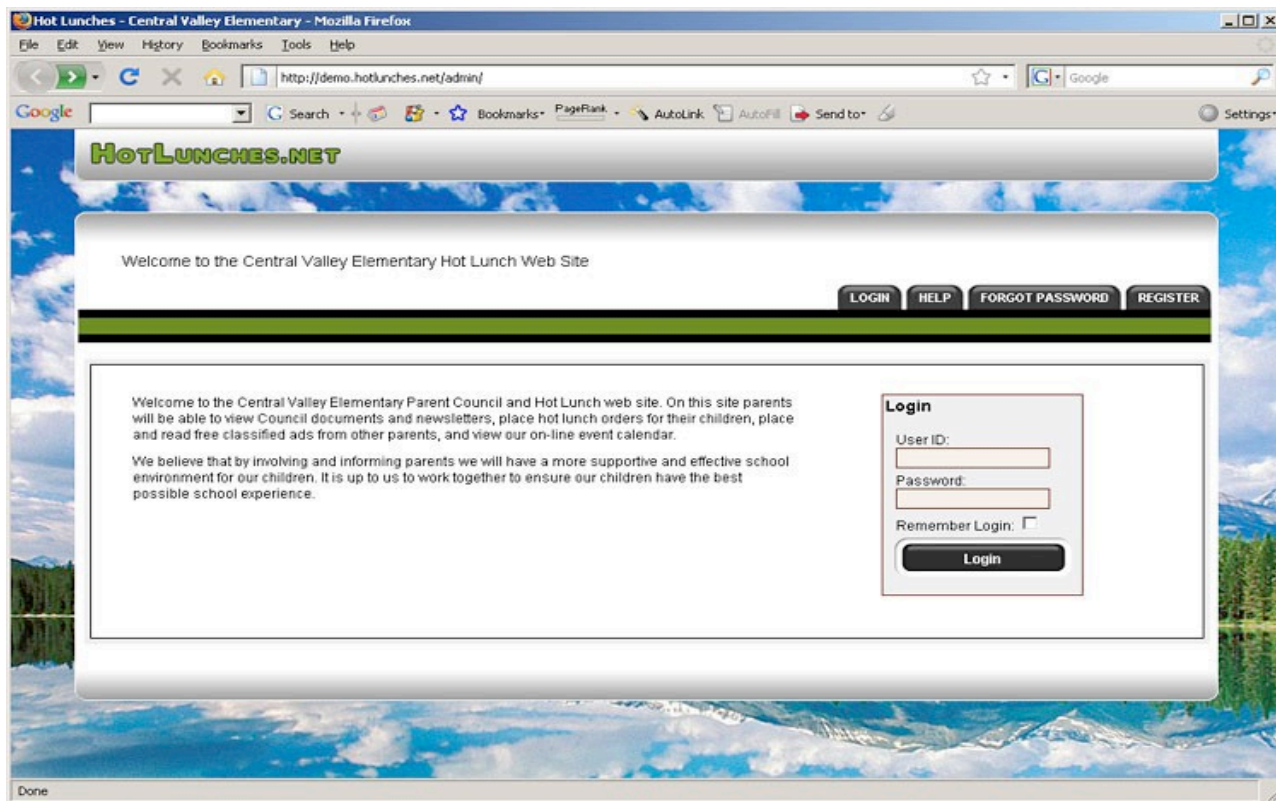


The most important info is in red, please read it carefully.

## Welcome to the On-Line Hot Lunch Ordering System!

**Getting Started: Ray Shepherd Access Code: RSHL**

To access the site, please go to <https://rayshepherd.hotlunches.net>. All the screen shots in this document are from the demo site and not our school web site!



The Login Page

**Be sure that you know the name of your child's teacher before beginning. Each student must be registered with his or her Division and Teacher Name (this ensures that the hot lunches ordered will be delivered to the correct classroom.)**

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.

Even if you registered last year, **you must complete the process again.** The records need to be purged each year.

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. Our school access code is: RSHL.** Provide other information as required to complete your registration. Once you have registered, you can immediately LOG IN.

A close-up view of the 'Login' form. It includes a 'User ID' field with the text 'mark' entered, a 'Password' field with '\*\*\*\*' entered, a 'Remember Login' checkbox, and a 'Login' button.

The most important info is in red, please read it carefully.

## 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.



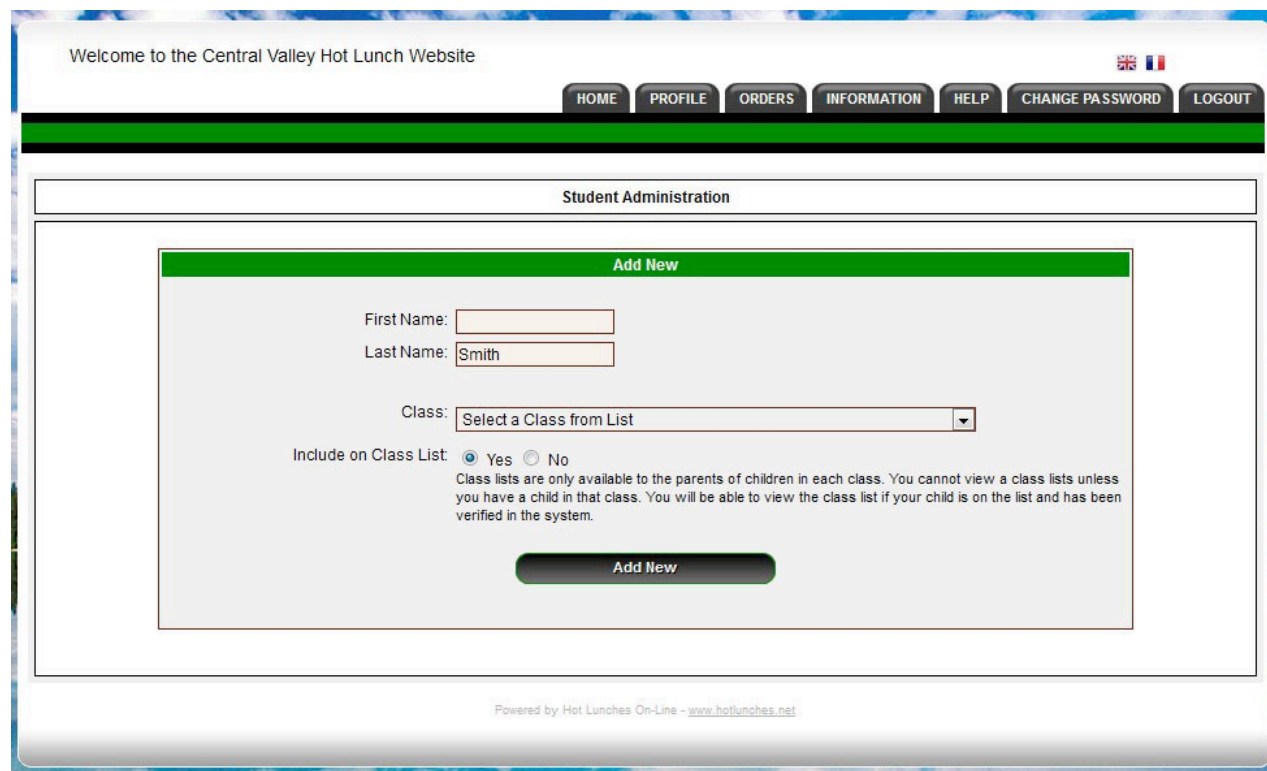
Students

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:

Class:

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](http://www.hotlunches.net)

### Add New Student Form

The most important info is in red, please read it carefully.

## 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

HOME PROFILE ORDERS INFORMATION HELP CHANGE PASSWORD LOGOUT

Student Administration

**Student List**

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

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
<b>Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>		

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

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 Tuesday, September 17<sup>th</sup>, 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.

- **Late orders cannot be accepted.** The canteen offers many nutritious choices for purchase on each Hot Lunch date. There are often a limited number of extra entrees available on a first come, first serve basis.
- **Also, please be aware, we cannot offer refunds.**

**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.

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			
<b>Pizza Day</b>		<b>Friday January 8th, 2010</b>	
Cheese Pizza ::	<input type="text"/>	x \$3.00	
Ham and Pineapple Pizza ::	<input type="text"/>	x \$3.50	
Pepperoni Pizza ::	<input type="text"/>	x \$3.50	
Glazed Donut ::	<input type="text"/>	x \$0.50	
2% Milk ::	<input type="text"/>	x \$1.00	
Chocolate Milk ::	<input type="text"/>	x \$1.00	
Apple Juice ::	<input type="text"/>	x \$1.25	
<b>Hot Dog Day</b>		<b>Friday January 15th, 2010</b>	
All Beef Hot Dog ::	<input type="text"/>	x \$2.00	
Veggie Dog ::	<input type="text"/>	x \$2.00	
Glazed Donut ::	<input type="text"/>	x \$0.50	
2% Milk ::	<input type="text"/>	x \$1.00	
Chocolate Milk ::	<input type="text"/>	x \$1.00	
Apple Juice ::	<input type="text"/>	x \$1.25	
<b>Pasta Day</b>		<b>Friday January 22nd, 2010</b>	

**Hot Lunch Order Form**

**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.  
Deadline: Tuesday, September 17th**

Welcome to the Central Valley Hot Lunch Website

HOME PROFILE ORDERS INFORMATION HELP CHANGE PASSWORD LOGOUT

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.

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.