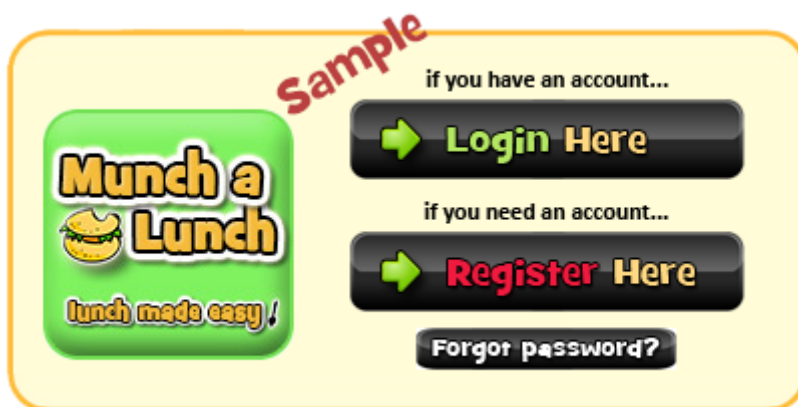


# Munch a Lunch registration ... in just 4 simple steps!

## HOW TO REGISTER:

- 1) Go to: [munchalunch.com/schools/BerkshirePark](http://munchalunch.com/schools/BerkshirePark)
- 2) Click the “**Register Here**” button (as shown below). The system guides through each step
- 3) After adding your child(ren), click the green “Order Lunch!” button on the main menu header, or any of the other fundraising options when available for order, such as Milk Program, Movie day, Spirit Wear, etc.
- 4) Next time, just click the “**Login Here**” button to access your account.



## **\*\*Want to order ‘Hot Lunch’ AND ‘Fundraising’ items on the same order?\***

Simply add your first option(s) to cart, then *before checking out*, go to the other menu and add those to cart.

If you have any questions, please email us at [BerkshireParkPAC@outlook.com](mailto:BerkshireParkPAC@outlook.com).

## FAQ's

- **How does a family place an order?**
  - Each family creates a MunchaLunch family account by entering their email address and a password, adding children to their account, and then placing their order.
- **What if a parent forgets their password?**
  - They can easily retrieve their password by clicking forgot password the Login page. It will be sent to the family account email address in less than 1 minute.
- **Is there anything special needed to access MunchaLunch?**
  - Munch is a web-based program so all you need is a modern browser and access to the internet!
- **How do parents order for more than one child?**
  - Easy. Once they have created the order for their first child they simply select “choose another child” and Munch will take them back to the beginning of the order system.
- **Are payments made separately or by lump-sum?**
  - Orders are placed separately for each child but the ‘payment due’ is presented as a lump-sum.
- **Can orders be paid by credit card?**
  - Yes, the MunchaLunch system works with Stripe as the merchant services provider. It's fast, easy, and secure.
- **How do parents get a copy of their order?**
  - The MunchaLunch system sends an automated email which includes a copy of the order. Parents can also login to their account anytime and re-print their order/s.
- **How do parents keep track of what they ordered for their kids?**
  - In addition to being able to re-print their order (as described above) parents will ALSO receive an automated email lunch reminder, the day before each lunch day! This reminder lists their child's specific food items ordered.