

# REGISTER ON THE HOT LUNCH SITE

**PAST STUDENTS MUST RE-REGISTER EVERY YEAR! THE SYSTEM IS RESET AT THE BEGINNING OF EVERY SCHOOL YEAR DUE TO CLASS CHANGES**

As some of you are aware Coyote Creek Elementary PAC is online for all events. You can help fundraise, get updates from the PAC via email, also if and when hot lunch is up and running again you can place your child's orders online as you will be ready and set up to do so. The PAC is following suit with the Surrey School District and going online for all payments. You can pay by credit card or debit. Never worry about your child's orders getting lost or looking for money last minute. Most of all, do not forget and miss a deadline. Over the last 3 years there has been:

- ✓ Time savings for teachers, parents & PAC volunteers
- ✓ \$\$\$ saved on paper notices, copying, envelopes and Ziploc bags
- ✓ Minimal lost orders or notices
- ✓ Easier and efficient payment options
- ✓ Less errors in order items and order totals
- ✓ Better tracking of orders and payments
- ✓ Accurate orders submitted to supplier

Just follow these easy steps to get started. **Even if you do not order, we encourage all parents to get signed up to receive vital information about the school, PAC and participate in other fundraisers.** It's easy and will take no more than 5 minutes of your time.

Join us on-line and participate in Coyote Creek's PAC. You are a member already!

- ✓ Go to [coyotecreekpac.hotlunches.net](http://coyotecreekpac.hotlunches.net)
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code CCHL
- ✓ Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about fundraising deadlines, PAC communications, 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 **Coyote Creek** Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch/fundraiser items for your child(ren) – Currently, hot lunch is not available.

If you are having trouble or are looking for step by step details – **click on the HELP tab** for the parent guide to help you through the process.

Still having trouble or need more information, please contact us at [coyotecreekpac36@gmail.com](mailto:coyotecreekpac36@gmail.com) we will get back to you within 24 to 48 hours.

Please note the PAC or the school does not get any credit card information nor payment information; only confirmation that payment has been received.