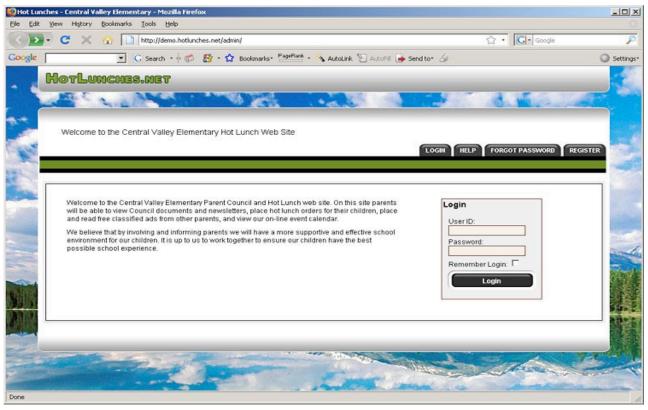The most important info is in red, please read it carefully.

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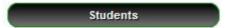
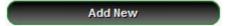# The most important info is in red, please read it carefully.

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.
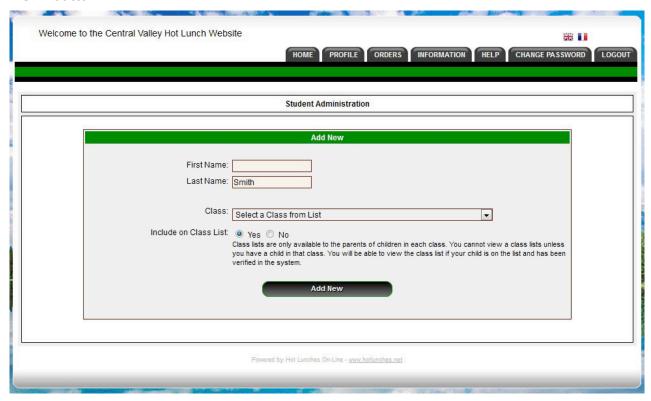
The first step is to add your students to the system so that orders can be placed for them. To add your children to the system click on the "**Students**" button to access the student management screen.

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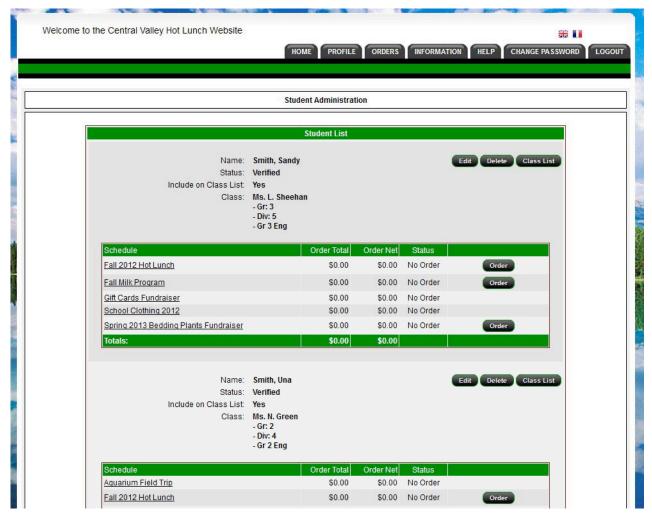
The most important info is in red, please read it carefully.

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.

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 Wednesday, October 8th, 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

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

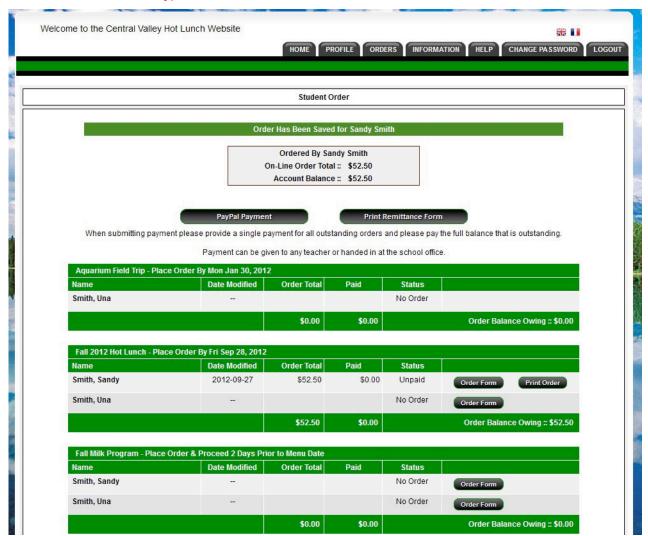| Pasta Day		Friday January 22nd, 2010

Hot Lunch Order Form

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**". You can pay for all the outstanding orders by clicking on the "**PayPal Payment**" button or write a cheque to RS PAC and turn that in to the classroom teacher or Main Office. (If your cheque is returned NSF, you will need to pay by PayPal or cash and the bank's $7.00 service charge will be added to your payment due amount). If you pay by cheque, please include a copy of the remittance form and include child name and Division number in the memo line of the cheque.

**Payment should be made after all student orders have been completed.
Deadline: Wednesday, October 8th**

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.