

Welcome to the On-Line Hot Lunch Ordering System!

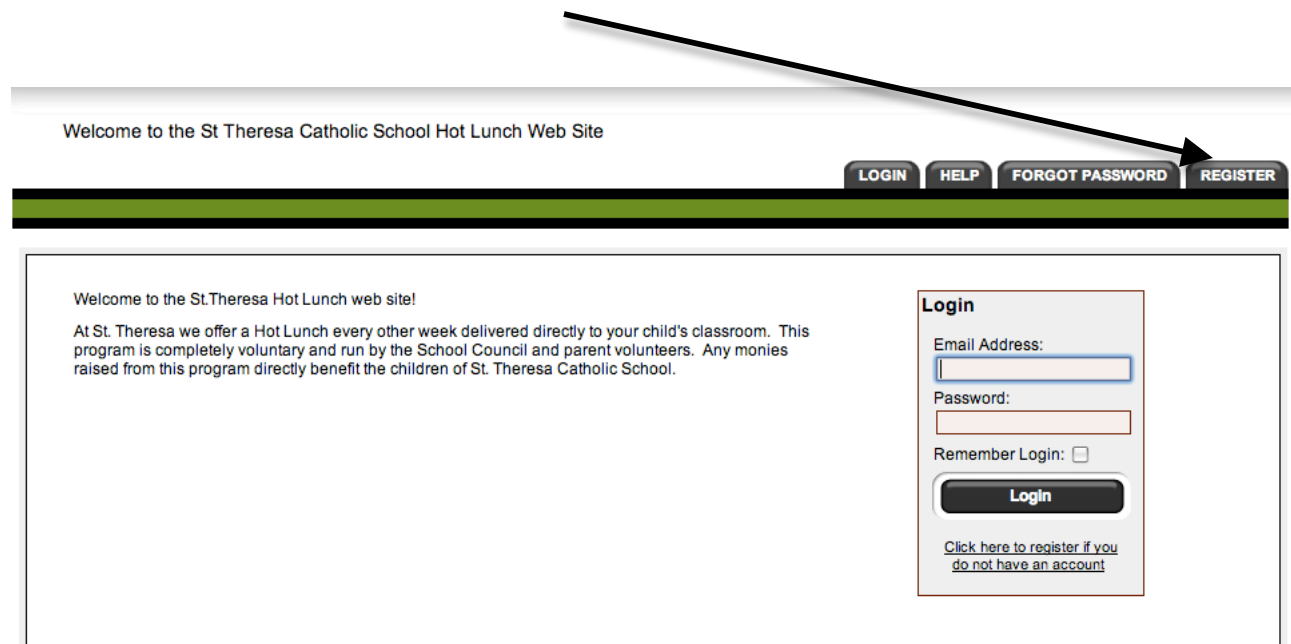
Getting Started

To access the site, please click the link on the St. Theresa web site or enter <https://sttheresa.hotlunches.net>

Step 1: Registering

To use the system, you will be required to register an account for your family. After this initial setup, you only need to Log In at subsequent visits. 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.

To register your family 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. **Please fill out the form and click "Register Now". Note - remember your password.** Each family will have one account and each child 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

Sample of Registration Form

Welcome to the St Theresa Catholic School Hot Lunch Web Site

[LOGIN](#) [HELP](#) [FORGOT PASSWORD](#) [REGISTER](#)

Register for an Account

All fields are required

Your First Name:

Please enter your name, not your child's name.

Your Last Name:

Home Phone:

Home Email Address: (required)

Your email address will be your userid for access to the application.
Please enter only one valid email address.

Enter Your Password:

Enter Your Password Again:

By registering for an account you agree that your name may be published on the class lists for your students. You can edit the contact information once you have completed your registration.

[Register Now](#) [Clear Form](#)

Step 2: Log In

Once you have registered, you can immediately LOG IN.

Login

Email Address:

Password:

Remember Login:

[Click here to register if you do not have an account](#)

[Login](#)

Step 3: Adding your Childs Name

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 child(ren) to the system so that orders can be placed for them. To add your child(ren) to the system click on "**PROFILE**" in the menu bar and select "**Add a Student**".



The "**Add a Student**" screen will allow you to specify your child's name and select which class he or she is in. Once you have entered the information click the "**Add New Student**" button. To add another child click on "**Add a Student**" again.

Choosing yes for "**Include on Class List**" means your child's name can be viewed in class list and be seen by other users.

Step 4: Placing Lunch Orders

Once your child(ren) has/have been added to the system you can immediately place lunch orders for each child. Under the "**Order**" button in the menu bar click "**Student Orders**".

The order form must be filled during the order period indicated in the handout sheet. After the end date 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.

For each child click on the "**Order Form**" button to place their order. 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.

Sample of Hot Lunch Order Form

Lunch orders will be accepted for the Fall 2009 from Monday September 14th, 2009 to Friday October 2nd, 2009.

First of three schedules			
Edit On-Line Order Fall 2009			
Reymer, Evan			
Pizza Lunch	Friday October 16th, 2009		
Cheese Pizza Slice ::	<input type="text" value="2"/>	x \$1.75	\$3.50
Pepperoni Pizza Slice ::	<input type="text"/>	x \$1.75	
Buttersalt Popcorn ::	<input type="text" value="1"/>	x \$1.25	\$1.25
Cheese Popcorn ::	<input type="text"/>	x \$1.25	
Fruit Cup ::	<input type="text"/>	x \$0.75	
Wagon Wheel ::	<input type="text" value="1"/>	x \$0.50	\$0.50
Apple Juice ::	<input type="text" value="1"/>	x \$0.50	\$0.50
Orange Juice ::	<input type="text"/>	x \$0.50	
Fruit Punch Juice ::	<input type="text"/>	x \$0.50	
			\$5.75

To fill out the form use your mouse or the "tab" key on your computer. If you hit the "return" key after entering a quantity the form will save and close – simply click "Order Form" for the child you were entering for and continue your order.

Please fill out all the hot lunch dates you wish to order for your child (if there is a lunch/date you don't want to order for your child, simply leave it blank).

JK and SK parents - please take note of the dates and make sure your child will be attending school that day. When finished click "**Place Order**".

At any time during the order period you may change your child(rens) order. Simply go to the "**Student Order**" page and change their order and click "**Update order**" when all changes have been made.

Step 5: Hot Lunch Order Payments

PAYMENT NEEDS TO BE SENT TO THE SCHOOL TO COMPLETE YOUR ORDER.

Your order will not be completed without payment. If we find a payment error in our favour, we will consider it a donation to the program. Also, if you do not send enough money it may not be possible to fill your order. If you do not send any payment, the order will not be filled.

Once you have finished your child(dren)s order(s) you will see your summary page. Click the **“Remittance Form”** button at the bottom. A pdf form will provide a summary – including your child(rens) name(s), their teacher and the TOTAL amount owed. **PRINT** your **“Remittance Form”** and indicate your method of payment.

Hot Lunch Orders

Order Has Been Saved For Evan Reymer

Order For Evan Reymer
On-Line Order Total :: \$23.60

Fall 2009					
Name	Status	Date Modified	Cost	Paid	
Reymer, Evan	Unpaid	2009-07-08	\$23.60	\$0.00	Order Form Print Order
Reymer, Luke	Unpaid	2009-07-08	\$10.25	\$0.00	Order Form Print Order
Total ::			\$33.85	\$0.00	Order Balance Owing :: \$33.85
Current Account Transaction Balance :: \$33.85					

Remittance Form

Please send this form along with payment (cash or cheque) in an envelope or ziplock bag to your child’s or one of your children’s classroom. **Cheques can be made payable to St. Theresa School Council.**

If your child is absent on the day of the hot lunch, please arrange to have someone pick up your order or consider the money spent as a donation to council. Unfortunately, we cannot provide refunds.

Sample of a Remittance Form

St Theresa Catholic School Payment Remittance

User ID :: creymer@rogers.com
 Name :: Christine Reymer
 Phone :: (519)657-0482
 Student :: Evan Reymer
 :: Mrs. H Chapman - Gr: 4
 Student :: Luke Reymer
 :: Mrs. Mary Jo MacDougall - Gr: 2

Current Account Balance **\$33.85**

Payment By Cheque ___ or Cash ___

A REMINDER OF YOUR HOT LUNCH ORDERS AND DATES

It's easy to forget the date of a hot lunch and what you ordered for your child(ren). Now to view or print your child(rens) order(s) and the dates, you can simply click "**Print Order**" and print the orders.

Hot Lunch Orders

Order Has Been Saved For Evan Reymer

Order For Evan Reymer
 On-Line Order Total :: \$23.60

Fall 2009					
Name	Status	Date Modified	Cost	Paid	
Reymer, Evan	Unpaid	2009-07-08	\$23.60	\$0.00	Order Form Print Order
Reymer, Luke	Unpaid	2009-07-08	\$10.25	\$0.00	Order Form Print Order
Total ::			\$33.85	\$0.00	Order Balance Owing :: \$33.85
Current Account Transaction Balance :: \$33.85					

Remittance Form

SAMPLE OF REMINDER FORM

**Evan Reymer
Fall 2009**

Mrs. H Chapman - Gr: 4

Pizza Lunch - Friday October 16th, 2009			
Cheese Pizza Slice	2 x	\$1.75 =	\$3.50
Pepperoni Pizza Slice	2 x	\$1.75 =	\$3.50
Buttersalt Popcorn	1 x	\$1.25 =	\$1.25
Cheese Popcorn	1 x	\$1.25 =	\$1.25
Wagon Wheel	1 x	\$0.50 =	\$0.50
Apple Juice	1 x	\$0.50 =	\$0.50
			\$10.50
Chicken Lunch - Tuesday October 27th, 2009			
Chicken Nuggets (5 pieces)	1 x	\$3.10 =	\$3.10
Buttersalt Popcorn	1 x	\$1.25 =	\$1.25
Dill Pickle Popcorn	1 x	\$1.25 =	\$1.25
Fruit Cup	1 x	\$0.75 =	\$0.75
Oatmeal Raisin Cookie	1 x	\$0.75 =	\$0.75
Fruit Punch Juice	1 x	\$0.50 =	\$0.50
			\$7.60
Submarine Sandwiches - Wednesday November 11th, 2009			
Ham Sub (Mustard, Sub Sauce)	1 x	\$2.75 =	\$2.75
Turkey Sub (Pickle, Mustard, Sub Sauce)	1 x	\$2.75 =	\$2.75
			\$5.50
ORDER TOTAL ::			\$23.60
AMOUNT PAID ::			\$0.00
BALANCE OWING ::			\$23.60

SUBSEQUENT ORDERS

For the next batch of orders (to be placed Dec 2009) follow step 2, 4 and 5

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. Please be assured that for security purposes, users will not be given access for class lists.