

On-line HOT LUNCH Ordering Instructions

Payment may be made by debit/credit & Bambora

Every school year parents must re-register

website address is: www.esr.hotlunches.net

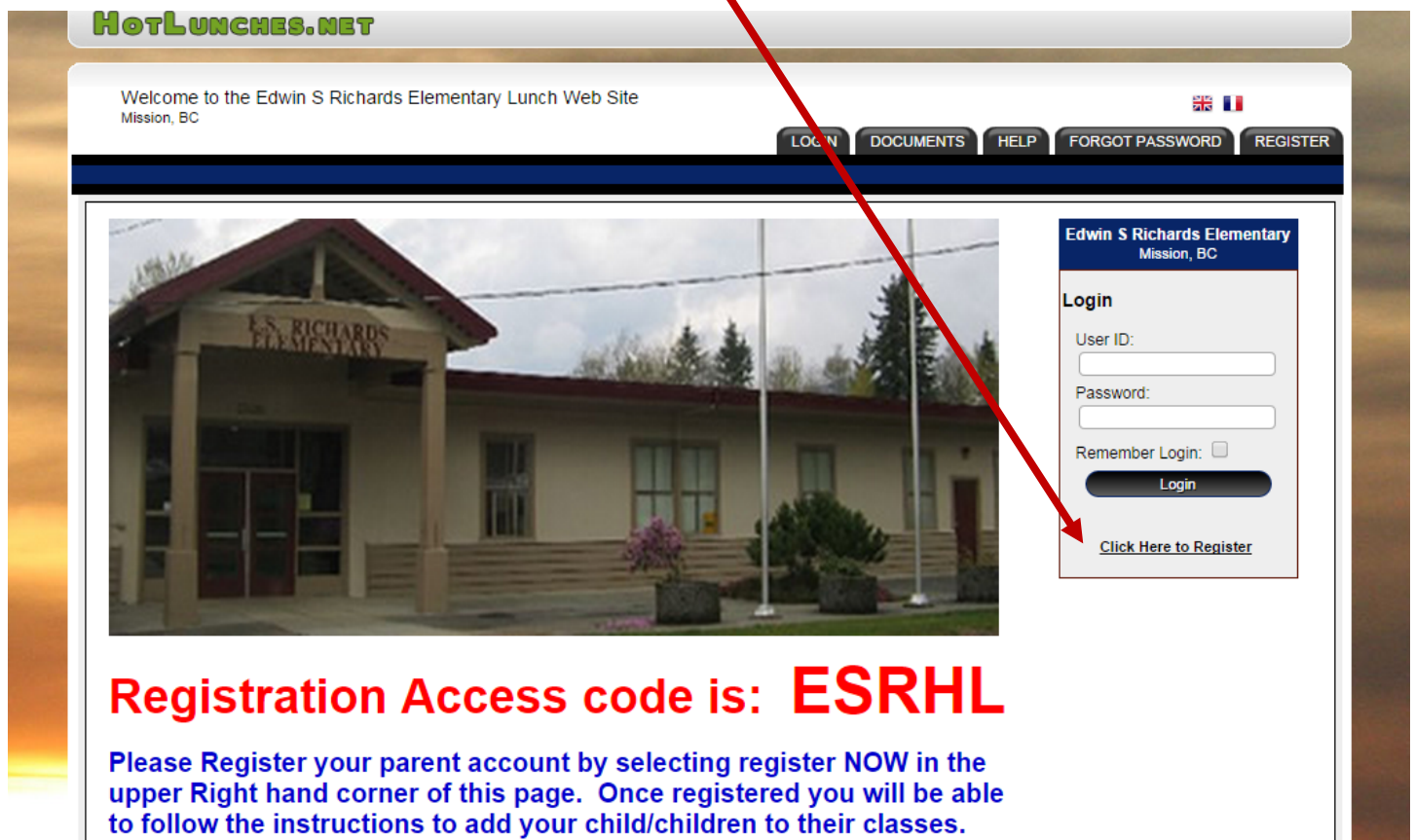
our access code is: **ESRHL**

PLEASE NOTE LATE ORDERS AND LATE PAYMENTS WILL NOT BE ACCEPTED!!!!

Please register to receive e-mail reminders for ordering, cut off dates and weekly reminders of orders you placed.

Registration Instructions: <https://esr.hotlunches.net>

Step 1: Select: Click Here to Register Button



The screenshot shows the website interface for Edwin S Richards Elementary. At the top, there is a navigation bar with buttons for LOGIN, DOCUMENTS, HELP, FORGOT PASSWORD, and REGISTER. Below the navigation bar is a large photograph of the school building. To the right of the photograph is a login form with fields for User ID and Password, a Remember Login checkbox, and a Login button. Below the login form is a link that says "Click Here to Register". A red arrow points from the text "Click Here to Register Button" to this link.

Registration Access code is: ESRHL

Please Register your parent account by selecting register NOW in the upper Right hand corner of this page. Once registered you will be able to follow the instructions to add your child/children to their classes.

Step 2 : Complete the Register for an Account Page.

To use the system, you need to register and provide your name, phone number and email address. Each family will have **one** account and each student in the family will be linked to this account.

To register enter the **SCHOOL ACCESS CODE: ESRHL**

Register for an Account

Edwin S Richards Elementary
33419 Cherry Avenue
Mission, BC

**** All fields are required unless marked otherwise**

Access Code:
This is the value that was sent home on the instruction sheet. This code is required to create an account. **The access code is case sensitive.**

Parent Name:
(First Name) (Last Name)

Home Phone:

Daytime Phone:

Home Email Address: (Please enter only one valid email address.)

Enter Email Address Again:

Preferred User ID: (no spaces allowed)

Enter Your Password:

Enter Your Password Again:

Selected Language: English French

Include on Volunteer List: Yes No

By registering for an account you agree that your information may be used by the assigned administrators of the web site for the purposes of managing orders and payments in the system. Your information will be kept private and never shared with third parties.

Once you have registered you will automatically be logged into the system you will be on the **“Welcome Screen”**

HotLUNCHES.NET WELCOME: TEST

Welcome to the Edwin S Richards Elementary Lunch Web Site
Mission, BC

HOME PROFILE ORDERS INFORMATION HELP PASSWORD LOGOUT

There are no active students registered to this account. Please add your students by clicking on the 'STUDENTS' button below or the 'PROFILE' menu tab in order to proceed. Once your students have been added to the system you will be able to place lunch orders.

Every Student Respected!

Welcome

Welcome to the lunch on-line system. This application is meant to facilitate the ordering and management of school lunch orders for both parents and the Esr Pac. Please feel free to contact us with any suggestions or problems you have with the system.

Students Manage Orders Volunteer Registration
Classified Ads Event Calendar

Step 3 : Managing Students

You will need to add your students to the system so that orders can be placed for them. click on the **“Students”** button (pictured above), then click **“Add a Student”**. Add all students FIRST and their assigned teacher, then you are ready to place orders.

Add a Student

Step 4 : Placing an Order

Select the items you would like to order on the dates you wish your child to receive a hot lunch delivered to the classroom. Be sure to select **"Place order"** and provide payment once you are done.

Step 5 : Order Payments

Once you have completed the order and clicked on the **"Place Order"** button you will be taken to a screen where all the orders for all of the current lunch schedules are summarized. *Be sure you have entered all orders if you are ordering for more than one child before continuing to payment.*

Step 6 : Payment options. Pay via debit/credit & Bambora

HOME | PROFILE | HOT LUNCHES | INFORMATION | HELP | CHANGE PASSWORD | LOGOUT

Hot Lunch Orders

Lunch Order Has Been Saved For Kennedy Smith

Order For Kennedy Smith
 On-Line Order Total :: \$49.25
 Discount Amount :: \$5.00
 Net Amount Payable :: \$44.25

Winter 2010					
Name	Status	Date Modified	Cost	Paid	
Smith, Kennedy	Unpaid	2009-06-15	\$44.25	\$0.00	Order Form Print Order
Smith, Lesley	Unpaid	2009-05-31	\$42.25	\$0.00	Order Form Print Order
Smith, Mark	Unpaid	2009-06-04	\$21.00	\$0.00	Order Form Print Order
Smith, Sandy	Unpaid	2009-05-31	\$60.75	\$0.00	Order Form Print Order
Smith, Terry	No Order	--			Order Form
Smith, Una	No Order	--			Order Form
Total ::			\$168.25	\$0.00	Order Balance Owing :: \$168.25
Current Account Transaction Balance :: \$168.25					

Select to Pay by PAYPAL
Remittance Form
Select to Pay by chq or cash hand delivered to concession by the 23rd

PayPal Payment

Other Information about the Hotlunches.net System

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 kept private.

Contact Information

To protect privacy, **only administration can see class lists.**

Review your Orders and Student information

To review your students, you may click "Profile" and then "Manage Students" to list all your registered students and the information about any pending, current or recent orders that have been placed for each student.

Re-registration

At the start of each school year, the database is wiped clear, and all parents must re-enrol. This is to ensure the accuracy of the data and to avoid carrying students who no longer attend ESR.

Email Reminders

Once per week, Sundays, the hot lunch system will email you a reminder of what was ordered for the coming week. Additionally, you will receive a reminder about upcoming school events and important upcoming dates.

We will also send out an e-mail every month to remind you to place your pre order, that cut off is approaching, that payment is due and if your payment has not been received. We will notify you of the dates and if we need to make a change due to holidays etc.

We will only send out payment reminders if we have NOT received your payment from your child so it is important that you do not ignore this e-mail as unpaid orders are deleted from the system and will not be delivered to the classroom. Please contact PAC at esrichardspac@gmail.com if you have sent in payment and it has not been processed.