

September 2014

# On-line HOT LUNCH Ordering Instructions!

## Payment May be made by Cash/Cheque OR PayPal!!!

EVERY school Year Parents MUST RE Register!

Registration and Ordering instructions are found below....

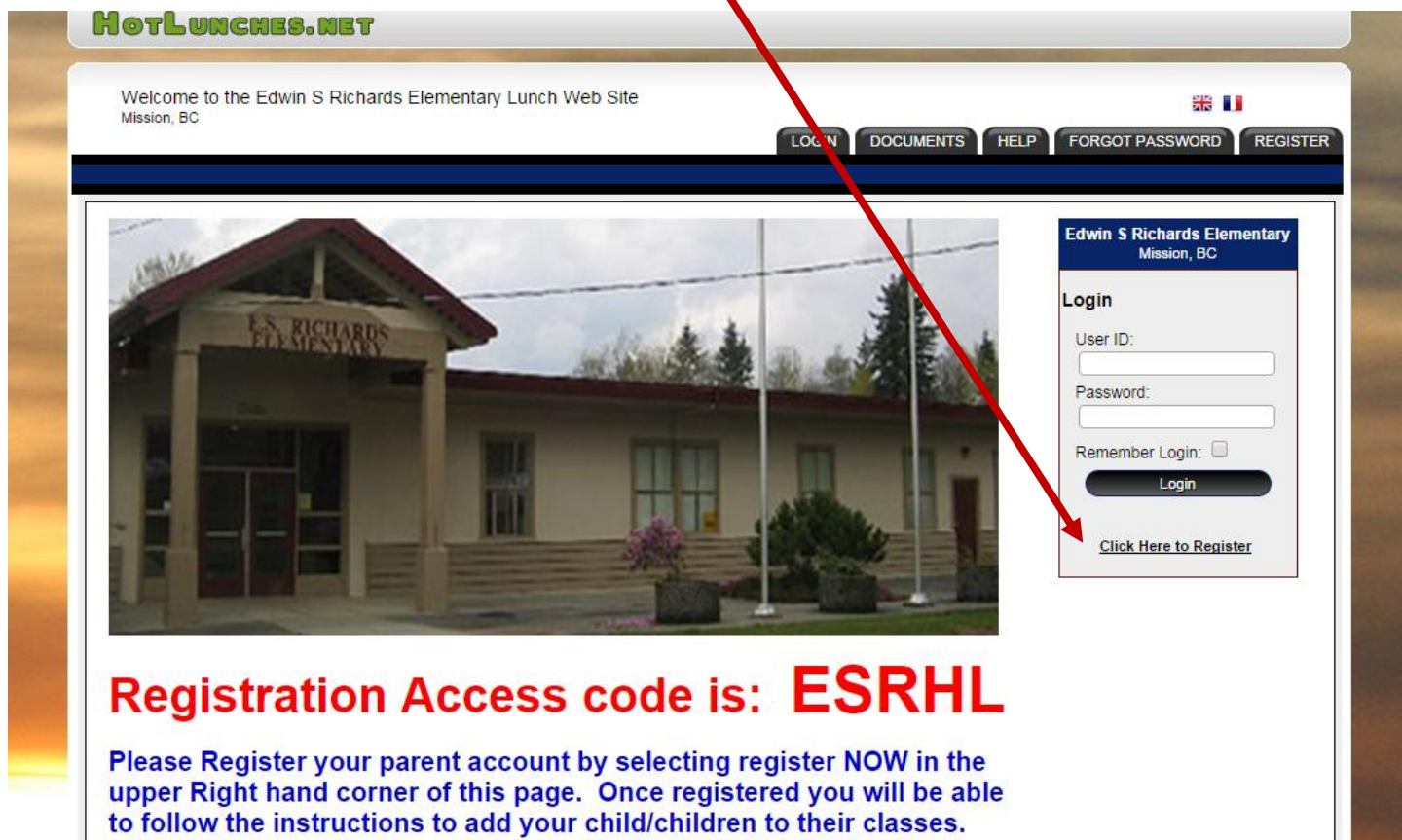
**our access code is: ESRHL website address is: [www.esr.hotlunches.net](http://www.esr.hotlunches.net)**

***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 this is a large photograph of the school building. To the right of the photo is a login form titled 'Edwin S Richards Elementary Mission, BC'. The form includes 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 'Step 1: Select: 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 on “Add a Student” button. Add all students FIRST then you are ready to place orders IF there is a menu that is active.

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" 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 by paypal, Cheque, or cash

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

Order Balance Owning : \$168.25  
Current Account Transaction Balance : \$168.25

## 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 insure 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 [esrpac@yahoo.ca](mailto:esrpac@yahoo.ca) if you have sent in payment and it has not been processed.