

September 6, 2011

## Introducing On-line Ordering!

**Late Orders, Late Payment will NOT be accepted, we will send out e-mail reminders to ALL who register, it is up to you to be sure your payment is handed in on time.**

**Paper orders will NO LONGER be sent home, if you wish to place your order by paper, please pick up a order form, on the PAC board, on the 13<sup>th</sup> of EVERY month.**

Dear Parents and Caregivers,

The Ecole Christine Morrison PAC is very excited to offer on-line ordering for hot lunch and other fundraisers again this year. The system provides on-line ordering, email reminders of orders, as well as both a new PAC email system and website.

In addition to providing new services, the system greatly reduces the many, many hours of administration required in past years. This will ensure that our hot lunch volunteers are able to continue to operate the program in future years.

Detailed ordering instructions are attached to this notice, so please keep it for your reference. Note that our school's **access code** is **CM2012HL**. The new system takes the place of the old paper system effective immediately.

**SEPTEMBER 2011 hot lunch order menu is ready on the system to place orders now! You may place your September Order from Sep 6 to 10th with payment due on Sept 13th.**

You will receive an e-mail reminder when the next months hot lunch pre order is available for ordering. Every month paper order forms will be available for p/u at concession on the 13<sup>th</sup> of each month, online ordering will be OPEN until the 20th and payments are due by the 23rd of every month. After logging in, the list of items that will be available on each hot lunch day is listed in the orders tab. Octobers' Menu will be available for pre order on the 16th Due to Sept cut off dates.....

### **Our Hot Lunch Team needs your help**

if you can help please contact [cm.hotlunches@yahoo.ca](mailto:cm.hotlunches@yahoo.ca)

*input paper orders  
print reports  
shopping weekly/monthly*

*enter payments  
concession helper(1 to 2 morning /month)  
stocking inventory*

We hope you will find the system both convenient and easy to use. Please contact the hot lunch team at [cm.hotlunches@yahoo.ca](mailto:cm.hotlunches@yahoo.ca) for feedback, and any questions you might have. Please allow 24 hours to return your e-mail.

Sincerely,  
Ecole Christine Morrison PAC

<http://cm.hotlunches.net>

**Ordering Instructions** To access our new Hot Lunch/PAC site, go to <https://cm.hotlunches.net>

### Step One: The Click Here to Register Button

Welcome to the Ecole Christine Morrison Elementary School Hot Lunch Web Site

LOGIN DOCUMENTS HELP FORGOT PASSWORD REGISTER

### PAC and Hot Lunch Website

Welcome to the Ecole Christine Morrison PAC website and hot lunch on-line system.



This application is meant to facilitate PAC communications and the ordering and management of school hot lunch orders.

Welcome to the 2011/12 school year! We require that [all participants](#) (including returning

Login

User ID:

Password:

Remember Login:

Login

[Click Here to Register](#)

### Step Two: Complete the Register for an Account Page.

To use the system, you need 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. Servers are located in BC. The volunteer site administrator cannot access your password and you select your own user id.

Each family will have **one** account and each student in the family 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: CM2012HL** Once you have registered, you can immediately LOG IN. Be sure to fill in ALL information so we may contact you should we have a question about your order.

**Register for an Account**

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

School 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.**

Your First Name:   
Please enter your name, not your child's name.

Your Last Name:

Home Phone:

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

Preferred User ID:  (no spaces allowed)  
Note: Your user id will be visible to other users and volunteers. Please choose a user id that is not embarrassing or inappropriate.

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 your contact information once you have completed your registration.

Register Now Clear Form

## Step Three: 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.

Welcome to the École Christine Morrison Elementary School Hot Lunch Web Site

HOME PROFILE ORDERS INFORMATION HELP CHANGE 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.

Welcome to the Christine Morrison PAC and Hot Lunch web site.

On this site parents will be able to view Christine Morrison PAC documents and newsletters, place hot lunch orders for their children, place and read free classified ads from other parents, and view our on-line event calendar. To access our **Fundraising** site visit [www.cm-fundraising.hotlunches.net](http://www.cm-fundraising.hotlunches.net) and login by using the same username and password as for the hotlunch site.

Welcome to the 2011/12 school year! We require that all participants (including returning students) to re-register in order to start the new year. For instructions, please send an e-mail to us [cm.hotlunches@yahoo.ca](mailto:cm.hotlunches@yahoo.ca) for instructions. Thank you and we look forward to another exciting year of Hot Lunches!

Students Manage Orders Classified Ads Event Calendar Volunteer Signup

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.

To add any student to the system you must click on the “**Add a Student**” button to access the form. Once you have entered the information and the student’s class, click the “**Add New Student**” button.



**Once your students have been added to the system you can immediately place lunch orders for each student.**

By clicking on the “**Order**” button you will be able to place or edit an unpaid order for the student. In this section you will see both **hot lunch order menus** and **any fundraising order menus**. The order form will indicate the date range during which orders will be accepted. Once an order has been paid you will not be able to make any further changes to the 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.

## Step Four: Hot Lunch Order Form

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.

If you are able to assist as a volunteer on this lunch day please check this box

Friday (Boston Pizza)	Friday August 26th, 2011		
Pepperoni - Pint Size Pizza (white crust): <input checked="" type="checkbox"/> <small>- 6" shell, pizza Pepperoni, mozzarella &amp; sauce</small>	1	x \$3.50	\$3.50
Ham & Pineapple Pint sized Pizza (white crust): <small>- 6" shell, pizza Ham &amp; Pineapple, mozzarella &amp; sauce</small>	<input type="checkbox"/>	x \$3.50	
Cheese pint sized Pizza (Multi Grain Crust): <small>- 6" shell, pizza mozzarella and sauce (multi grain crust)</small>	<input type="checkbox"/>	x \$3.50	
Gluten Free Pepperoni Pint Sized Pizza:	<input type="checkbox"/>	x \$4.00	
Gluten Free Ham & Pineapple Pint Sized Pizza:	<input type="checkbox"/>	x \$4.00	
Gluten Free Cheese Pint Sized Pizza:	<input type="checkbox"/>	x \$4.00	
Turkey & Lettuce Bunwich:	<input type="checkbox"/>	x \$1.50	
Ham & Cheese Bunwich:	<input type="checkbox"/>	x \$1.50	
Water:	<input type="checkbox"/>	x \$0.50	
Milk 2%:	<input type="checkbox"/>	x \$1.00	
Chocolate Milk:	1	x \$1.00	\$1.00
Apple Juice:	<input type="checkbox"/>	x \$0.75	
Fruit Cup:	<input type="checkbox"/>	x \$0.75	
Carrots & Dip:	<input type="checkbox"/>	x \$0.60	
Baked Lays Plain chips 32gr bag:	1	x \$1.00	\$1.00
Pretzels 47gr Bag:	<input type="checkbox"/>	x \$1.00	
Cheese String each:	<input type="checkbox"/>	x \$0.50	
			\$5.50

If you are able to assist as a volunteer on this lunch day please check this box

**ORDER TOTAL: \$5.50**

## Step Five: 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.

**Paying By Cheque** or CASH - click the button labelled "Remittance Form." This form together with your cheque can be returned to the school as in the past in your child's planner, **OR hand delivered to the office marked attention PAC** before the cut off date, the 23rd of every month.

Welcome to the École Christine Morrison Elementary School Hot Lunch Web Site

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Student Order

Order Has Been Saved for Student Example

Order For Student Example  
On-Line Order Total :: \$5.50

Welcome Back!!!! September 2011 - Place Order 2 Days Prior to Menu Date					
Name	Status	Date Modified	Cost	Paid	
Example, Student	Unpaid	2011-08-23	\$5.50	\$0.00	<input type="button" value="Order Form"/> <input type="button" value="Print Order"/>
Total ::			\$5.50	\$0.00	Order Balance Owing :: \$5.50
					Current Account Transaction Balance :: \$5.50

You may generate a PDF of any student hot lunch order by clicking the "Print Order" button.

## 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 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 class lists that are generated by the system. You can display or remove any of the values in your contact record to ensure that you share only information you are comfortable sharing. To protect privacy, **only verified parents who have children in the same class as you will have access to your contact information on the class list, and only to the information you have input.** To not be included in the class list, simply select the "No" button.

### 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. Each student is listed with their class information and their status in the system. 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.

### 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 Ecole Christine Morrison.

### Email Reminders

Once per week, Sundays, the hot lunch system will email you a reminder of what was ordered for the coming week. We recommend that these msgs are shared with your child as a reminder of what days they will receive a lunch item. It is also an idea to write in your child's planner what you have ordered and on what dates so the child knows when to expect a lunch to be delivered. This reminder is very helpful so you don't inadvertently pack a full lunch on those days you have placed an order. Additionally, you will receive a reminder about upcoming school events. You have the option to turn off the reminder features.

We will also send out an e-mail on the 12th of every month to remind you pre orders are available for the next month, on the 18th that cut off is approaching, and on the 24th if your payment has not been received.

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