

September 4, 2012

On-line Ordering Instructions!

EVERY school Year Parents will need to RE Register!

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: please pick up a order form, on the PAC board, on the 10th of EVERY month.

Detailed ordering instructions are found below....

our school's **access code** is **CM2012HL**. visit www.cm.hotlunches.net to register/order online

Sept/Oct 2012 hot lunch order menu is "LIVE" to place orders! CUT OFF is Sept 11th for Ordering & 12th for payment!

Provided you register, you will receive an e-mail reminders for ordering, cut off dates and reminders of what was Dates will be the same every month unless notified....

We offer a variety of Homemade and made fresh items every day each day has a different option Bunwiches every days, Chili Monday, Booster Juice, Soups, Taco Del Mar or City Blends Somosas & Rice bowls. Friday is Pizza, All Beef Hot dogs or Chicken Pasta Bowls. We also offer fresh fruit & veggies & a selection of snack items and Milk every day. We are proud that our concession conforms with the healthy eating in schools guidelines.

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.

Login
User ID:
Password:
Remember Login:
Login
Click Here to Register

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

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. 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: CM2012HL**

Register for an Account

** All fields are required unless marked otherwise

School Access Code: This is the code 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:

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.

Once you have logged into the system you will be at the **“Welcome Screen”**

Welcome to the Ecole 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 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 for instructions. Thank you and we look forward to another exciting year of Hot Lunches!

Step Three: 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



Step Four: 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.

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"/>	x \$3.50 \$3.50
- 6" shell, pizza Pepperoni, mozzarella & sauce	<input type="checkbox"/>	x \$3.50
Ham & Pineapple Pint sized Pizza (white crust):	<input type="checkbox"/>	x \$3.50
- 6" shell, pizza Ham & Pineapple, mozzarella & sauce	<input type="checkbox"/>	x \$4.00
Cheese pint sized Pizza (Multi Grain Crust):	<input type="checkbox"/>	x \$4.00
- 6" shell, pizza mozzarella and sauce (multi grain crust)	<input type="checkbox"/>	x \$4.00
Gluten Free Pepperoni Pint Sized Pizza:	<input type="checkbox"/>	x \$1.50
Gluten Free Ham & Pineapple Pint Sized Pizza:	<input type="checkbox"/>	x \$1.50
Gluten Free Cheese Pint Sized Pizza:	<input type="checkbox"/>	x \$0.50
Turkey & Lettuce Bunwich:	<input type="checkbox"/>	x \$1.00
Ham & Cheese Bunwich:	<input type="checkbox"/>	x \$0.75
Water:	<input type="checkbox"/>	x \$0.75
Milk 2%:	<input type="checkbox"/>	x \$0.60
Chocolate Milk:	<input checked="" type="checkbox"/>	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:	<input checked="" type="checkbox"/>	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.

STEP SIX: Payment options. Pay by paypal, Cheque, or cash

The screenshot shows the "Hot Lunch Orders" page. At the top, there is a navigation bar with links: HOME, PROFILE, HOT LUNCHES, INFORMATION, HELP, CHANGE PASSWORD, and LOGOUT. Below this, a green banner reads "Lunch Order Has Been Saved For Kennedy Smith". A summary box shows: "Order For Kennedy Smith", "On-Line Order Total :: \$49.25", "Discount Amount :: \$5.00", and "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

Below the table, there are two buttons: "Remittance Form" and "PayPal Payment". The "PayPal Payment" button is circled in red, and an arrow points to it from the text "Select to Pay by PYPAL". To the right, there is text: "Select to Pay by chq or cash hand delivered to concession by the 23rd".

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 verified parents who have children in the same class as you will have access to your contact information on the class list.** 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.

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. 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 8th of every month to remind you pre orders are available for the next month, on the 15th that cut off is approaching, the 22nd that payment is due and on the 24th if your payment has not been received. We will be using the same dates every month unless 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 cm.hotlunches@yahoo.ca if you have sent in payment and it has not been processed.