GSS Online Hot Lunch Ordering Instructions

The following are instructions for placing your hot lunch order. This is an online process which allows us to better manage the school lunch program as well as provide you an easier means for placing your child(ren)s order. This is a simple 5 step process that should take no longer than 10 minutes.

All orders must be received including payment by September 15th

- 1. Register
- 2. Enter your child(ren)
- 3. Place and print order(s) for your child(ren)
- 4. Print remittance form and attach to payment
- 5. Send forms along with volunteer form and payment to school by September 15th

Step1 Register

Navigate to <u>www.gss.hotlunches.net</u>

vercome to the Good Shepherd School Hot Lunch web Site	LOGIN HELP FORGOT PASSWORD R
Welcome to the GSS Parent Council and Hot Lunch web site. On this site parents will be able to view GSS Parent Council 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. We believe that by involving and informing parents we will have a more supportive and effective school environment for our children. It is up to us to work together to ensure our children have the best possible school experience.	Login User ID: Password: Remember Login:

- Click on the Register Tab
 - Enter school access code **gss2009** (note this is case sensitive no space)
 - Fill in your contact information and user ID and password
 - Scroll down and click on **Register Now** to complete registration

Step 2 Add individual children

You are now able to log into the system to setup your account and begin the ordering process.

		HOME	OFILE HOT LUNCHES INFO	RMATION HELP CHANGE	PASSWORD
Velcome					
Velcome to the hot Parent Council. Plea	lunch on-line system. This a ise feel free to contact us wi	application is meant to facilitate th th any suggestions or problems	ne ordering and management of you have with the system.	school hot lunch orders for both	parents and the GS
irowse through the p place ads and all	on-line event calendar and the ads in the system will h	please add any events that you fir ave been entered by other parent	nd that other parents may be inte s.	rested in. Check out the classifie	d ad system. It is fr
	STUDENTS	FREE CLASSIFIEDS	EVENT CALENDAR	ONLINE FORUM	

Click on the Students button

- Enter your child(ren) information, name and classroom
- Click on Add New Student

	HOME PROFILE HOT LUNCHES INFORMATION HELP CHANGE PASSWORD
	Student Administration
	Add a New Student
First	Name:

Step 3 Select lunch orders

> Click on Hot Lunch Tab

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		Hot Lunches	
		Account Transactions	
		Print Payment Remittance For	
arent Council. Please feel free to contact us v	application is meant to facilitate the vith any suggestions or problems yo	ordering and management of school I u have with the system.	hot lunch orders for both parents and the GSS
Parent Council. Please feel free to contact us v irowse through the on-line event calendar and place ads and all the ads in the system will l	application is meant to facilitate the vith any suggestions or problems yo please add any events that you find have been entered by other parents.	ordering and management of school I u have with the system. that other parents may be interested i	hot lunch orders for both parents and the GSt

> Click on the **Order form**

- You may now enter your childs order for the Fall term (Oct-Dec) by entering quantities in each box
- Once you have completed the entire form click on **Place Order** at the bottom of the page.
- Print order form twice (one copy for you and one to send into the school)
- Repeat for each child

		HOME PROHIEL		GILS		ULLEF CHANGE FA.	SWORL
		Hot Lunch Or	ders				
	C	Irder Has Been Saved	For Aidan				
	P	Order For Aida	n				
		On-Line Order Total :	\$69.25				
Fall 2009							
Name	Status	Date Modified	Cost	Paid			
Aidan	Unpaid	2009-09-02	\$69.25	\$0.00	Order Form	Print Order	
Riley	No Order	-			Order Form		
		Total ::	\$69.25	\$0.00	Order Bala	nce Owing :: \$69.25	
					acust Transacti	n Delenes u \$60.25	

Chicken Day		Thursday Dece	mber 17th, 2009
Chicken Strips - 3 breaded chick with homemade	S ∷ ken strips, baked with carrot, cherry tomato and cucumer dip	x \$5.25	
Chips - Baked	Lays - original flavor ::	x \$1.25	
Chips - Sun Ch	nips - Harvest Cheddar flavor ::	x \$1.25	
Stirred Strawb - Dairyland	berry Yogurt ::	x \$1.00	
Fruit Cup - Mar	ndarin ::	x \$1.00	
Juice - apple ::	:	x \$1.00	
Juice - Berry B	Blend ::	x \$1.00	
Milk - white ::		x \$1.00	
Milk - chocolat	te ::	x \$1.00	
			-
		ORDER TOTAL ::	\$26.75
	Place Order		
Step 4	Print forms		

After all your child(ren) s orders are complete print 1 Remittance form for your family

		HOME	HOT LUN	CHES	INFORMATION	HELP CHANGE PASSWO
		Hot Lunch Or	ders			
			-	10		
	6	rder has been Saved	For Aldan	_		
		Order For Aida	n			
		On-Line Order Total :	\$69.25			
Fall 2009						
Name	Status	Date Modified	Cost	Paid		
Aidan	Unpaid	2009-09-02	\$69.25	\$0.00	Order Form	Print Order
Riley	No Order	-			Order Form	
		Total ::	\$69.25	\$0.00	Order Bala	ance Owing :: \$69.25
			C	urrent Ad	count Transacti	ion Balance :: \$69.25

Step 5Send Forms to School With Payment-Please fill inthe volunteer form and send in with your payment and remittance form bySeptember 15th.