

# GSS Online Hot Lunch Ordering Instructions

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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.

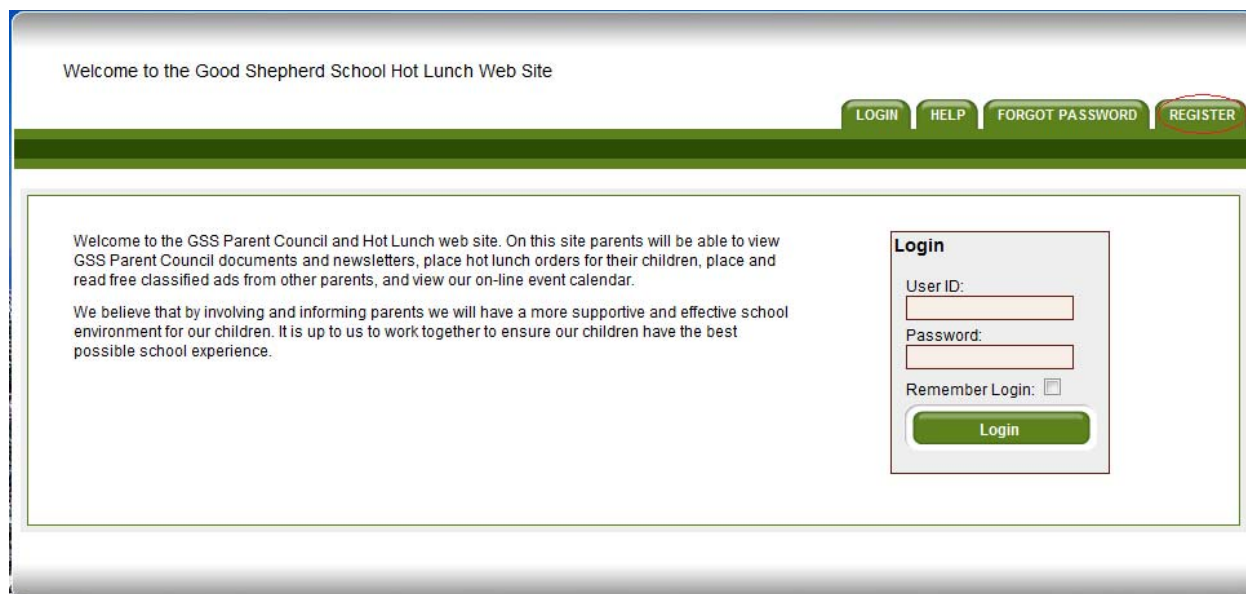
**All orders must be received including payment by September 15<sup>th</sup>**

- 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 15<sup>th</sup>**

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## **Step 1**      **Register**

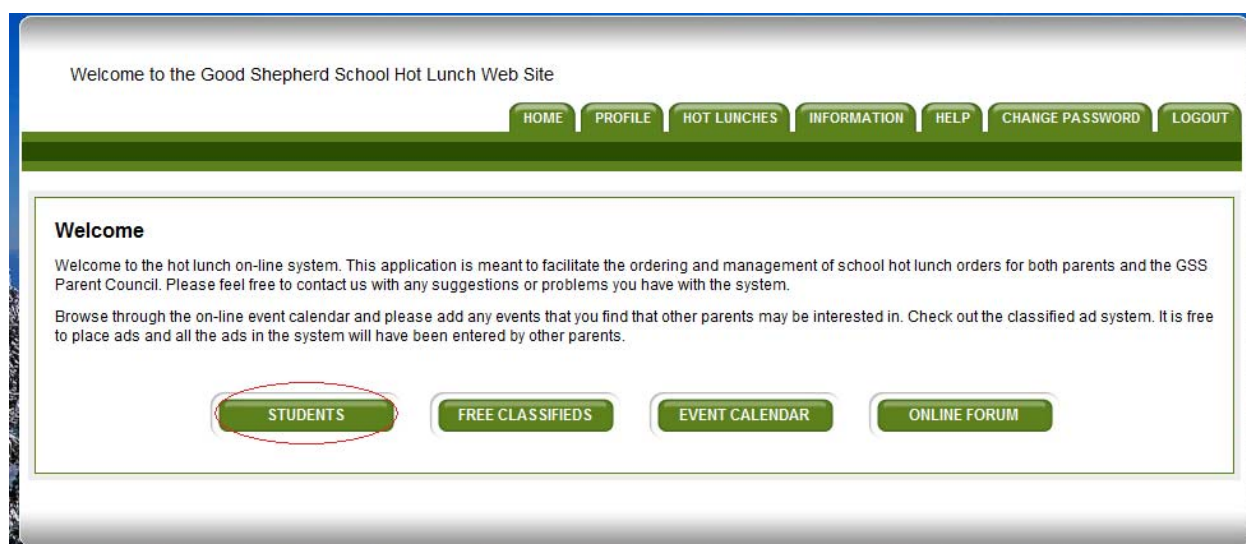
- Navigate to [www.gss.hotlunches.net](http://www.gss.hotlunches.net)



- 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.



- Click on **the Students button**

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

Welcome to the Good Shepherd School Hot Lunch Web Site

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

Student Administration

**Add a New Student**

First Name:

Last Name:

Class:

Status: Unverified

**Allergies**

☐ peanuts

☐ gluten

**Add New Student**

### Step 3 *Select lunch orders*

- Click on **Hot Lunch Tab**

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Hot Lunches

Account Transactions

Print Payment Remittance Form

**Welcome**

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

Browse through the on-line event calendar and please add any events that you find that other parents may be interested in. Check out the classified ad system. It is free to place ads and all the ads in the system will have been entered by other parents.

**STUDENTS** **FREE CLASSIFIEDS** **EVENT CALENDAR** **ONLINE FORUM**

- Click on the **Order form**

- You may now enter your child's 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**

Welcome to the Good Shepherd School Hot Lunch Web Site

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Hot Lunch Orders

Order Has Been Saved For Aidan

Order For Aidan  
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 Balance Owing :: \$69.25
Current Account Transaction Balance :: \$69.25					

Remittance Form

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Chicken Day Thursday December 17th, 2009

Chicken Strips :: - 3 breaded chicken strips, baked with carrot, cherry tomato and cucumber with homemade dip	<input type="text"/>	x \$5.25
Chips - Baked Lays - original flavor ::	<input type="text"/>	x \$1.25
Chips - Sun Chips - Harvest Cheddar flavor ::	<input type="text"/>	x \$1.25
Stirred Strawberry Yogurt :: - Dairyland	<input type="text"/>	x \$1.00
Fruit Cup - Mandarin ::	<input type="text"/>	x \$1.00
Juice - apple ::	<input type="text"/>	x \$1.00
Juice - Berry Blend ::	<input type="text"/>	x \$1.00
Milk - white ::	<input type="text"/>	x \$1.00
Milk - chocolate ::	<input type="text"/>	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

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Remittance Form

**Step 5**      **Send Forms to School With Payment-Please fill in the volunteer form and send in with your payment and remittance form by September 15<sup>th</sup>.**

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