

SPECIAL FOODS Registration and Ordering Instructions

Please visit the Special Foods on-line Website: <https://southpark.hotlunches.net/>

For privacy reasons all your previously entered personal information from last year has been deleted so you will need to Register as a new user. However you may use your same user id and password from last year.

Below is a quick summary of how to place Special Foods orders with the on-line system. For more detailed instructions please see the parent tutorial under the help tab on home page of the website. If you still have any questions, problems or are uncomfortable ordering on-line, please contact the Special Foods Committee directly through the link: <https://southpark.hotlunches.net/admin/?action=support>, and a qualified person will get back to you promptly. **Please note, the office is not trained to answer questions about ordering Special Foods nor can they administer the system, so please contact the committee via the website and someone will respond to you within 24 hours.**

1. Click link: <https://southpark.hotlunches.net/admin/?action=register-form> or navigate through web site to registration page. Please add your details (none of which will be made public on this site; they are gathered only to enable the Special Foods Committee to contact you if there are any issues with your orders). The access code required to register (first user entry box) is **SPHL** (all capitals please).
2. Add your children to your profile. Click on "Students" button, and then "Add New". Type in your child's name and select his/her class by drop down list of teachers by grade and division. Repeat this step until all your children attending the school are visible in your profile.
3. Place a child's order. Click the "Order" button found on the Special Foods schedule line under their name. Put the number of menu items desired into the boxes corresponding to the food you wish to order. i.e. If you want your child to receive two pieces of cheese pizza and one chocolate milk, put a 2 in the quantity box for the cheese pizza line item and 1 in the quantity box for chocolate milk line item on the menu. Make sure you do this for each item you wish to order and for each month you wish to order Special Foods. Repeat this process for all children that would like a Special Foods order.
4. Make payment. Click the "Update Lunch Order" button at the bottom of the page. The balance owing will be show on the summary page. Payments can be made by cheque through the office, or by credit or debit through Pay Pal. If you choose to pay by cheque, please make it payable to "South Park PAC" and put the children's names and division numbers in the memo line. Please submit only one cheque for multiple children's orders and you do not need to submit a remittance form if the cheque is made out as indicated above. Please note, payments must be received before the end of the school day, on the last day of the ordering period, or the order(s) will not be processed. For your information, once the payment has been processed you will not be able to make any changes to your order.
5. And with that you are finished until the next ordering period. Next ordering period, you will only be required to login and complete step 3 and step 4, as the system will retain your registration and student information for the year.

Many thanks your Special Foods Committee