

SPECIAL FOODS ORDERING TIPS AND ADVICE FOR NAVIGATING WEB SITE

The 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 or problems, 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, so please attempt to contact the committee first.

Website: <https://southpark.hotlunches.net/admin/>

- **First time and returning users must register to create an account.** Every year your information is deleted from the system for privacy reasons. You need to re-register each year. You may use the same user id and passwords as before as your account was completely deleted.
- 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).
- 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.
- 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.
- Make payment. Click the "Update Lunch Order" button at the bottom of the page. The balance owing will be shown 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. You may submit 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.
- And with that, you are finished until the next ordering period. Next ordering period, you will only be required to take steps 4 and 5, as the system will retain your registration information for future use. Please note that once you have paid your order it is no longer modifiable.