



Hot Lunch News

Online ordering Guide



Here is what to do:

- Go to our website, www.resstpaul.org
- Go to the *For Our Families* tab and click the *Hot Lunch* page
- Click the link for Hot Lunch Orders (create a bookmark/favorite if you wish)

Getting started: (first time only)

- Create a login and password as directed on the main page
- You will use this login and password each time you access the site

Adding students: (first time only)

- Go to *Student* tab on top
- Select school and grade/class (this will need to be changed each year)
- Fill in student first and last name
- Repeat as necessary for EACH child

Make sure you change your student grade/class designation before orders are placed for the new school year

Ordering: (monthly orders)

ALL ORDERS MUST BE COMPLETED BY THE 19th AT WHICH TIME THE PROGRAM WILL CLOSE AND NO NEW ORDERS CAN BE ADDED.

- Go to *Order* tab on top
- Select a student (active student will be green)
- Click a menu item from the calendar (a description will appear on the left)
- To add this item, click “Add to Cart” from the box on the left
- If you change your mind, select item and click “Remove from Cart”
- Repeat as necessary for EACH child

Finish and Pay:

- When you finish, click “Checkout” box on the lower right side of the screen
- Verify your order
- Either complete the credit card information or select the PayPal option
- You should receive an email confirmation. If not check “junk” folder and add to safer sender list to receive future emails to your inbox.

Record Keeping:

- Go to the *History* tab
- Select “Calendar View”
- Select month and student (hold down Ctrl button to select multiple students)
- Print the calendar for your records of what has been ordered