

Welcome to the West Royalty's On-Line Lunch Ordering System! Parent Instructions

Getting Started

To access the site, please go to the school hot lunch web site: <https://westroyalty.hotlunches.net>.



To use the system, you will be required to register and provide your name and email address. This site has an SSL Certificate to provide full security of your personal information and only the information needed to manage the lunch program is required.

To register for an account, click on the **"Click Here to Register"** tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account.

Enter as the **School Access Code**

Provide other information as required to complete your registration, and then click on **"Register Now"**.

You are now registered and ready to use the system. The next time you want to access the system, simply login with your email address and password.

A screenshot of the "Register for an Account" form. The form is titled "Register for an Account" and includes a note: "** All fields are required unless marked otherwise". The fields are: Access Code (with a hint: "This is the value that was written on the instruction sheet. This code is required to create an account. The access code is case sensitive."), Your First Name (with a hint: "Please enter your name, not your child's name."), Your Last Name, Home Phone (Optional), Home Email Address (with a hint: "Please enter only one valid email address."), Preferred User ID (with a hint: "(no spaces allowed) Note: Your user id will be visible to other users and volunteers. Please choose a user id that is not embarrassing or inappropriate."), Enter Your Password, and Enter Your Password Again. At the bottom, there is a disclaimer: "By registering for an account you agree that your name may be published on the class lists for your students. You can edit your contact information once you have completed your registration." and two buttons: "Register Now" and "Clear Form".

For families who have difficulty gaining access to a computer please contact School Administration.

MANAGING STUDENTS

Once you have logged into the system you will be at the “**Welcome Screen**”. This is the first screen you will see each time you login and from here you can quickly access the major sections of the system.

The first step is to add your students to the system so that orders can be placed for them. To add your children to the system click on the “**Students**” button to access the student management screen.

Students

Type their First and Last Name and select their class and teacher from the dropdown menu, then click on “**Insert**”.


If your child lives in two homes, both parents can register and place orders by appending Mom or Dad to the child's last name, as the system does not accept the same student name twice.

Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student.

To see the name(s) of your child(ren), click on the “**HOME**” tab and then on “**Students**”.

Below your child's name, you will see the Schedules currently available to order.

Welcome to the West Royalty Elementary Hot Lunch Web Site 

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Student Administration

Student List

Name: **Cameron, Mike** [Edit](#) [Delete](#) [Class List](#)

Status: **Unverified**

Include on Class List: **Yes**

Class: **Mrs. Danielle Honsberger**
- Gr: 1
- Class: 1A

Schedule	Order Total	Order Net	Status	
April 1 - April 5 (No School April 1)	\$0.00	\$0.00	No Order	Order
April 8 - April 12	\$0.00	\$0.00	No Order	Order
April 15 - 19th	\$0.00	\$0.00	No Order	Order
April 22 - 26	\$0.00	\$0.00	No Order	Order
Totals:	\$0.00	\$0.00		

[Add New](#)

To place your order, click on the “**Order**” button beside the Schedule of interest.

By clicking on the “**Order**” button you will be able to place or edit an order for the student. The order form will indicate the date range during which orders will be accepted.

Lunch Order Form

The lunch order form is organized by dates and each menu item available on each date is listed with the price and a box for you to enter the quantity you wish to order. When you enter a quantity the line price is automatically calculated and the total for the date is displayed at the bottom of each lunch date.

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On Line Order
April 1 - April 5 (No School April 1)
Mike Cameron

April 1 - No School (Easter Monday) **Monday April 1st, 2013**

Milk **Tuesday April 2nd, 2013**

White Milk: x \$0.45
- White Milk

Chocolate Milk: x \$0.65
- Chocolate Milk

Pizza **Wednesday April 3rd, 2013**

White Milk: x \$0.45
- White Milk

Chocolate Milk: x \$0.65
- Chocolate Milk

Pizza: x \$1.50
- Pizza

Chicken Nuggets **Thursday April 4th, 2013**

White Milk: x \$0.45
- White Milk

Chocolate Milk: x \$0.65
- Chocolate Milk

Chicken Nuggets: x \$2.00
- Chicken Nuggets

Subway **Friday April 5th, 2013**

White Milk: x \$0.45
- White Milk

Chocolate Milk: x \$0.65
- Chocolate Milk

Turkey Sub: x \$3.25
- Turkey Sub

Bread Selection: 8 inch whole wheat 8 inch white Deli

Sauce and Fixings: Mustard Mayo Cheese (white cheddar) Lettuce Pickles Tomato

Roast Beef Sub: x \$3.25
- Roast Beef Sub

Bread Selection: 8 inch whole wheat 8 inch white Deli

Sauce and Fixings: Mustard Mayo Cheese (white cheddar) Lettuce Pickles Tomato

Enter the quantity or check the items you would like to order, and once done, click on **“Update Order and Proceed”** at the bottom of the form.

Lunch Order Payment

Once you have completed the order and clicked on the “Update Lunch Order” button you will be taken to a screen where all the orders for all of the current lunch schedules are summarized.

Once you have ordered from all desired Schedules, press place your order to pay for your order online.

The Order Balance Owing will be displayed at the bottom of the summary.

Payment should be made only after all student orders have been completed for all desired schedules.

All payments must be received at the time of ordering. If the payment is not made at the time of ordering, the order will not be processed.

Your child’s order and payment must be made by 9pm on Sunday.

Email Notifications and Profile

The system will send you a confirmation email after you have placed an order.

It will also send you a weekly reminder with what you ordered for the upcoming week.

If you need to change your email address or want to change your password, please move your mouse over the **“Profile”** tab and once the menu drops down click on **“Edit Account Profile”**.

Additional Information and Help

Please follow the instructions in this guide and read the Frequently Asked Questions document.

If you need help registering or using the online ordering system, please call the School or send an email with your question to Michele at the Office at mhcoles@edu.pe.ca

If you are logged in to the system, you may select “**Support Request**” under the “**Help**” tab and send your question from there.