



## Welcome to Lunch Solutions!

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Lunch Solutions is very happy to be managing your school's PTA Hot Lunch program.

We are excited to be collaborating with many different restaurants and offering many new menu choices, along with those your children have come to love over the years. Most lunches will have a Gluten Free and Vegetarian option available, and lunch will be served Monday, Wednesday, Thursday and Friday.

Ordering can be done weekly, monthly or for the entire first session. Sessions runs August 29<sup>th</sup> to December 2<sup>nd</sup>, December 5<sup>th</sup> to March 3<sup>rd</sup> and March 6<sup>th</sup> to June 2<sup>nd</sup>. If you choose to order weekly the cut off for ordering or changes will be the **THURSDAY OF THE WEEK PRIOR AT 10:00 AM**. For example, the first cut off for serving on August 29<sup>th</sup> will be Thursday, August 25<sup>th</sup> at 10:00 am. Sorry! If you do not order before this time, it is not possible to add an order late for the week. If you decide to order ahead for the month or entire session, please know that if you need any changes, you just need to send me a quick e-mail and I will be more than happy to help you. Flexibility is important as things change in our daily lives!

- ❖ Ordering will be done on a weekly, monthly or session basis. You choose what is best for you.
- ❖ **The weekly ordering cut off for ordering is the THURSDAY OF THE WEEK PRIOR AT 10:00 AM.**
- ❖ Make sure your e-mail (login) is accurate at sign in so you will be able to login again when you need to.
- ❖ Changes/cancellations of orders are always possible if done by the Thursday at 10:00 am of the week before.

### **How do I sign up? - Account Sign-Up and Instructions:**

1. Log in to your school's lunch solutions ordering link. This can be reached from the PTA website also.  
Don't forget to **bookmark this page** for easy access again!
2. After accessing the Lunch Solutions Home Page, click on login on the upper right corner.
3. Go to "CREATE NEW ACCOUNT" Enter User (**Email**) and Password of your choice. If you have students in multiple schools, you can use the same user/password for each school.
4. On the Member Profile Page, enter your information under the **STUDENT SECTION**. Lunches will be labeled and served alphabetically by last name so please **be aware** of first and last name entry! **LAST NAME IS FIRST ON THE ENTRY**. This is the section which allows ordering. Please make sure you enter your students **GRADE LEVEL** and **TEACHER** as lunches will be served accordingly. **Without this information we cannot guarantee correct delivery and your order will not be submitted.**

Once completed,

5. From the **HOT LUNCH** drop-down tab (upper left corner), choose **Ordering/View Orders**. Your students name should be on the screen. Then choose start shopping.
6. Add items to your shopping cart by clicking on the entrée you would like to order from the calendar.
7. When you are finished choosing lunch items, hit **Review Cart/Place Order/Make Payment** and follow the prompts for payment.
8. Review your cart and cancel any items here or hit the X and go back to the ordering calendar. If you are ready to place your order hit the Continue to Payment button at the bottom of the screen.
9. Click Place order and check out with a credit card (there is a 1.99% service fee). Your PTA is only accepting credit card payments.
10. Print your order for reference, **download it into your calendar (under the ordering/View Orders tab)** or log in later to view your serving dates.
11. Your order/s will appear on the screen under the **Ordering/View Orders** screen.

**If you have any questions about the menu items or technical support don't hesitate to contact Robin Bear at: [lunchsolutions4\(ENTER YOUR SCHOOL HERE\)@gmail.com](mailto:lunchsolutions4(ENTER YOUR SCHOOL HERE)@gmail.com)**

*Thank you for participating in your school's lunch program and supporting your PTA!*