

# HOT LUNCH ORDERS/FUNDRAISING WEBSITE

## St. Teresa Hot Lunch Program

On-Line Registration & ordering is now open for the **October menu**. All orders must be in by September 25, 2018.

**\*\*\*PLEASE NOTE ALL ORDERS MUST BE COMPLETED ON LINE\*\*\***

**Absolutely no late orders will be accepted.**

### Here's how:

1. Go to [www.stteresa.hotlunches.net](http://www.stteresa.hotlunches.net)
2. Click the “**REGISTER**” menu at the top right-hand corner to sign up. Our school code is **STHL**
3. Enter your name, email address and phone #, then **a user ID** that you will use for access to the hot lunches & Fundraising Website. **Enter a password** and then enter it again to verify that it is correct.
4. Once, registered, you will be logged into the website
5. Please add your students by clicking on the “**STUDENTS**” button below or the “**PROFILE**” menu tab in order to proceed. Once your students have been added to the system you will be able to place lunch orders immediately by clicking the “**ORDER**” button below each child's name.

### ***IT'S THAT EASY!***

As in the past years, you may place an order for any or all lunch dates. If needed there is a computer set up at the office for you to submit your lunch order.

There are a few options available for you to pay for your on-line orders.

- Pay online using Paypal or your credit card.
- Pay by cash. **(No Cheques allowed)** We ask that you still input your order online and simply **print out a 'Remittance Form'**. Then send it to the school in a sealed envelope. All in school order payments must be received by September 25, 2018 so that orders can be processed on time, **absolutely no late orders will be excepted**. The restaurants have a deadline to have the orders submitted to them to make sure they can full fil our lunch orders.

**\*\*NEW** this year, on this same website we have our schools fundraising site. Any school fundraisers that require payments will be on this site to help make our events a little easier. It will be the same username and password as your hot lunches.

To access the fundraising site you click on the **HOME BUTTON** at the top of the hot lunches menu

and click on **St. Teresa of Aliva Elementary School link** and it will take you to our fundraisers.

You will be notified by email when our fundraisers become open and available to the public throughout the school year.

Our 1<sup>st</sup> Fundraiser through this site will be our Amazing Coupon Books. Orders will be fulfilled once a week through this site and sent home with the students.

***\*\*If you are interested in Volunteering for any of fundraisers or to help out with our hot lunch program please contact Kim Sinclair or Ashley Hutchison for more information.***

If you have questions please refer to the Help menu for the HOW TO GUIDE, or feel free to Email me at [ks1686@hotmail.com](mailto:ks1686@hotmail.com) or [ashley.hutchison@hotmail.com](mailto:ashley.hutchison@hotmail.com)

Thank you!

Ashley Hutchison SAC Chairperson

Kim Sinclair SAC Co-Chairperson