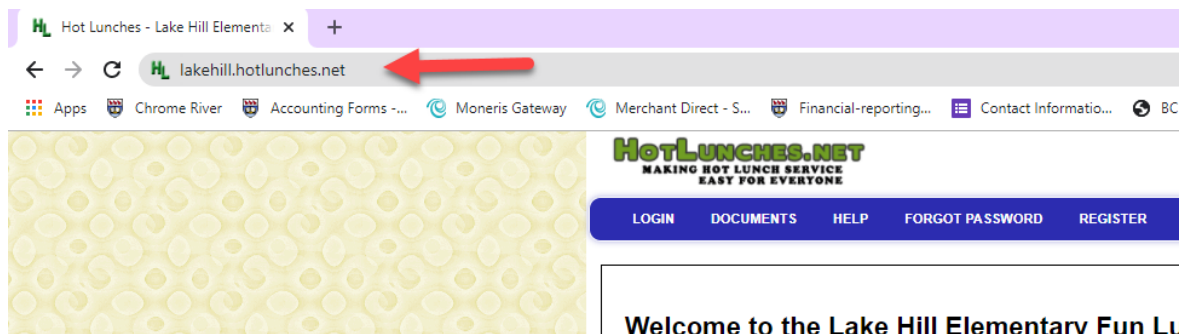


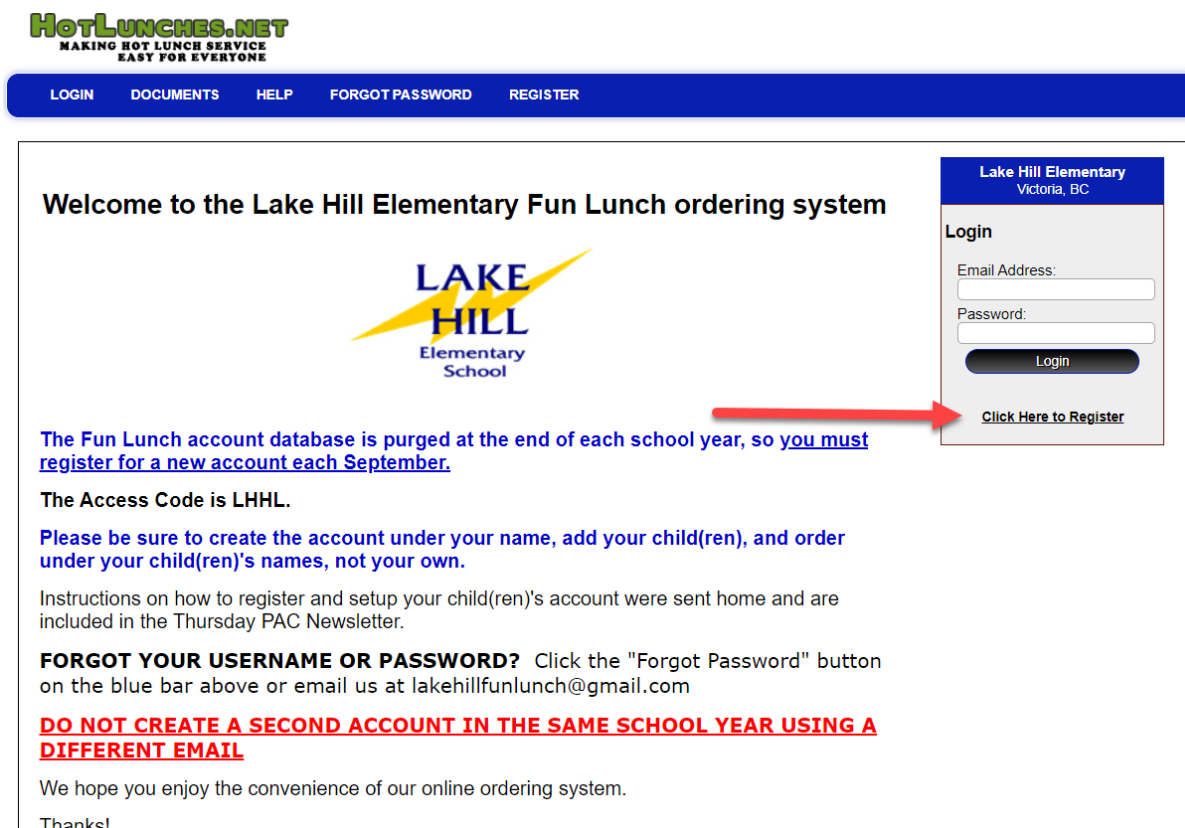
## Fun Lunch Registration Instructions

We have to purge all accounts from the Hotlunches.net system at the start of each year as classroom teachers and divisions have changed from the previous year and for privacy as students may no longer be at the school. This means that even if you had an account previously, you need to register again each September.

1. Go to <https://lakehill.hotlunches.net>



2. Click on "Click Here to Register" on the right sidebar



3. Enter Access Code **LHHL** and fill in the required fields. Click *Register Now* at the bottom of the page to save information.

**Register for an Account**

**Lake Hill Elementary**  
1031 Lucas Ave.  
Victoria, BC

**\*\* All fields are required unless marked otherwise**

Access Code:  ← Access code is LHHL  
This is the value that was sent home on the instruction sheet. This code is required to create an account. **The access code is case sensitive.**

Parent Name:    
(First Name) (Last Name)

Home Phone:

Email Address:   
Your email address will be your userid for access to the application.  
(Please enter only one valid email address.)

Enter Email Address Again:

Enter Your Password:


Enter Your Password Again:

Selected Language:  English  French

**Fill in the required fields and click Register Now**

By registering for an account you agree that your information may be used by the assigned administrators of the web site for the purposes of managing orders and payments in the system. Your information will be kept private and never shared with third parties.


4. Now that you are registered, you need to add your child(ren) to the account to be able to order for them. Click on Students.





**HotLunches.NET**  
MAKING HOT LUNCH SERVICE  
EASY FOR EVERYONE


WELCOME: SARAH\_SMITH@GMAIL.COM


[HOME](#) [PROFILE](#) [ORDERS](#) [INFORMATION](#) [HELP](#) [PASSWORD](#) [LOGOUT](#)


 **Students**

 **Orders**

 **Transactions**


 **Pay Online**

 **Profile**

 **Help**

## Welcome to the Lake Hill Elementary Fun Lunch ordering system

Now we add your child(ren) by selecting Students from the top left corner




**Please be sure to create the account in your name, add your child(ren), and order under your child(ren)'s names, not your own**

This year, we have made a few changes to our Fun Lunch ordering:

- Each month's menu will be posted individually to make the account reconciliation easier.
- Forms of payment accepted:
  - Credit cards through Bambora (please note there is a small processing fee of \$0.30 + 2.85% per transaction)
  - E-Transfers to lakehillfunlunch@gmail.com (we are discontinuing the use of Paypal)

We are also looking for someone interested in taking over the Fun Lunch Coordinator role next spring as our current coordinator will be moving on to middle school soon.

*If you would like to participate in Fun Lunch, but are unable to order due to financial considerations, please contact your classroom teacher or [contact us](#) and assistance can be arranged.*

 Find us on Facebook

Student Administration

- Students
- Orders
- Transactions
- Pay Online
- Profile
- Help

**Student List**

Name: <b>Smith, Sarah</b>	<a href="#">Edit</a> <a href="#">Delete</a>
Status: <b>Verified</b>	
Class: <b>Parent</b>	

Click **Add New** to add your child(ren)



Student Administration

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**Insert New**

First Name:  Enter the required information and select their teacher from the Class menu.

Last Name:

Grade:

Class:



Student Administration

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Record Has Been Inserted

**Student List**

Name: <b>Smith, Sam</b>	<a href="#">Edit</a> <a href="#">Delete</a>
Status: <b>Unverified</b>	
Class: <b>Michelle Vingo</b>	
- Gr: Div.9	
- Div: 9	
- Grade 1	
Name: <b>Smith, Sarah</b>	<a href="#">Edit</a> <a href="#">Delete</a>
Status: <b>Verified</b>	
Class: <b>Parent</b>	



Repeat step 5 for each child



5. You are now ready to order! Simply click **Orders**.

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EASY FOR EVERYONE

WELCOME: SARAH\_SMITH@GMAIL.COM

HOME PROFILE ORDERS INFORMATION HELP PASSWORD LOGOUT

Student Administration

Students Orders Transactions Pay Online Profile Help

Student List

Name: Smith, Sam	Edit	Delete
Status: Unverified		
Class: Michelle Vingo		
- Gr: Div.9		
- Div: 9		
- Grade 1		
Name: Smith, Sarah	Edit	Delete
Status: Verified		
Class: Parent		

Add New

Powered by Hot Lunches On-Line - [www.hotlunches.net](http://www.hotlunches.net) - 142.104.200.163 - September 11, 2022 12:12am - DB: Current -- Server: 204.187.64.90

UK FR

- Once your children have been added to the system you can immediately place fundraiser / lunch orders for each child. The "Student Administration" screen will list all your registered students and the information about any pending, current or recent orders that have been placed for each student.
- By clicking on the "Order" button you will be able to place or edit an order for the student. For detailed instructions on ordering, click on the **HELP** menu and select "**Parent Instruction Guide**". The order form will indicate the date range during which orders will be accepted. After the end date it will not be possible to place or edit an order. Once an order has been paid you will not be able to make any further changes to the order. *DO NOT PLACE THE ORDER UNDER YOUR NAME AND DO NOT CREATE THE ACCOUNT UNDER YOUR CHILD'S NAME. Steps 1-3 creates the PARENT ACCOUNT and steps 4-6 allow you to add your child(ren) so you can order for them each individually. If you have ANY issues, email [lakehillfunlunch@gmail.com](mailto:lakehillfunlunch@gmail.com) so we can assist you. Once an order is placed on an incorrectly setup account, it is very difficult to fix.*
- Once you have completed the order and clicked on the "Update Order" button you will be taken to a screen where all the orders for all of the current schedules are summarized. You can pay for all the outstanding orders by entering your credit card for payment through Bambora or sending an e-transfer to [lakehillfunlunch@gmail.com](mailto:lakehillfunlunch@gmail.com) for us to apply to your account. Payment should be made after all student orders have been

completed. Please note, it may take up to 24 hours for an e-transfer to reflect on your account.

**Payment:** The online system accepts credit card (Visa, Mastercard, and American Express) payments via Bambora and E-transfers to [lakehillfunlunch@gmail.com](mailto:lakehillfunlunch@gmail.com). The answer to the question you need to provide should always be LAKEHILL (all upper-case please). Please enter your child(ren)'s name(s) in the Memo line to help with our reconciliation. Also, you can e-transfer a sum of money greater than your balance and a CREDIT will be put on your account to draw from for future orders.

If you are unable to use either of these methods, please email us at [lakehillfunlunch@gmail.com](mailto:lakehillfunlunch@gmail.com) to place your order and arrange payment by cash/check. Paper forms are available through the office or email us and we can send you the PDF to print off at home. Paper order forms must be returned the day BEFORE the online ordering deadline so they can be added to the system.

The online system requires a bit of setup as you must register each child you have attending our school prior to ordering. However, once the initial process is complete, your Fun Lunch orders for the remainder of the year should be quick and simple!

***If you would like your child to participate in Fun Lunch, but are unable to order due to financial considerations, please contact your classroom teacher or the PAC directly and assistance can be arranged in confidence.***

***Note:*** To use the system, you are required to register and provide your name, phone number and email address. This site has an SSL Certificate to provide full security of your personal information, and only the information required to manage the fundraising / lunch program is required. The volunteer site administrator cannot access your password and you select your own user id.