

Sangster Elementary School

HOT LUNCH & FUNDRAISING 2017-2018

As we get ready for another exciting year at school, it is also time to get the Hot Lunch Program up and running. We will be doing online ordering for all orders to ensure accuracy with the orders and to make the process as easy for everyone as possible.

Here's how to get started...

- ✓ Go to **Sangster.hotlunches.net**
- ✓ Click on "Click Here to Register"
- ✓ Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week)
- ✓ Click the "**Register Now**" button at the bottom
- ✓ Follow the instructions to add each child in your family who attends Sangster School
- ✓ Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch for your child(ren)

PayPal & Payment options:

We only accept hot lunch order payments through PayPal (www.paypal.com) You can either pay with a credit card as a PayPal guest (Visa, Mastercard or Amex), or set up your own PayPal account, or Cheques made out to Sangster PAC (within 5 days of order) delivered to the office in a sealed envelope, there is a box for cheques in the office.

The hot lunch online order system requires a small amount of setup time at the beginning as you must register each child you have attending our school prior to ordering hot lunch. Once the initial setup process is complete, your hot lunch orders for the remainder of the year should be quick and simple. Please email Sangsterpac@outlook.com if you need anything.

****Please Note:** Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.

We encourage you to create a user id even if you don't plan to place lunch orders...it's a great way to stay informed! We will also be accepting fundraising payments here as well!

To use the system, you will be 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 lunch program is required. The volunteer site administrator cannot access your password and you select your own user id.

To register for an account, click on the "**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 and each student at the school will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional email addresses to your account.

Once you have registered, you can immediately LOG IN.

