



# Welcome to the Montroyal PAC Ordering System

## Getting Started

Go to: [www.montroyal.hotlunches.net](http://www.montroyal.hotlunches.net) in your browser window or follow the link from our MPAC website. This is the screen you will see:

(SCREEN SHOTS ARE FOR ILLUSTRATION ONLY. DON'T RELY ON DATES OR INFORMATION)

The screenshot shows the HotLunches.NET website for Montroyal PAC. The header includes the logo and a navigation bar with links for LOGIN, HELP, FORGOT PASSWORD, and REGISTER. The main content area features a welcome message, a login form, and a registration link. The login form includes fields for Email Address and Password, a Remember Login checkbox, and a Login button. The registration link is labeled 'Click Here to Register'. The footer contains copyright information and a link to the Facebook page.

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 MPAC system administrators cannot access your password and you select your own user id. (We suggest you use your email address for easy recollection)

To register for an account click on the "**REGISTER**" tab on the main menu bar or "[Click Here to Register](#)" in the right hand box. This will take you to the registration form to create an account for your family. Each family will have one account and each member of your family registered 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 parent/guardian contact information.

To register, enter the **SCHOOL ACCESS CODE** that is provided in the **Welcome Package**. Provide other information as required to complete your registration.

Once you have registered, you can immediately LOG IN.

The close-up shows the login form with the following fields and buttons: Email Address (with the example 'mark@address.com'), Password (with masked characters '\*\*\*\*\*'), a Remember Login checkbox, a Login button, and a 'Click Here to Register' link.

## Parent Instructions

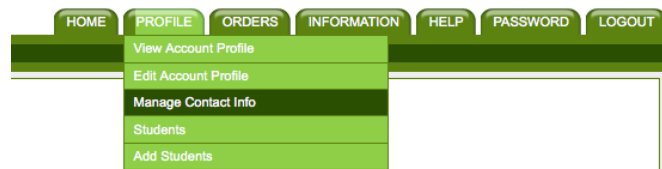
**\*\*NOTE for Split Families\*\*** Where both parents want to access the system and place orders, the MPAC system administrators will need to add the students for the second registered parent. Please contact [info@montroyalpac.com](mailto:info@montroyalpac.com) for assistance.

### Step 1 - Manage Contact Info

Once you have logged into the system you will be at the "**Home**" page. 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 verify your contact information. Your contact information is the information that is displayed in the on-line MPAC School Directory. You can display or remove any of the values in the contact record to ensure that your privacy is protected or to provide information to other parents such as additional parent/guardian or caregiver information. If you have elected to be on the MPAC email list, the emails displayed in the contact list will be included.

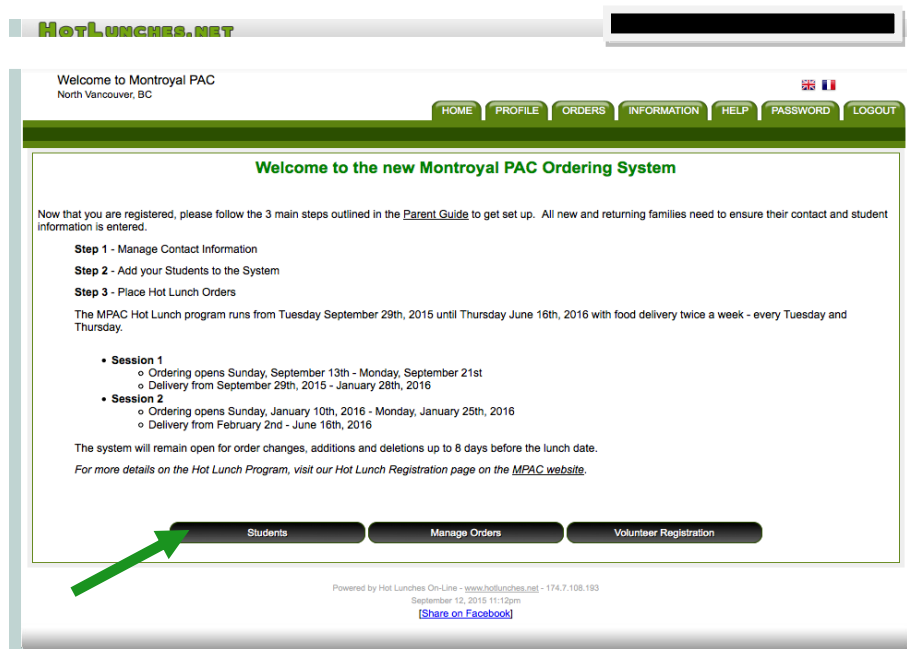
Click "**PROFILE**" tab then "**Manage Contact Info**" to edit, add another contact (Click "**Add New**") or update contact information.



### Step 2 - Managing Students

The second step is to add your children to the system so that Hot Lunch and other orders can be placed for them. To add your children to the system return to the "**HOME**" page, then click on the "**Students**" button to access the student administration screen.

(SCREEN SHOT IS FOR ILLUSTRATION ONLY)



## Parent Instructions

You are now on the “**Student Administration**” screen. Click “**Add New**” and this is the next screen you will see:

Welcome to Montroyal PAC  
North Vancouver, BC

HOME

PROFILE

ORDERS

INFORMATION

HELP

PASSWORD

LOGOUT

Student Administration

Insert a New Entry

First Name:

Last Name:

Grade:

Available for Babysitting: ☐ Yes ☒ No  
Typically Grade 6 or 7 student who has completed Babysitting course.

Class:

Preferred Name:

Student Allergies and Food Sensitivities

☐ Dairy

☐ Gluten-Free Diet

☐ Strawberry

☐ Tree Nuts

☐ Pork

☐ Peanuts

☐ Sesame seeds

☐ Eggs

☐ Seafood (fish, crustaceans and shellfish)

☐ Soy

☐ Sulphites

☐ Wheat

Insert

Here you will specify your child’s name, grade, babysitting availability, select which class, teacher and division the student is in (which will be verified by MPAC system administrators) and preferred name if applicable. You will have an opportunity to specify which of the listed allergens your child is allergic to, or foods they do not eat. Once you have entered the information click the “**Insert**” button.

**\*\*NOTE for Split Families\*\*** Where both parents want to access the system and place orders, the MPAC system administrators will need to add the students for the second registered parent. Please contact [info@montroyalpac.com](mailto:info@montroyalpac.com) for assistance.


### Step 3 - Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student. On the "**Student Administration**" screen click the "**Order**" button beside each student's name. 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.

Each student is listed with their class information and their status in the system. Once the MPAC system administrators have verified each student the status will change from "**Unverified**" to "**Verified**". Below each student's information is a list of the current and recent schedules and the orders that were made in each schedule for the student.

By clicking on the "**Order**" button you will be able to place or edit an order for the student. You are allowed to change orders however, orders need to be placed minimum 8 days prior to the lunch delivery date. No changes will be permitted outside of the 8 days window. If a change results in a credit, you will receive a credit towards your family account.

Welcome to Montroyal PAC  
North Vancouver, BC



HOMEPROFILEORDERSinFORMATIONHELPPASSWORDLOGOUT

Student Administration


Student List

Name: **Smith, Kennedy**

Status: **Unverified**

Class: **Jeff Teed**  
- Div: 1

EditDelete

Schedule	Total	Net	Status	
<a href="#">Hot Lunch - Session 1</a>	\$18.80	\$18.80	Unpaid	Order 
Totals:	\$18.80	\$18.80		

Add NewAccount Transactions

## Hot Lunch Order Form

The hot 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.

(SCREEN SHOT FOR ILLUSTRATION ONLY. DO NOT RELY ON DATES FOR INFORMATION)

Welcome to Montroyal PAC  
North Vancouver, BC

HOME

PROFILE

ORDERS

INFORMATION

HELP

PASSWORD

LOGOUT

Hot Lunch - Session 1 Orders

Hot Lunch - Session 1 - Orders will be accepted between  
Sunday September 13th, 2015 & Thursday January 28th, 2016.

Welcome to our new hot lunch ordering system.

- Give yourself 1hr to complete the order, you have 40 lunches in this session.
- Check your order to ensure you have the correct size, item, topping and add-ons (like drinks, beverages and treats).
- You are now able to change, add or delete orders yourself 8 days before the lunch date.
- If class trips are scheduled during a hot lunch day and the hot lunch team receives 8 days notice, orders will be canceled and accounts refunded. Impacted families will be contacted. If 8 days notices are not given; lunches will be saved for students upon their return.

Class Trips

- Grade 6 Outdoor school- January 11 - 15
- Grade 3 Outdoor school - April 13 - 14
- Grade 4 Big House (2 groups) - June 9 - 10 & June 13 - 14

Select items from the form below and enter the quantity you wish to order in the box beside the item. The prices will be calculated for you automatically. When you have selected all the items you wish, click the button at the bottom of the form.

On-Line Order  
Hot Lunch - Session 1  
Kennedy Smith

Kids Day by Foodie Kids

Tuesday September 29th, 2015

-- --

Menu contains kids favorites made with nutritious ingredients.

-- Hot --

3 pc Baked Chicken Strips	<input type="checkbox"/>	x \$6.15
5 pc Baked Chicken Strips	<input type="checkbox"/>	x \$7.60
1 pc BBQ Beef Slider - beef slider w/bbq sauce on a whole wheat bun	<input type="checkbox"/>	x \$3.99
Grilled Cheese & Ham Sandwich	<input type="checkbox"/>	x \$5.75
Grilled Cheese Sandwich - Grilled cheese on whole wheat bread	<input type="checkbox"/>	x \$5.25

## Hot Lunch Order Payments

Once you have completed the order and clicked on the **"Place Order and Proceed"** button, at the bottom of the form, you will be taken to a screen where all the orders for all of the current lunch schedules are summarized.

Your **On-Line Order Number** will be displayed on this screen. For payment, please make cheques payable to "MPAC" and note order number in the note section. Drop in the PAC box in the lobby, please no envelopes. Payments for multiple orders can be combined on one cheque. In this case, once you are finished all your orders, you can find a summary of your transactions and order numbers by clicking **"Account Transactions"**. Please note all the order numbers on one cheque. For your reference, it is possible to generate a PDF of any student hot lunch order by clicking the **"Print"** button.

HOME | PROFILE | ORDERS | INFORMATION | HELP | PASSWORD | LOGOUT

Hot Lunch - Session 1 Orders

Order Has Been Saved for Kennedy Smith

Ordered By Kennedy Smith  
 On-Line Order Number :: 1455888  
 On-Line Order Status :: Unpaid  
 On-Line Order Total :: \$18.80  
 Account Balance :: \$18.80

Please remember to make cheques payable to "MPAC" and note order number in the note section. Drop in the PAC box in the lobby

View Account Transactions

Hot Lunch - Session 1				
Name	Date Modified	Order Total	Status	
Smith, Kennedy	2015-09-13	\$18.80	Unpaid	Order Print
		\$18.80	Order Balance Owing :: \$18.80	
				Current Account Transaction Balance :: \$18.80

Powered by Hot Lunches On-Line - [www.hotlunches.net](http://www.hotlunches.net) - 174.7.108.193  
 September 13, 2015 10:55am  
[\[Share on Facebook\]](#)

Welcome to Montroyal PAC  
 North Vancouver, BC

HOME | PROFILE | ORDERS | INFORMATION | HELP | PASSWORD | LOGOUT

Account Transactions

Balance Owing: \$18.80

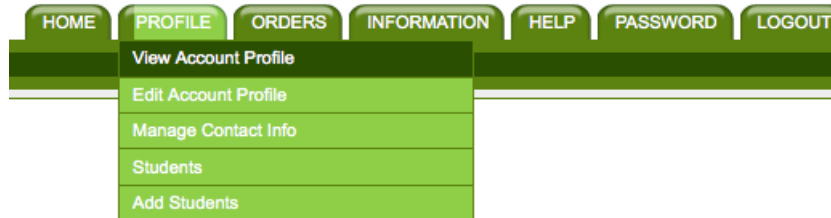
Account Transactions - 1

User ID	TRX Date	Type	Note	Ref	Charges	Credits	Method	Balance
	2015-09-13	Order (#1455888)	Kennedy Smith (Hot Lunch - Session 1)		\$18.80			\$18.80
Current Account Balance ::								\$18.80

Print CSV

### Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the ordering system. All the data in your profile is required and is kept private for use in the management of the school hot lunch program, on-line directory and other orders.



Click "**PROFILE**" tab then "**Edit Account Profile**" to edit or update profile information.