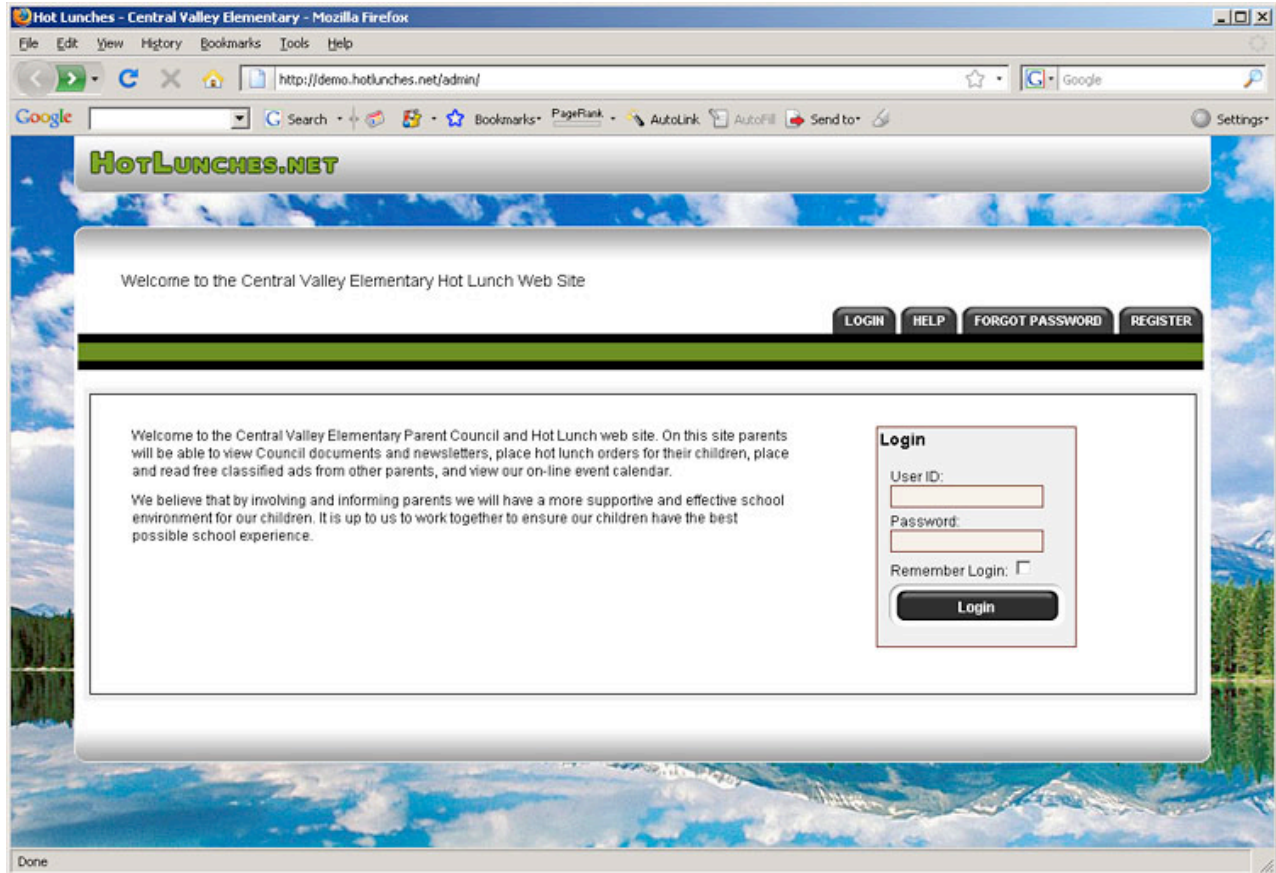# FUN FOOD THURSDAYS 2014/15

Welcome to the On-Line Fun Food Ordering System!

Getting Started

To access the site, please go to the school fun food website at vrpac.hotlunches.net. All the screen shots in this document are from a demo site and not our school web site, and they may not exactly the same as shown.

The Login 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 volunteer site administrator cannot access your password and you select your own user id.

To register for an account click on the "**REGISTER**" link in the top right corner. This will take you to the registration form to create an account for your family. Each household 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.

To register, enter the SCHOOL ACCESS CODE provided in the email and notice sent home. Complete the other information as required to complete your registration.

Once you have registered, you can immediately LOG IN.

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Managing Students

Once you have logged into the system you will be at the "**Welcome Screen**". 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 add your students to the system so that orders can be placed for them. To add your children to the system click on the "**Students**" button to access the student management screen.

To add any student to the system you must click on the "**Add a Student**" button to access the form. It is also possible to access these pages from the "**PROFILE**" menu by selecting "**Manage Students**" or "**Add New**".

The "**Student Administration**" screen will allow you to specify your child's name and select which class he or she is in. Once you have entered the information click the "**Add New**" button.

Add New Student Form

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Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student. 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 fun food team has verified each student the status will change from "**Unverified**" to "**Verified**". Don't worry… you can still place orders if your child is still "unverified". 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.

Student List

By clicking on the "**Order**" button you will be able to place or edit an order for the student. 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 still be able to place orders later if you wish.

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Fun food Order Form

The fun food 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.

Fun food Order Form

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Fun food Order Payments

Once you have completed the order and clicked on the "**Update Order and Proceed**" button you will be taken to a screen where all the orders for all of the current lunch schedules are summarized. If you have an outstanding balance owing you can then print a payment remittance form by clicking the button labelled "**Remittance Form**". You can also pay for all the outstanding orders by clicking on the "**PayPal Payment**" button.

Payment should be made after all student orders have been completed.

It is also possible to generate a PDF of any student fun food order by clicking the "**Print Order**" button.

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Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the school fun food program. All the data in your profile is required and is kept private for use in the management of the school fun food program and for the school council to communicate with you.

It is possible to enter up to three email addresses in your account profile should there be a need to have emails sent to more than one household.

FAQ

What if a student resides in more than one household?

- One household/parent registers as normal, and adds the student(s) to their account as above.

- The other household/parent will also register an account, but will not add the student(s) to their account. This other household will then need to email funfood@vrpac.com and request to be linked to the student(s). We will manually link the student(s) to both households.

- Either household may then place orders, but be aware they won't be able to see each other's order. We recommend the households discuss the student(s) ordering needs.

What if I have placed an order but my child won't be in school that day?

- If your plans change after placing an order (ie vacation), email funfood@vrpac.com before the deadline to have your order reversed and a credit placed on your account. We will not be able to process credits for short notice cancellations (ie sick). If your child is sick on the Fun Food day – you will still need to call the office that morning if you want to arrange to have the lunch picked up or to have your order given to someone else.

If you have any questions, feel free to email funfood@vrpac.com

VOLUNTEERING

Fun Food days rely on parent volunteers to organize and hand out the food. We meet in the library around 11:15, and are usually finished about 12:45. The kids look forwards to seeing their parents show up with their fun food! If you can help, you can note it on the bottom of the order forms, or via the "Volunteer Registration" link on your home page.