

Valleycliffe Elementary

HOT LUNCH ON-LINE ORDERING

We've now introduced online ordering for hot lunches to Valleycliffe Elementary School! This will ensure accuracy with the orders and make the process as easy for everyone as possible.

Here's how to get started...

- ✓ Go to **valleycliffepac.hotlunches.net**
- ✓ Click on "Click Here to Register"
- ✓ Enter Access Code **VCHL**
- ✓ 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
- ✓ Click the **Students** button. This will bring you to the Student Administration screen
- ✓ Fill in the First Name, Last Name and Class fields for your child and select any allergies they may have.
- ✓ Click the **Insert** button to add your child to the system.
- ✓ Click the **Add New** button to add each additional child in your family who attends Valleycliffe School into the system
- ✓ Once your child(ren) are registered, click on the **Order** button for each child
- ✓ Proceed to order hot lunch for your child(ren)

PayPal:

We now accept hot lunch order payments through PayPal (www.paypal.com), however, if you wish to pay by cheque or cash, you will click the **Print Remittance Form** button and bring that form into the school with your cheque or cash.

You can either pay with a credit card as a PayPal guest (Visa, MasterCard or Amex), or set up your own PayPal account.

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