

Lunches Made Easy School Lunch Orders

Hello, your school's lunch program has started, so it's time to place your child(rens) food order - **the due date is September 28, 2019**. Online ordering is done through a website, **SOLOlunch.com** and is very easy to use. The Hot Lunch program provides variety for your child and is a fundraiser for your school. **If you have any difficulties with the order process, please don't hesitate to contact Tracy@SOLOlunch.com.**

Lunches Made Easy handles the payments and sends the proceeds to your school. This makes it easier administratively as Lunches Made Easy accepts E-transfers (email MoneyForLunches@gmail.com with a password of *homemade*, if it asks) and/or PayPal, which includes Visa, Mastercard & Visa Debit - instructions are on the Order Summary/Pay Securely Online page.

Note: if you cannot pay this way, please call Victoria at 416-995-7262. When a new order is opened, you will receive an opening email from CGI Mailer (don't forget to check your SPAM/Junk folder and mark as not SPAM) and there will also be a reminder email sent 2 days before the order closes.

Please note: Lunches Made Easy provides Gluten Free products, but cannot take responsibility if your child orders Non-Gluten Free items. **If your child is Gluten Free, then only order Gluten Free items.**

First Time Instructions for Hot Lunch Orders - SOLOlunch.com

The first time you login, you have to be assigned a Username. To receive your username, create your own password, and begin ordering you will need to:

1. Go to www.SOLOlunch.com and Click on 'No Username Yet?' to the right of the login box. Then, select your school, and enter your school password *hotlunch*. (You will select your own password in Step 3).
2. Then click on 'Get Family Account', which will provide your family with an automatically generated username. Your username will be your school prefix name followed by three numbers (*like kps034*). This username is unique to your family.
3. Go to SOLOlunch.com now and login with that username and your school password. This will bring you to the Family Registration page. Create your family account by completing this form. It is important to change your password from the one provided by your school to your own private password. Record your username and password in a safe place. Fields with an asterisk (*) must be filled in.
4. Click on 'Save Family Information', and the 'Family Information' page will appear requesting your child/children's first name(s) and teacher selection.
5. Click on 'Child/Children information, and your setup is complete.
6. Click on 'Order Food Now' and 'Ordering Instructions' will appear, giving you the opportunity to order food for every student in your family, print a summary page and pay online for your order by clicking the Pay Securely Online button. On this page you can also view your family lunch order summary, modify your family information or logout.
7. If you misplace your username and/or password or have difficulties with your order, please contact your school's SOLO administrator, Tracy@SOLOlunch.com to have it reset.

Your privacy is of the utmost importance; our policy is posted on the website. Thank you for supporting your school fundraiser.