



Kars on the Rideau School Council

Online Lunch Ordering

TERM 1: October 2, 2017- January 31, 2018

It is time to get the first term of the Lunch Program underway! Each Wednesday, during the second nutrition break, parents can order a lunch for students in Grades K-8. KOTR is introducing **online lunch ordering** this year to:

- Improve order visibility & payment accuracy;
- Offer more payment options;
- Simplify lunch ordering for parents and lunch volunteers;
- Reduce paper and money flowing through classrooms.

For these reasons, the Lunch Program no longer supports paper-based lunch order forms. For Term 1 you may order lunches online from **September 5th** through **September 15th, 2017**. After that time, orders will be finalized and sent to our vendors. No changes can be made.

The order system is easy to use! Here's how to get started.

1. **GO TO:** <http://kotr.schoolcouncil.net>
2. **REGISTER:** You must create an account for your family before ordering meals.
 - Click on "**Click Here to Register**" in the login box.
 - The access code you will require is **KARS** (all caps).
 - Your login will be the email you enter and the password you create. (Remember it!)
 - Click the "**Register Now**" button at the bottom.
3. **CREATE KIDS:** For each account you must create the students for whom you will order lunches or milk.
 - **Be sure to enter their correct homeroom class assignment.**
 - Once your child(ren) are created in the system, click on "**Order Lunches**" to select food.
4. **ORDER FOOD:** Order lunches and/or milk for each student you create.
 - Lunches are now ordered by DATE - fill in the order details for each Wednesday lunch is to be delivered to your child. Milk is still ordered daily for the entire term.
 - Click "**Place Order & Proceed**"
 - You must do this for *each student* in your family account. (Use ORDERS tab up top).
5. **PAY FOR ORDERS:** You must order online, but you are not required to pay online.
 - You may either "**Pay With PayPal**" (using a credit card) or with cash/cheque using "**Print Remittance Form**".
 - Cash/cheque payments must be attached to the **remittance form** you download, and then print from the system (it will save to your computer as a .pdf document).
 - **Payment instalments** are still available. Instructions for post-dated cheques are on the remittance form. Please submit all cheques covering your **entire order amount** at once.
 - Any cash or cheque payment must be delivered to the school **WITHIN 7 DAYS** of placing an order or it will disappear from the system.



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We appreciate your patience and understanding while we implement this new system at KOTR. We are all new to the system and there will likely be minor issues, but we are trying hard to deliver the same lunch program everyone has always enjoyed at KOTR. Below are a few things that might help you with the new process.

Tips For Using The New System:

- You do not need a PayPal account to pay online. You can either use your credit card as a PayPal guest (Visa, Mastercard or Amex), or use/create your own PayPal account.
- Should you experience any issues with PayPal or your PayPal account, you must contact PayPal directly to resolve.
- Lunch menu dates and other events can be seen on the "**Event Calendar**" when you log in. You will also get email reminding you of upcoming lunch dates.
- If you created your children in the system earlier this spring or summer, please be sure to **UPDATE their classroom assignment** as of Sept-5th!
- Although you have to order a set of lunches for each child in your family account, you only have to **volunteer** under ONE child if you care to help at the school (see below).
- You do not need to order lunches to volunteer for school roles or events (see below). You just need to register in the system with an email and password.
- There are helpful resources under the **HELP** menu tab. A **support request** goes directly to Lunch Program volunteers at KOTR who can assist.

Now also available online:

Parent Volunteer Sign-Up!

Click the **Volunteer Registration** button when you log in to sign up for various roles and events at the school such as the Cake Walk or the annual Dance-a-thon!
(The system does not manage classroom volunteers).

All the registration info you entered as a lunch parent will be used to contact you about these events. No need to write out your contact info twice! Signing up does not commit you to an event or a role. It just permits Council to contact you when the time comes.