

Account Setup Info Page

The Hot Lunch menus will be available online! For those families who wish to place hot lunch orders for your child/children we use an online ordering system designed to make the process as quick and easy as possible. To use this ordering system a parent will need to **register a parent account**. Once registered you will be able to place hot lunch orders as well as participate in other school fundraisers throughout the school year. If you haven't done so already here's how to get started...

- ✓ Go to **www.mcmahon.hotlunches.net**
- ✓ Click on "**Register**" at top right of screen.
- ✓ Complete the registration form. (Including your **email address** will ensure you receive reminder emails about hot lunch order deadlines, school events, fundraisers etc.)
- ✓ Click the "**Register Now**" button at the bottom.
- ✓ Click the "**Students**" tab and add each child in your family who attends Albert McMahon Elementary School.
- ✓ Once your child/children are registered, click on "**Orders**". You will now be able to view the hot lunch menu.
- ✓ Proceed to order hot lunch for your child/children. (Orders only visible when hot lunch schedule is LIVE.)

The online Hot Lunch 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 is complete, your hot lunch orders for the remainder of the year should be quick and easy.

Paying for your order:

Payments for orders are made with **Credit Card** (Visa, MasterCard, American Express) (A small service charge will be applied to each transaction.)

You may pay with personal cheque, but we ask that you place your order online and print out a **remittance form** to send in with your payment.

For those who may not have internet access, we will continue to provide a paper order option and accept personal cheques (a \$10 NSF charge will apply), but you will need to ask at the office for the order forms.

Remember one payment per family. Families with more than one child should make menu selections for each child before checking out.

If you have any questions or comments please see a PAC member volunteer, or email us at **mcmahon.hotlunches@gmail.com**

Thank you for supporting our school!

Your PAC Team