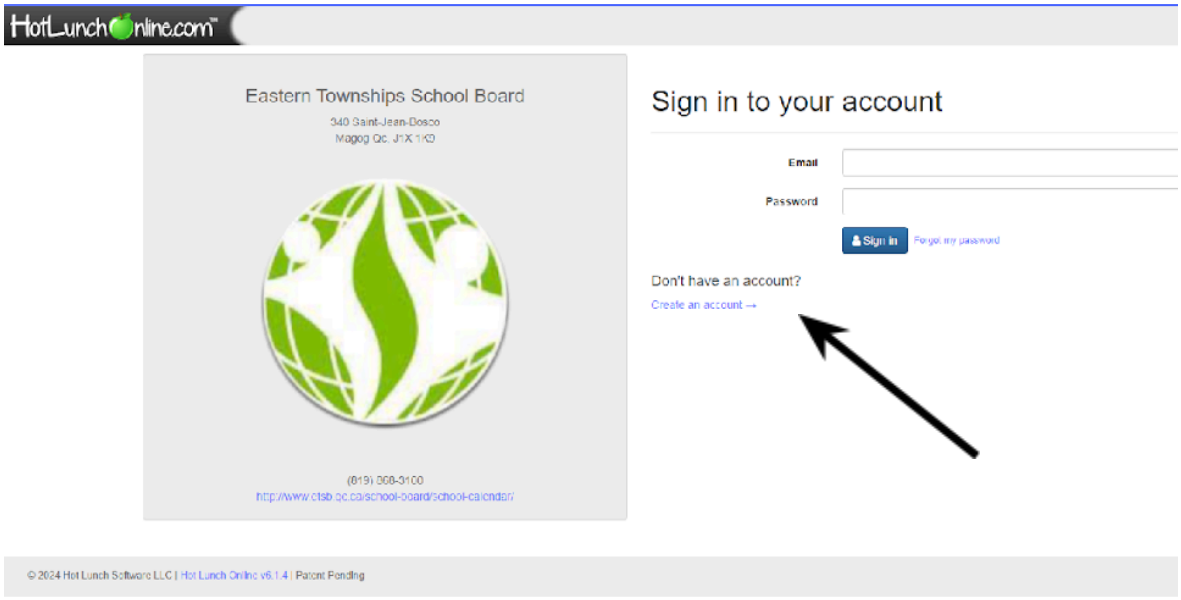
Parent Guide for Lennoxville Elementary Cafeteria

October 2024

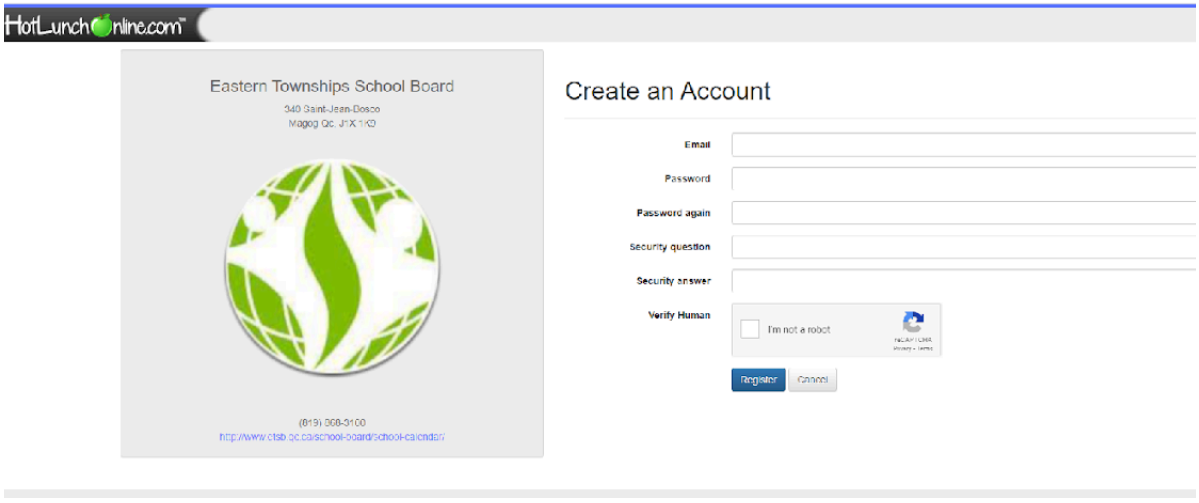
To access the online ordering system:
https://etsb.h1.hotlunchonline.net/

Create a Parent Account

Select “Create an account”

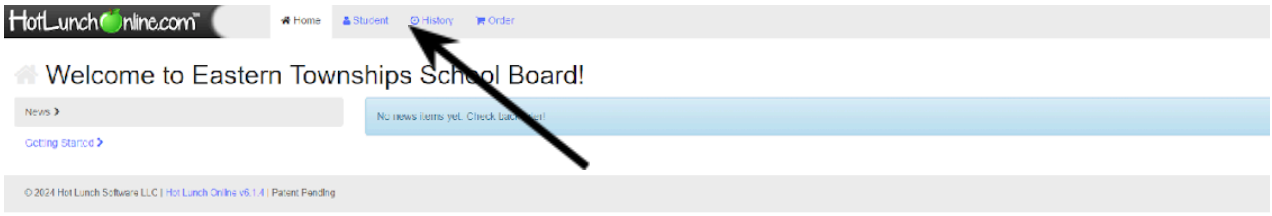


Fill in all required information.

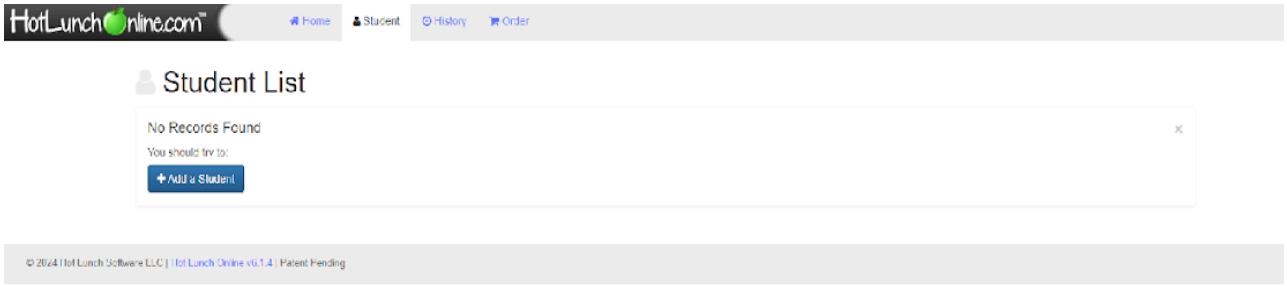


Set up each child:

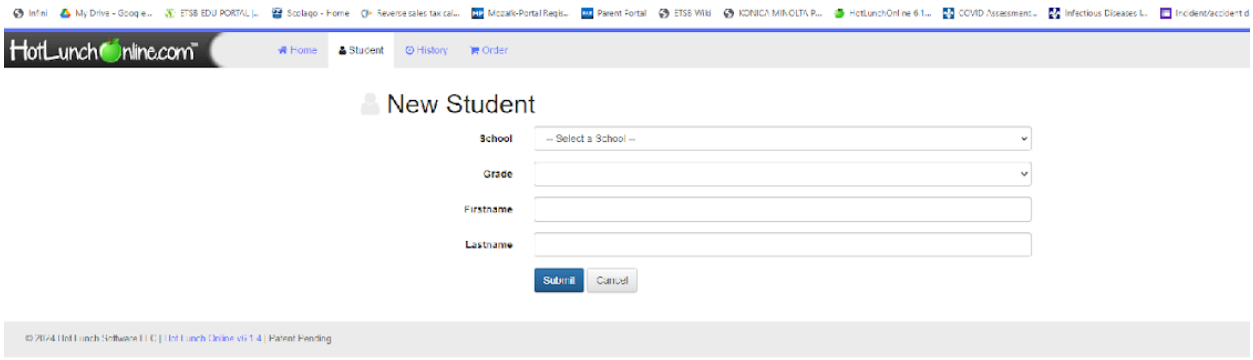
- Select “Student”



- Select “Add a Student”



- Select Lennoxville Elementary as “School” and fill in required information.



- Repeat this process for each of your children. You will be able to choose and see all of your children as you are ordering.

You are now ready to start ordering!

October 2024

Placing an Order

Orders must always be placed 2 weeks in advance (example: if your child wants hot lunch on September 18th, the order must be placed before September 3rd). Ordering meals in advance ensures that the right amount of food is prepared.

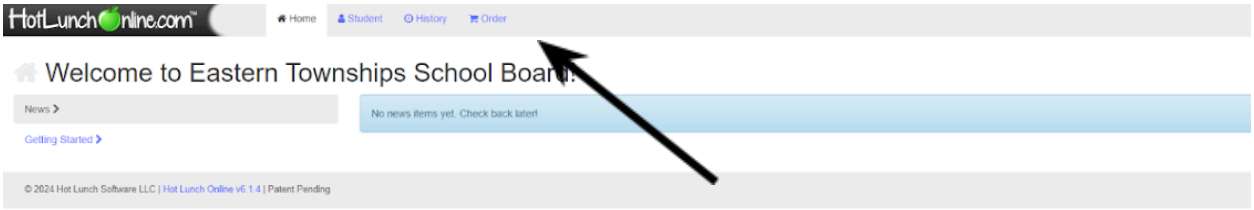
Meal Credits

If your child is absent on a day where you have purchased a meal, your HotLunchOnline account will be credited at the end of the week. The credit will reduce your cost the next time you check out.

If your child was provided a lunch that was not paid for, it will be charged to your HotLunchOnline account, and you will need to pay for the extra meal the next time you check out.

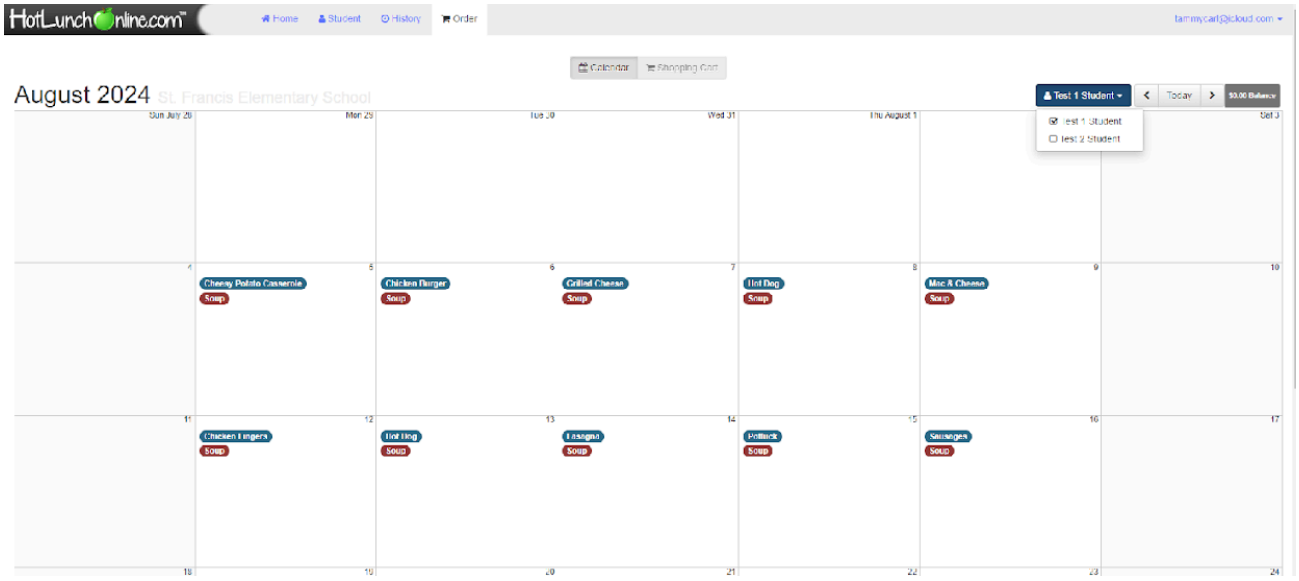
Placing your Order

Select Order from the top

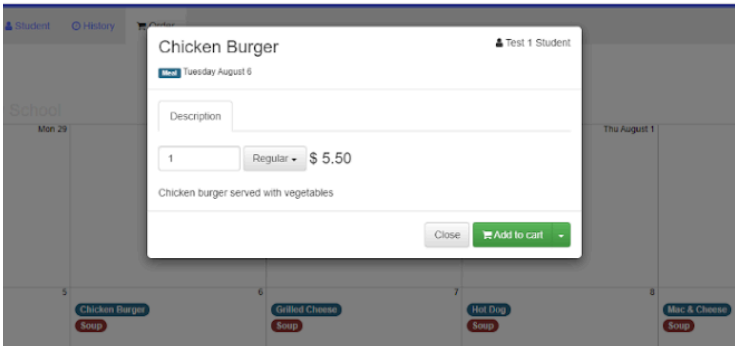


Meals available to order will appear in blue.

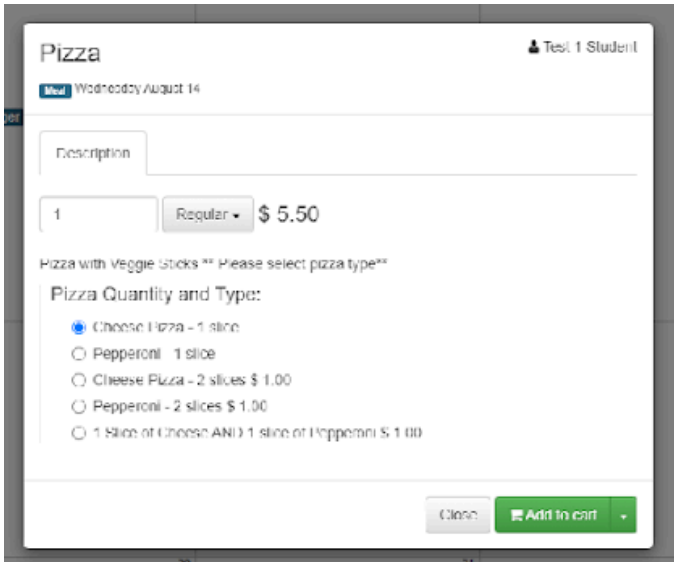
You can toggle between your children at the top right.



Select the item you want to order, and click “add to cart”

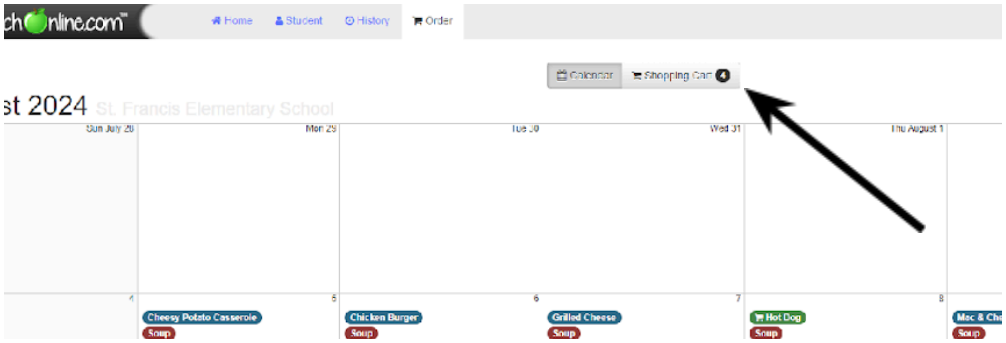


Some items have options that *may* come with an extra charge. The extra charge is indicated beside the option. If you do not select an option, the first one is automatically chosen. This only applies to Pizza Mondays where a second slice is an option.

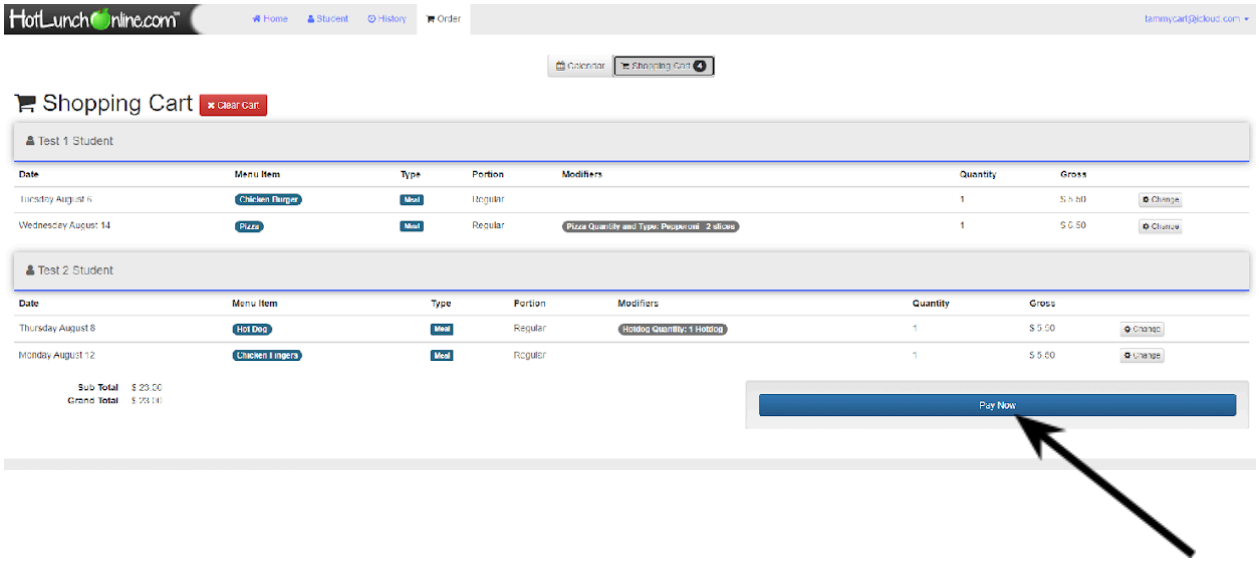


Checking Out

Once all menu items have been added to your cart for all children, you can check out by going to the Shopping Cart.



Menu items in the cart are detailed by child and by date. Verify your cart and proceed to check out by clicking “Pay Now”

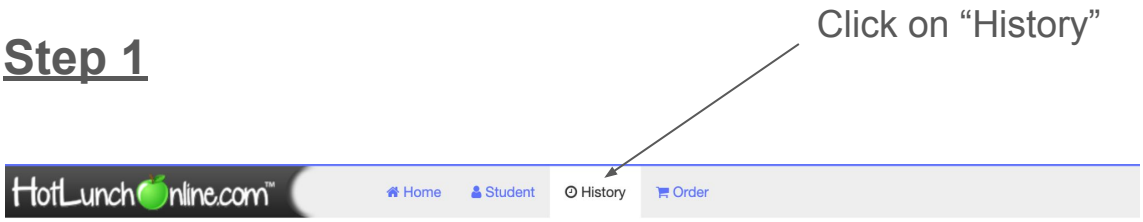


Proceed to enter your payment information and check out. You will then receive an email confirming the details of the order. Check out is done through Paypal. Payments can be made with debit or credit cards with this service. We strongly encourage you to set up your Paypal account prior to ordering, especially if you intend to use your debit card as it can take a few days for Paypal to confirm your account before you can use it.

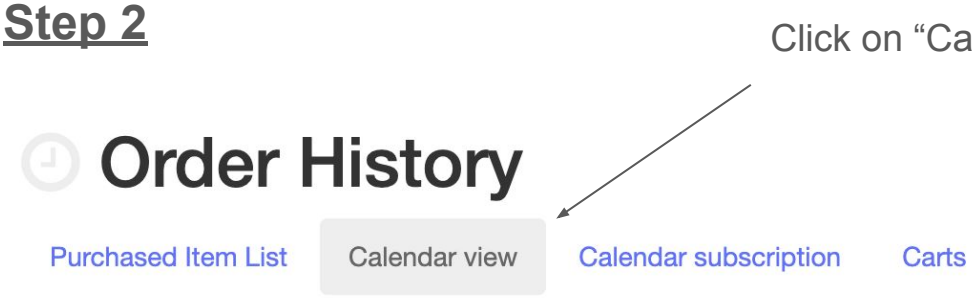
How to print view your hot lunch menu choices in calendar view

Once you have checked out and paid, you are ready to get your calendar view so you can print it for your fridge.

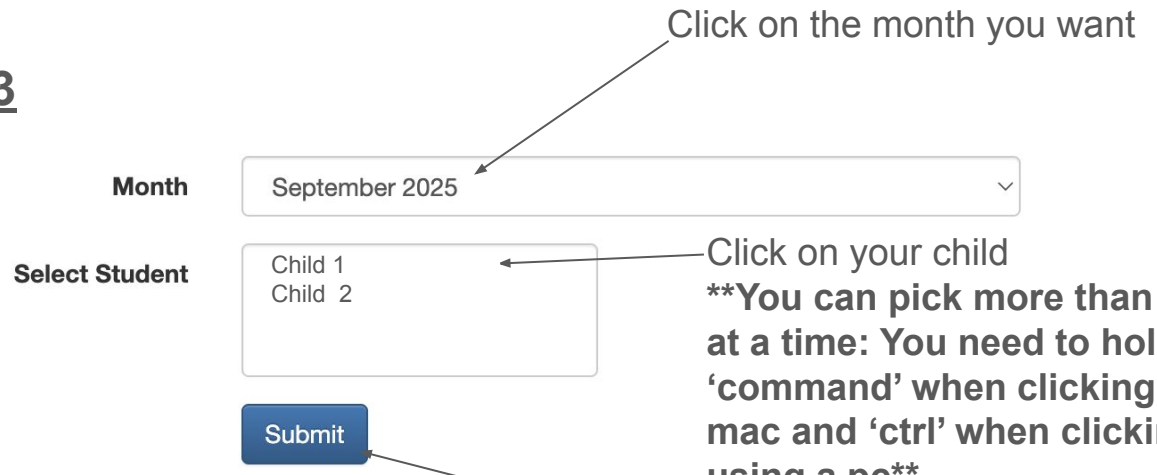
Step 1



Step 2



Step 3



Step 4

You will now have a calendar view of the days your children have hot lunch

