

**Ottawa Hills Schools Parent Association
Junior High/High School Lunch Fundraiser 2016/2017**



The Ottawa Hills Schools Parent Association is happy to announce it will once again host its largest fundraiser -- hot lunch. The money raised is donated back to the schools for equipment and programming. Managed and staffed by more than 100 volunteers, this fundraiser gives students a lunch option that the Ottawa Hills Schools does not provide.

This year's Junior High/High School vendors are:

Monday



Tuesday



Wednesday



Thursday

Friday



FAQs

- **Start Date** - JS/HS will begin serving hot lunches on **Monday, Sept 12th**.
- **Ordering** - For orders being served in September, orders must be placed by **Sunday, Aug 30th** using the HotLunchOnline ordering program. Ordering for ALL months after September will be open through the 24th of each month for food being served the following month. **You can order for BOTH schools and pay for all of your kids with one transaction.** You can make changes to your orders at any time prior to the monthly cut-off date even if you have already paid.

HotLunchOnline.com

New User Setup:

1. Go to <http://ottawahillsschools.h1.hotlunchonline.net>
2. Click on the **Create an account** link.
3. In the **Email address** field, type in your email address.
4. In the **Password** field, type in a password. *It is case sensitive. **Make it one you will remember too!***
5. In the **Password again** field, type your password again.
6. In the **Security Question** field, select a question from the drop-down box.
7. In the **Security Answer** field, type in the answer.
8. Click on the **Register** button.

You are now at the Home Page of your HotLunchOnline account. Add this page to your Favorites for ongoing easy access to your account.

Adding Students:

1. Click on the **Student** tab.
2. Click the **Add a Student** button.
3. Select the **School** and **Grade** for the student.
4. Enter the students **First & Last Name**.
5. Click **Submit**. Repeat this process for additional students.

Ordering Your Meals

1. Select the **Order** tab.
2. Click the arrow buttons to navigate to the proper month.
3. Select your student from the drop down list.
4. Click on the meal you would like to purchase and a complete description is displayed.
5. Click the **Add to Cart** button. If you click on the drop down arrow next to Add to Cart, it will display *Add all similar visible items to cart*. This will add the selected item for every calendar day it is available.
6. After making your selections, click the **Review Order** button in the lower right hand corner of the page.
 - a. To delete an item, click the **Change** button and click the **Remove from cart** button.
 - b. To add another item, click the **Calendar** button & add items as needed.
7. If your order is correct, click the **Shopping Cart** button and then click on the **Pay Now** button.
8. Either pay with a credit card or log in to your PayPal account. After you enter all of your information, click **Review Order and Continue**. Even if you do not have a PayPal account, your order will still be processed using the PayPal secure payment site.
9. Please review your order. If everything appears correct, click **Pay \$x.xx Now** to complete your purchase.
10. After you have completed your order, please return to your account to [verify your order has been placed correctly](#).

WE DO NOT ACCEPT CHECKS AT ANY OF THE SCHOOLS. YOU MUST PAY ONLINE.

Questions?

ohslunch@yahoo.com

Allison Johnson - Orders

Michelle O'Brien – Vendors