Ordering Instructions

Ordering is easy:

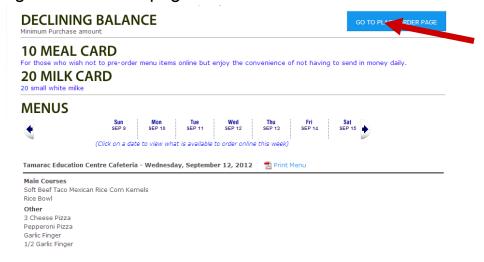
1) Click on "ORDER NOW"



2) Select your school (choose province, city and then select your school)

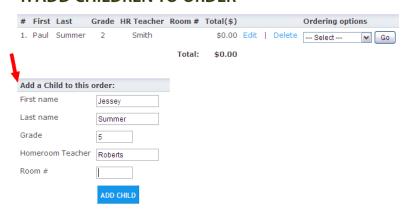


You will be brought to the menu page to view items. Hit "Go To Place Order Page"



3) Add your child(ren) that will be receiving an order at this school.

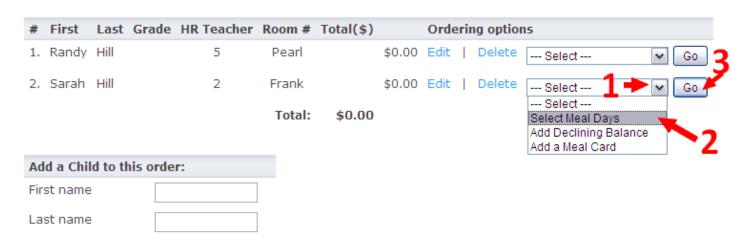
1. ADD CHILDREN TO ORDER



4) There may be different ordering options available for your school. Choose the option you wish to use and hit go.

If you have children at **different schools** you will need to place a separate order for each child after choosing their school. Payments will be made separately as well.

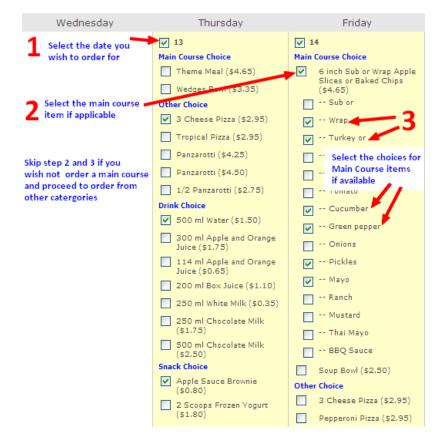
1. ADD CHILDREN TO ORDER



Select Meal Days (for pre-ordered meal items)

4a) On the ordering page click on the squares next to the dates that you wish to order from. Then choose the menu items under this date that you wish to order.

If you need to make a correction simply click on the item/date you have already chosen and it will deselect your choice.)



Meal Card and Declining Balance Ordering

4b) Declining Balances and meal cards are kept track of at the unit. To order for additional children for this school, click on Back to Children

STEP 1: PERSONAL/BILLING INFORMATION Meal Plan Holder Personal Details **Declining Balance Amount:** Optional - (Minimum amount is \$20.00) Back to Children Child Amount For Declining Balance/Open Cards Randy Hill Enter the amount you wish to have in the child's account Sarah Hill Meal Cards: Optional Back to Children Child Selected Card For Meal/Milk Cards Randy Hill 10 Meal Card simply choose the card from -- None -the drop down Sarah Hill 10 Meal Card Meal Selections 20 Milk Card Back to Children Child Total(\$) Sarah Hill \$4.65 Edit Meal Days Parent Name Order totals will be shown after billing information has been filled out and you hit Review/Confirm Order Email address You will NOT be billed until you submit the order on the final page. Please enter your email address again for confirmation Contact Phone # Would you like to receive coupons, specials, and money-saving offers from Dining Services? Yes ○ No **Billing Information** << BACK TO CHILDREN REVIEW/CONFIRM ORDER >>