ORDERING POPCORN and/or FUN LUNCH

FIRST TIME ORDERING:
- ✓ Go to https://brentwoodelementary.hotlunches.net/
- ✓ Click on "Click Here to Register"
- ✓ Complete the registration form (Parent name and email address and new password are they only required fields). The email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week).
- ✓ Click the "Register Now" button at the bottom
- ✓ Click on "Student" and follow the instructions to add each child in your family who attends Brentwood Elementary. If you have more than one child, click "Add New" to add another child.
- ✓ Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order hot lunch/popcorn for your child(ren).
- ✓ Provide payment

RETURNING STUDENTS:
- ✓ Log on the same way you did last month
- ✓ Click on "Students" in the middle of the screen
- ✓ Click "Order" beside the Fun Lunch/Popcorn date
- ✓ Place order
- ✓ Provide payment

Payment:

There are three ways to provide payment:
1. Through your **Paypal account**
   a. Click on the link in the HotLuch program after ordering called "Pay with Paypal"
   b. Log into your account
   c. Complete payment

2. Through **Paypal as a guest** (no account required). This allows you to still pay by credit card.
   a. Click on the link in the HotLuch program after ordering called "Pay with Paypal"
   b. Click on the bottom link "Pay with Credit or Visa Debit"
   c. Complete payment

3. **With Cash.**
   a. Orders must still be placed online through the system, but leave order unpaid.
   b. Bring cash to school in an envelope with your *child's name and division clearly labelled* and indicating if it is for Fun Lunch or Popcorn Day.
   c. Place envelope in PAC mailbox located by the office no later than the cut off date.