



Genesee Academy

Phone (810) 250-7557 Fax (810)250-7556 www.gaflint.org



Ordering Hot Lunch Directions

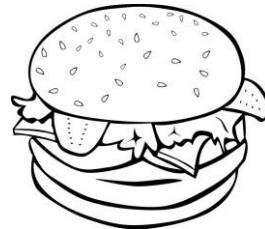
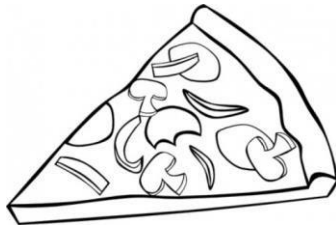
Assalam Alaikum,

The Genesee Academy PTO is excited to introduce a new **online hot lunch ordering system**.

This easy and convenient system will eliminate errors in meal distribution, save valuable time for both the parents and PTO while being environmentally friendly. All orders MUST be placed online; credit card payments through the ordering system is the only method of payment accepted. No paper forms will be available anymore.

Each family can create an online profile including all their students. Ordering history for the entire month is accessible at any time. Meals are easily ordered online at:
<http://geneseeacademy.h1.hotlunchonline.net/>

A video tutorial will be emailed to assist you in ordering from the website. Step by step instructions are also on the back of this sheet.



Hot Lunch Order Policies:

To ensure that correct quantity of food is prepared for school lunch, the following policies apply:

- Advance ordering: Orders must be placed during the open ordering hot lunch cycle dates. Once the cycle has been closed, no orders can be added/changed/removed. There are no same day meal orders taken.
- Absence Days: We do not offer refunds for absences. If your student is absent, we can give the meal to a sibling per parent's request. Although we understand that sick days are unexpected, we cannot refund these meals because the food is purchased and prepared in advance.
- Snow Days: If the school declares a snow day a refund will not be given, however, a make-up day will be planned and announced.

We look forward to serving your students throughout the school year!

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Online Hot Lunch account creation and ordering:

New Users: Set Up your account following these instructions:

1. Go to the Genesee Academy ordering website: <http://geneseeacademy.h1.hotlunchonline.net/>
2. Click on Login to account or Create an account
3. Create a Login. (Your Login is your email address)
4. Create a Password. (It is case sensitive.) Make it one you will remember too!
5. Enter the Password again in the Verify Password field.
6. Enter your email address in the Email field.
7. Select a Security Question from the drop-down box.
8. Enter the answer in the Answer field.
9. Enter the security code shown in the Verify Code field.
10. Click on the Create My Account button.

Adding Students:

1. Select the Student Tab.
2. Select Create New Student
3. Enter the Students Last Name, First Name, School and Grade
4. Select Add New Student. Repeat this process for additional students.

Ordering Your Meals:

1. Select the "Order Meals" tab.
2. Select your student from the drop-down menu
3. Select your meals by clicking the meal selection you want. A complete description is displayed on the left side of calendar.
4. After making your selections, click the "checkout" button in the lower right hand corner of the page.
5. Review your order to make sure it reflects what you want. If you want to change your order, click the "Change order" button. If your order is correct click "Pay Now" in the bottom left hand corner of the page.
6. Pay with a credit card using Paypal.com. Please review your order. If everything appears correct click "Pay Now" to complete your purchase.
7. After you have completed your order, please return to your account to verify your order has been placed correctly by going to the "HISTORY" tab.