

Registering Your Child in Munch a Lunch

Follow this link to the website: <https://munchalunch.com/schools/prospectlake/>

Select the "Register Here" button



Select "Yes" to confirm the school, then follow the steps to create an account and add your child/ren



Completing a Hot Lunch Order with Topping Choices

Select "Order Lunch" from the top menu bar:

Prospect Lake Elementary

My Family **Order Lunch** Fundraising Closed My Account: \$0.00 Volunteer Contact Us Logout

My Account Balance

Total Orders:		\$0.00
Less: Total Payments	-	\$0.00
Balance Due:	=	\$0.00

My Orders

Order #	My Order	Edit / Cancel	Order Date	Child First	Child Last	Order Amount
No Orders to display						\$0.00

Total Ordered: **\$0.00**

Scroll Up

My Payments

Payment Date	Cr. Card Amount Charged	Tax Fee Charged (n/a)	Amount Paid by Cr. Card	Amount Paid by Cheque	Amount Paid by Cash	Acct Adj Admin Credit
No Payments to display						
			\$0.00	\$0.00	\$0.00	\$0.00

Paid by Credit Card: \$0.00
Paid by Cheque: \$0.00
Paid by Cash: \$0.00
Admin Credit Adj: \$0.00

Total Paid: = **\$0.00**

Scroll Up

My Running Balance

Date	Order or Payment	Order Amount	Admin Credit	Paid Cash	Paid Cheque	Paid CC	Running Balance
No Payments to display							

Scroll Up

Select the hot lunch date you are ordering for:

Fall 2022

Note to parents:

Welcome to our Hot Lunch Program! You will be able to order for some or all of the dates presented. Orders must be placed at least 7 days prior to the upcoming lunch.



**First Lunch Date Available is:
Sep 22, 2022**



Menus Available:
(Scroll down and click Next)

09/22 (Thu) - Subway

To begin ordering click Next

Next >

In the above view, click next and it will take you to the view below where you can select the child's lunch choices:

09/22 (Thu) - Subway MENU
Sep 22.

Item Name	Item Description	Price
-: 1: Meals		
6" Veggie Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Ham Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Turkey Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Roast Beef Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
Donation	Help cover food costs for PLES families in need	\$1.00

Click items on the left to add more or click Finished to continue.

select

You will be able to choose TOPPINGs for your Sub at checkout.

Goldilocks's Order

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/>	remove
Select Item on left, then click Green Arrow to add							
Totals:					Total :		remove

Menu 1 of 1

< Prev Menu Finished >>

or
go to:

09/22 (Thu) - Subway

Jump to last Menu >>

Once you select/click on the child's choice then click the "add" arrow

09/22 (Thu) - Subway MENU
Sep 22.

Item Name	Item Description	Price
-: 1: Meals		
6" Veggie Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Ham Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Turkey Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Roast Beef Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
Donation	Help cover food costs for PLES families in need	\$1.00

1 item is ready to be added.
6" Ham Sub
click arrow to add

add

You will be able to choose TOPPINGs for your Sub at checkout.

Goldilocks's Order

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/>	remove
Select Item on left, then click Green Arrow to add							
Totals:					Total :		remove

Menu 1 of 1

< Prev Menu Finished >>

or
go to:

09/22 (Thu) - Subway

Jump to last Menu >>

And you will see the selection* show up in green on the right hand side of the screen as shown below:

(*note the memo above the order states that topping choices will be at the checkout stage)

Click "Finished" to move to the next step.

You will be able to choose TOPPINGS for your Sub at checkout.

09/22 (Thu) - Subway MENU

Sep 22.

Item Name	Item Description	Price
-: 1: Meals		
6" Veggie Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Turkey Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
6" Roast Beef Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50
Donation	Help cover food costs for PLES families in need	\$1.00

To add more items:
select them from the left.



Goldilocks's Order

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/>
6" Ham Sub	\$7.50	1	\$7.50	1	\$7.50	<input type="checkbox"/>
Totals:			\$7.50		\$7.50	<input type="checkbox"/>

Menu 1 of 1


< Prev Menu
Finished >>


or
go to:

09/22 (Thu) - Subway


Jump to last Menu >>

Make sure that the order dates is correct and click "Next"

Selected	You have selected from the following Menus
	09/22 (Thu) - Subway Menu



You have selected from all menus. ✓



Is this correct?

If NOT correct, go back and Edit

< Go Back and Edit

If correct, click Next

Next >

Now you/the child gets to select the toppings!

Select the toppings the child would like by clicking on the box to the left of the desired topping

Select Toppings:



Please select toppings for your items below:

Note: You only have to select toppings ONCE per food item.
Those toppings will be copied to every lunch date
where you have ordered that 'same' item.

6" Ham Sub

Select Toppings	
<input type="checkbox"/>	Whole Wheat Bread
<input type="checkbox"/>	White Bread
<input type="checkbox"/>	White Cheddar Cheese
<input type="checkbox"/>	Lettuce
<input type="checkbox"/>	Tomato
<input type="checkbox"/>	Cucumber
<input type="checkbox"/>	Mayo
<input type="checkbox"/>	Mustard



Save

Select Toppings:



Please select toppings for your items below:

Note: You only have to select toppings ONCE per food item. Those toppings will be copied to every lunch date where you have ordered that 'same' item.

6" Ham Sub

<input type="checkbox"/>	Select Toppings
<input checked="" type="checkbox"/>	Whole Wheat Bread
<input type="checkbox"/>	White Bread
<input checked="" type="checkbox"/>	White Cheddar Cheese
<input checked="" type="checkbox"/>	Lettuce
<input type="checkbox"/>	Tomato
<input checked="" type="checkbox"/>	Cucumber
<input checked="" type="checkbox"/>	Mayo
<input type="checkbox"/>	Mustard



Save

Then click "Save"

Then click "Next" once you have saved the selections

Select Toppings:



Please select toppings for your items below:

Note: You only have to select toppings ONCE per food item.
Those toppings will be copied to every lunch date
where you have ordered that 'same' item.

6" Ham Sub

	<input type="checkbox"/>	Select Toppings
>	<input checked="" type="checkbox"/>	Whole Wheat Bread
>	<input type="checkbox"/>	White Bread
>	<input checked="" type="checkbox"/>	White Cheddar Cheese
>	<input checked="" type="checkbox"/>	Lettuce
>	<input type="checkbox"/>	Tomato
>	<input checked="" type="checkbox"/>	Cucumber
>	<input checked="" type="checkbox"/>	Mayo
>	<input type="checkbox"/>	Mustard



Save



Toppings Saved!



Click Next when done.

Next >

Double check your order and click "Submit My Order"*

*There will be payment step to complete after this

Verify your order for:

G₂ O₁ L₁ D₂ I₁ L₁ O₁ C₂ K₅ S₁

Please Verify & Submit your order below:



Verify:

Item Name	Item Description	Price	Qty	Subtotal
Sep 22, 2022 (Thu) - [09/22 (Thu) - Subway]				
6" Ham Sub	Includes , Apple Juice Box and a Chocolate Cookie	\$7.50	1	\$7.50
				\$7.50



Your Total:

The total for Goldilocks Testchild,
for the Fall 2022 session is:



Submit:

(to edit selections)

< Go Back and Edit

SUBMIT MY ORDER >


(for this child)

Do not email a copy of my order.

Please ensure that you complete all the payments steps in the system, or if you would like to pay by cash or cheque you can do so in the PAC box beside the school's front desk.

The hot lunch program is intended to be a fun activity for the children, not a stress for families. If it poses a financial hardship for your family there is assistance available, please contact your teacher or Ms. Ko to discuss the options.

Payment will be made to
*** PLES PAC ***



Your credit card statement will display
**** MUNCH * Prospect L.Elem ****

FINAL STEP !

Click the Pay button below to complete your order. Unpaid orders do NOT appear on school reports.

Note: If you are having any issue paying from a phone, please try using a laptop, desktop, or iPad instead.



ALL DONE!