



Parent Instructions

Welcome to the On-Line Lunch Club Ordering System!

Getting Started

To access the registration and ordering site, please go to <http://scfm.lunchinhand.net>
Returning parents must re-register

To use the system, you need to register and provide your name, phone number and email address. Only the information required to manage the registration is required.

To register for an account click on the **"REGISTER"** tab on the main menu bar (right side). This will take you to the registration form to create an account for your family. Each family will have one account and each student will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional email addresses to your account.

Adding Students

The first step is to add your students to the system. Click on the **"Students"** button at the bottom of the page.

You must **select a Class for your each child.**

Also, it is important to alert Lunch in Hand to any allergies that your child might have. Please indicate if your child has any allergies or food preferences.

If you have more than one student in the school then click on the button **"Add New"** and you will see a new student screen. Remember you must **choose a class** for each child.

Placing Orders and payment options – DO NOT SKIP THIS STEP

Once your child (ren) has been entered into the system **you should immediately 'place the lunch order' for your student (s).**

The **"Multiple Order Discount"** is your 5% multi child discount (if you have more than one child). You will see this once you have "ordered" the lunch for each child.

If you are in time for the **Early Bird Discount (7%)** the discount will come off when you process your order or "check out" (pay by credit card). The discounted amount is in the center of the page. The discount will disappear off the site once the deadline passes = **midnight September 5, 2017**

Pay by check -- Click on the button to print the remittance form; then write a check and mail it immediately or bring it to the school administration office. The check should be payable to Lunch in Hand and put in an envelope with our name or mail the check to 75 North Central Avenue Elmsford, NY 10523

Note: when paying by check and in time for the early bird discount – print the page that has the 7% discount on it also and include that page with your payment.

Easy access to menus and other information

You can access Menus at any time by clicking on the **Information tab** and **On line Documents**. We will email you your next month menus at the end of the previous month.



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Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the program. All the data in your profile is required and is kept private for use in the management of the program and to communicate with you.

It is possible to enter up to three email addresses in your account profile should there be a need to have emails sent to more than one computer or device.

We appreciate your business and welcome your feedback and anytime

If you have questions call us at 914-380-5084 or email us at lunchinhand@gmail.com

My very best,

Candida

Candida Canfield, Founder

