

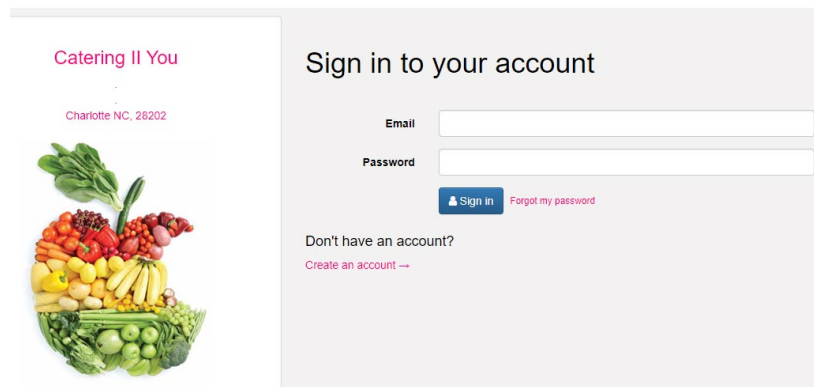
# Getting Started with Catering II You and Jackson Day Schools Online Lunch Ordering System

Link to order lunch: <https://cateringiiyou.h1.hotlunchonline.net/>

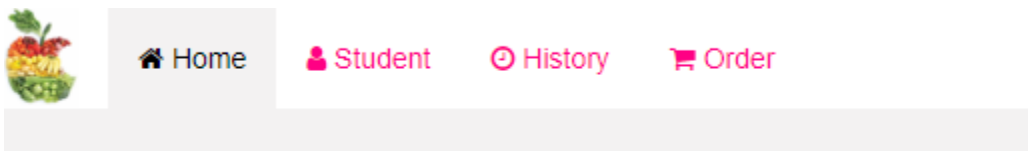
Welcome to the lunch ordering site! We hope you will find ordering lunches to be easy and intuitive. You will find below step-by-step instructions for getting started.

Following the link above you should be directed to this screen. For returning parents, you will use the same email and password. (If you have forgotten your password, please click Forgot my password beside the sign in button.)

For new parents, please create an account.



Once you are logged in, you will receive a new screen with a menu.

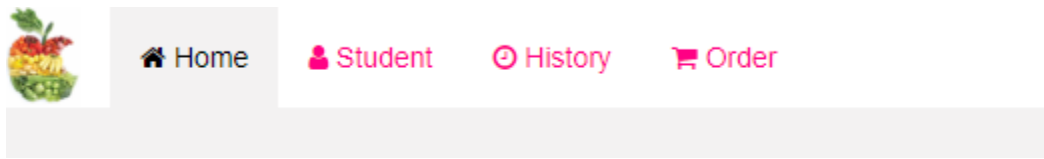


- Click on the **Student tab** (top left)
  - New Parents: Create a new Student.
    - You will be prompted to enter your school code:
      - Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade: **2018-22**)
      - 3<sup>rd</sup> – 8<sup>th</sup> grade: **2018-22a**
      - 9<sup>th</sup> – 12<sup>th</sup> grade: **2018-22b**
    - Select your Student's Grade from the dropdown box
    - Enter the students first name and last name
    - Click Submit
    - Your student has been created.
  - Existing parents: Update current student
    - Choose the Action drop down beside your student's name

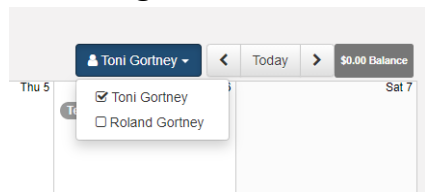
- Edit
- Update the grade of the current student.

Lastname	Firstname	School	Grade	
Gortney	Roland	Jackson Day School 3-8	6th Grade	Action ▾
Gortney	Toni	Jackson Day School K-2	Staff	Edit Remove

For families with multiple Students, repeat the above process.



- To order lunches, click on the Order tab.
  - Choose the month you are ordering for. (Top right (left or right) arrows < >)
  - Choose the student you are ordering for.



- Make your selections by clicking on the Entrée name, reviewing the meal description, and then clicking Add to Cart. The Entrée you selected will turn green, indicating it is in your cart. You may also click Add All Similar to add all similar items to your cart.

15	16	17	18	19	20
Welcome Back! Carolina BBQ Sandwich Cake Extra Fruit Extra Milk Extra Veggies Juice	Taco Served w/ Black Beans & Corn Extra Fruit Extra Meat Extra Milk Extra Veggies ICEE Juice	Pasta Salad & Half Sandwich Brownies Extra Fruit Extra Milk Extra Veggies Juice	CAROLINA DOGS Extra Carolina Dog Extra Fruit Extra Milk Extra Veggies Juice Padding w/Oreo Cookies & Whip Cream	HIS Onboarding School Pizza Fundraiser	
22	23	24	25	26	27
Fall MAP Assessment Window Meatballs w/ Gravy Cake Extra Fruit Extra Milk Extra Veggies Juice	Fall MAP Assessment Window Taco Served w/ Black Beans & Corn Extra Fruit Extra Meat Extra Milk Extra Veggies ICEE Juice	Fall MAP Assessment Window Brunch for Lunch Brownies Extra Fruit Extra Milk Extra Veggies Juice	Fall MAP Assessment Window Ravioli Extra Fruit Extra Milk Extra Veggies Juice The Original Bomb Pop (Popsicle)	Fall MAP Assessment Window Family Night at River Jam School Pizza Fundraiser	

Families with multiple Students may order for each Student by highlighting each name. The names are listed on the upper left-hand side of the screen. You may order and pay for all Students at once. You do not need to log in and out for each Student.

Once you have made your selections and are happy with your order, it's time to pay.

- Click on the REVIEW ORDER in the bottom right-hand corner of your screen.
- The next screen to appear will show you a summary of which lunches you bought for whom.
- When you have reviewed your order and are satisfied, click Pay Now.
- If you review your order and see a change you would like to make, click Make Changes.
- After you click Pay Now, you will be sent to a secure checkout page, where you will finish your transaction by entering your credit card information.
- A detailed receipt will be sent to the email address in your account.

You will want to make sure you have your correct email address on file. In the event that you have forgotten your Account password, use the "Forgot my Password" link on the sign-in page.

Thank you for ordering lunches with Catering II You, LLC. Please contact us if you have any questions regarding the use of the program.

**Technical Questions:** 1-866-529-2064 (toll-free) or [support@hotlunchonline.com](mailto:support@hotlunchonline.com)

**Food & Menu Questions:** Camille Williams 704-605-6750 or [cateringiiyou@gmail.com](mailto:cateringiiyou@gmail.com)