



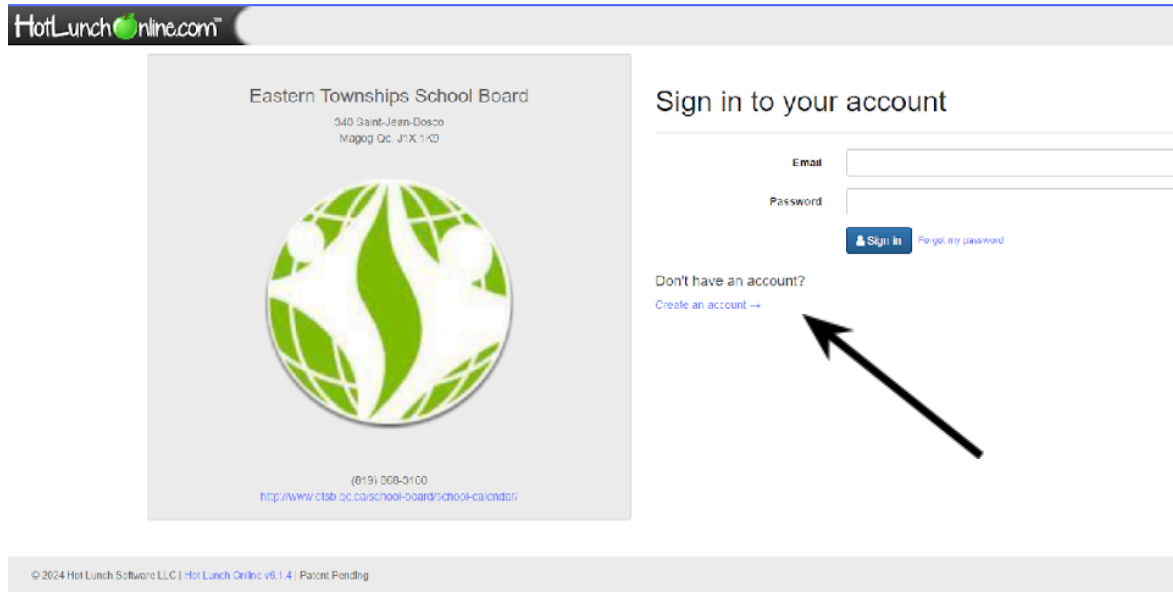
HotLunch  online

Parent Guide for  
Lennoxville Elementary Cafeteria

To access the online ordering system:  
<https://etsb.h1.hotlunchonline.net/>

## Create a Parent Account

Select “Create an account”



HotLunchOnline.com™

Eastern Townships School Board  
340 Saint-Jean-Dosco  
Magog Qc. J1X 1K0

(819) 308-3100  
<http://www.etsb.qc.ca/school-board/school-calendar/>

### Sign in to your account

Email

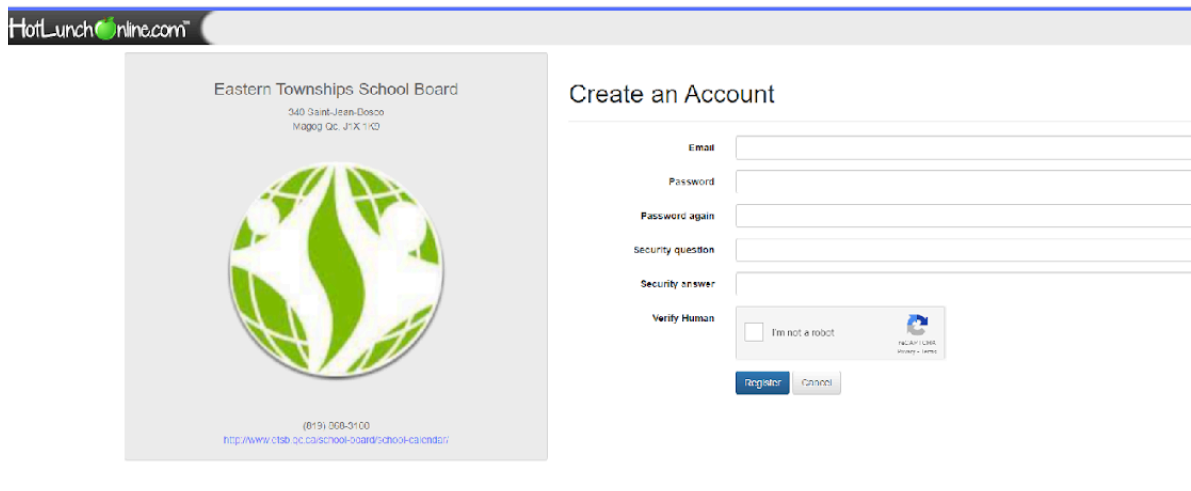
Password

[Forgot my password](#)

Don't have an account?  
[Create an account →](#)

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Fill in all required information.



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### Create an Account


Email

Password

Password again

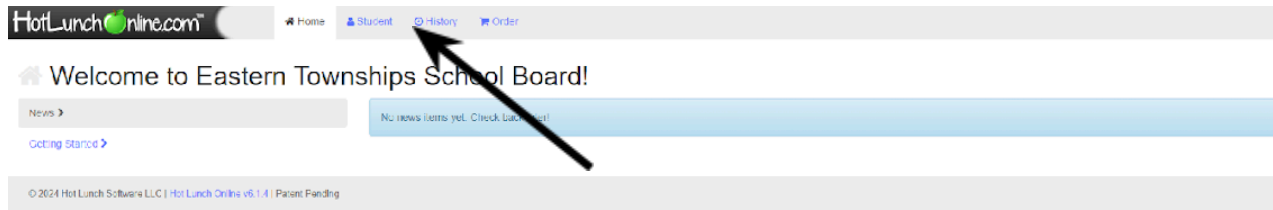
Security question

Security answer

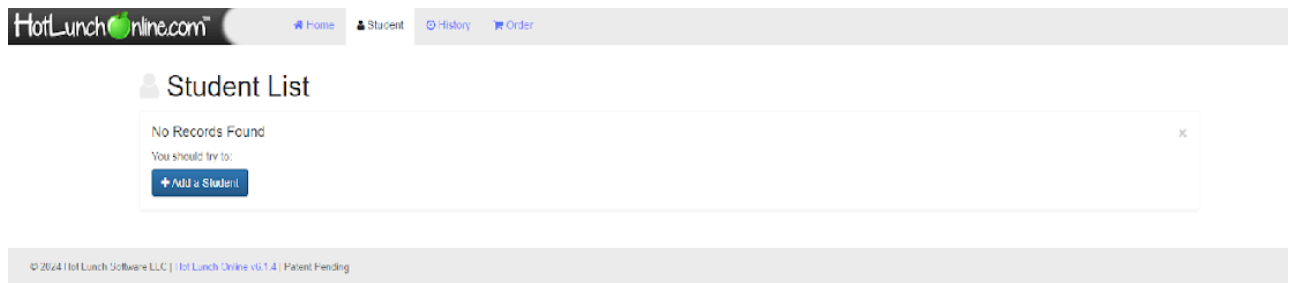
Verify Human  I'm not a robot 

Set up each child:

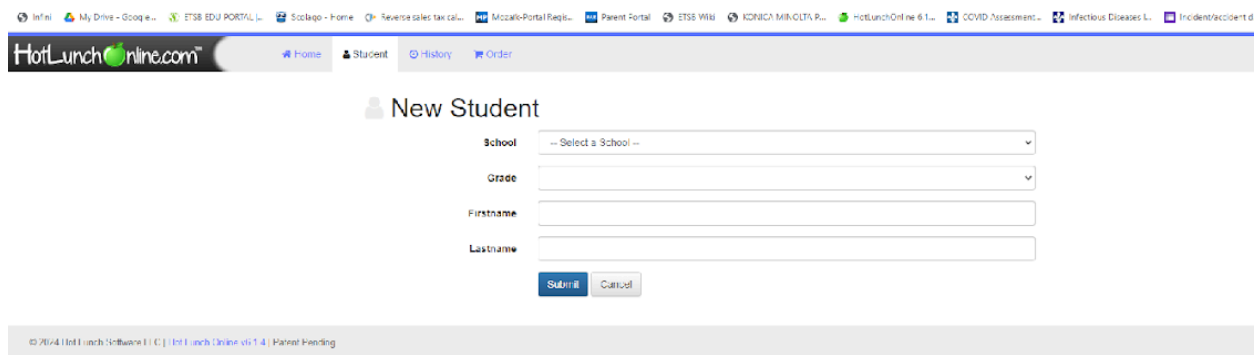
- Select “Student”



- Select “Add a Student”



- Select Lennoxville Elementary as “School” and fill in required information.



- Repeat this process for each of your children. You will be able to choose and see all of your children as you are ordering.

You are now ready to start ordering!

## **Placing an Order**

Orders must always be placed 2 weeks in advance (example: if your child wants hot lunch on September 18<sup>th</sup>, the order must be placed before September 3<sup>rd</sup>). Ordering meals in advance ensures that the right amount of food is prepared.

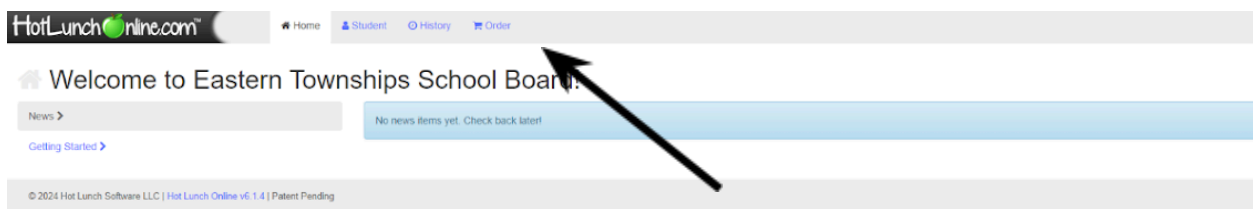
## **Meal Credits**

If your child is absent on a day where you have purchased a meal, your HotLunchOnline account will be credited at the end of the week. The credit will reduce your cost the next time you check out.

If your child was provided a lunch that was not paid for, it will be charged to your HotLunchOnline account, and you will need to pay for the extra meal the next time you check out.

## **Placing your Order**

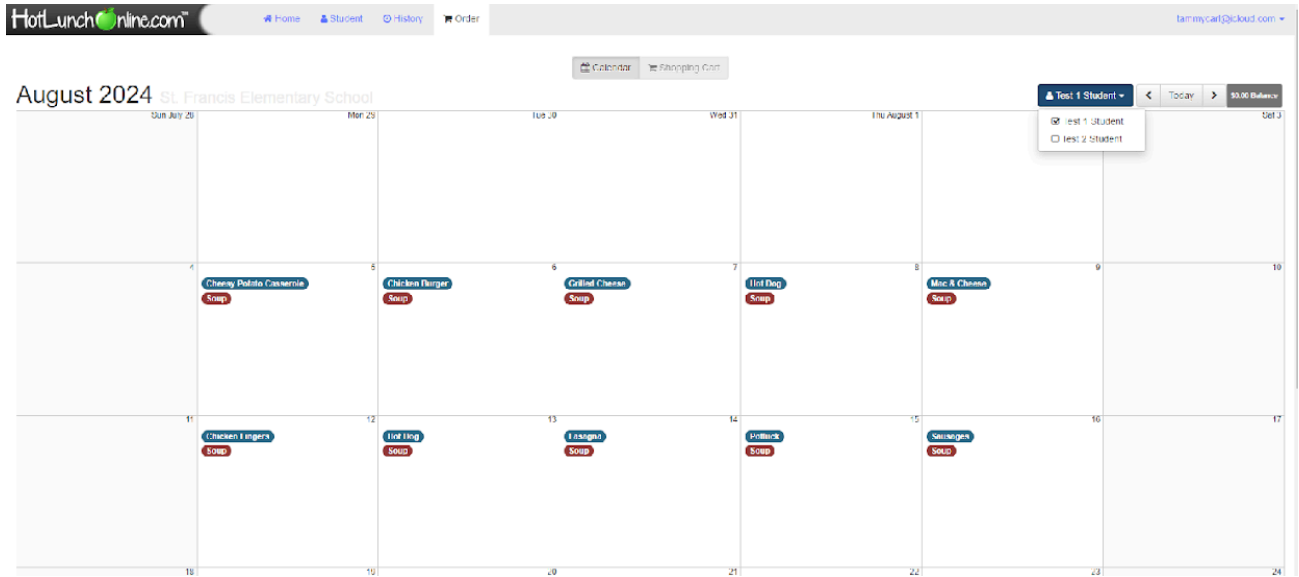
Select Order from the top



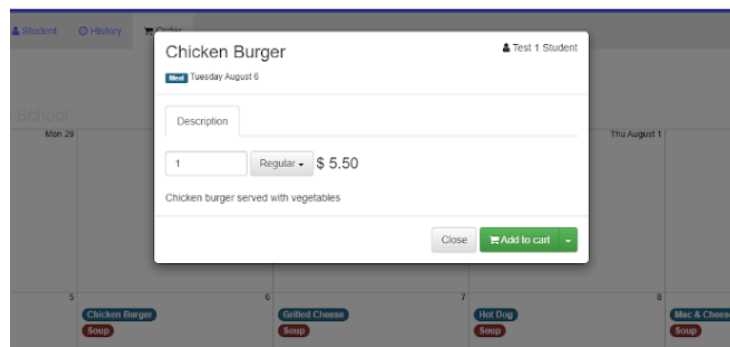
Meals available to order will appear in blue.

You can toggle between your children at the top right.

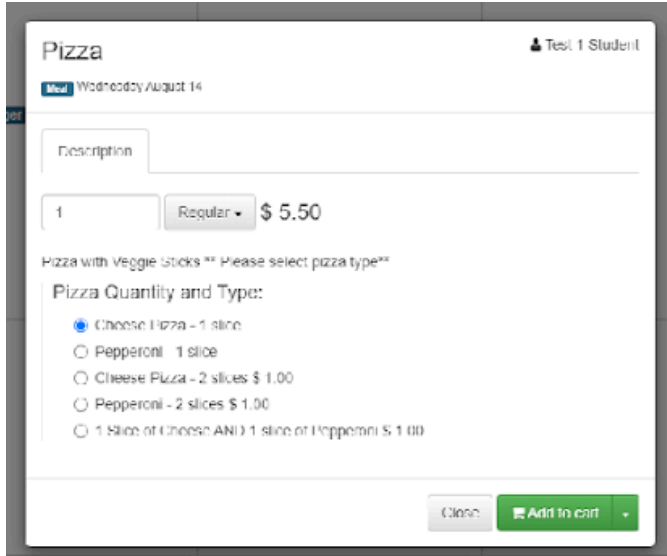




Select the item you want to order, and click “add to cart”

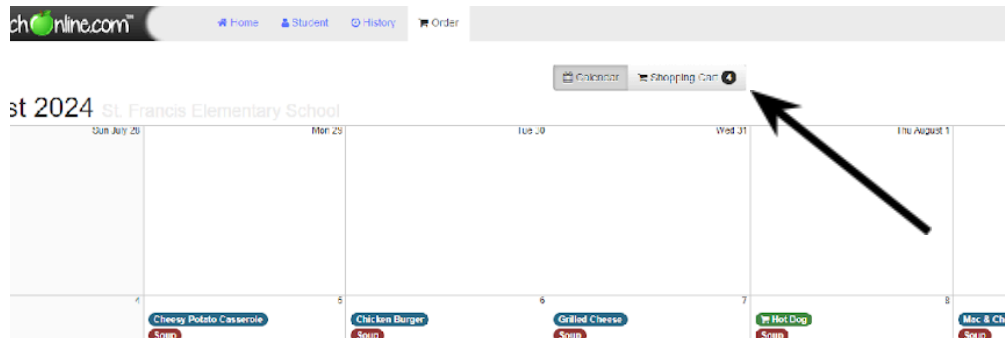


Some items have options that *may* come with an extra charge. The extra charge is indicated beside the option. If you do not select an option, the first one is automatically chosen. This only applies to Pizza Mondays where a second slice is an option.



## Checking Out

Once all menu items have been added to your cart for all children, you can check out by going to the Shopping Cart.



Menu items in the cart are detailed by child and by date. Verify your cart and proceed to check out by clicking “Pay Now”

HotLunchOnline.com Home Student History Order tammy.galt@edk12nc.com

Calendar Shopping Cart

### Shopping Cart [Clear Cart](#)

Test 1 Student

Date	Menu Item	Type	Portion	Modifiers	Quantity	Gross	
Tuesday August 6	Chicken Fingers	Meal	Regular		1	\$ 5.50	<a href="#">Change</a>
Wednesday August 14	Pizza	Meal	Regular	Pizza Quantity and Type: Pepperoni 2 slices	1	\$ 0.50	<a href="#">Change</a>

Test 2 Student

Date	Menu Item	Type	Portion	Modifiers	Quantity	Gross	
Thursday August 8	Hot Dog	Meal	Regular	Hotdog Quantity: 1 Hotdog	1	\$ 0.50	<a href="#">Change</a>
Monday August 12	Chicken Fingers	Meal	Regular		1	\$ 0.50	<a href="#">Change</a>

Sub Total \$ 20.00  
Gross Total \$ 20.10

[Pay Now](#)

Proceed to enter your payment information and check out. You will then receive an email confirming the details of the order. Check out is done through Paypal. Payments can be made with debit or credit cards with this service. We strongly encourage you to set up your Paypal account prior to ordering, especially if you intend to use your debit card as it can take a few days for Paypal to confirm your account before you can use it.