

# PURCHASE SCHOOL LUNCHES ONLINE



*It's the fast and easy way to ensure your kids eat right at school!*

**CSGK** partners with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

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**REGISTRATION AND ORDERING WILL BEGIN ON 08/06 AND CLOSE ON 08/15**

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**IMPORTANT NOTE BEFORE YOU BEGIN** - If you are a PTO / Booster / PTA Member OR if you are a staff/teacher you are eligible for a discounted meal price.

**NEW PARENTS - IMPORTANT NOTE BEFORE YOU BEGIN** - IF you are eligible for free or reduced meals, please **call** 269-381-2646 ext. 124 and/or **email** rclark@hackettcc.org **BEFORE adding any items into your cart/placing your order.** Once we update your meal price status we will email you a confirmation to begin ordering.

**GO TO: [WWW.ORDERLUNCHES.COM](http://WWW.ORDERLUNCHES.COM) - (please bookmark this page)**

## REGISTRATION NEW PARENTS

- Click Register to Create an Account
- School Password is: **royals55**

## REGISTRATION RETURNING PARENTS

- Sign In with your username & password
- NEW!** Choose student that needs location, add their grade for the new school year & click "update profile"
- If a student has graduated, select their name & click "remove profile"
- Once all profiles are updated – Click on the Order link to begin ordering.

## ORDERING

- Lunch Service starts in August
- Check out & pay  
Please be sure to complete the check-out process when placing an order. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be placed.
- Print your order – Click "Print Order" in the Nav Bar

**LUNCH PROGRAM QUESTIONS:** For questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please email rclark@hackettcc.org or call 269-381-2646 ext. 124 and we'll get back to you right away.



efficient schools, happy parents, healthy kids.

**TECHNICAL SUPPORT:** If you have trouble placing an order online, please email [support@orderlunches.com](mailto:support@orderlunches.com).

**PAYMENT INFORMATION** The program accepts payment by Personal Check or you may pay electronically through the payment portal on the school's website

**Check Payments** Make checks payable to: **CSGK** and send to **the school office..**

- Ordering for more than 1 person? Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

*Thank you for participating in our school lunch program!*