



# Fun Lunch Tutorial

October 25th, 2022



# Sign Up A Parent Account

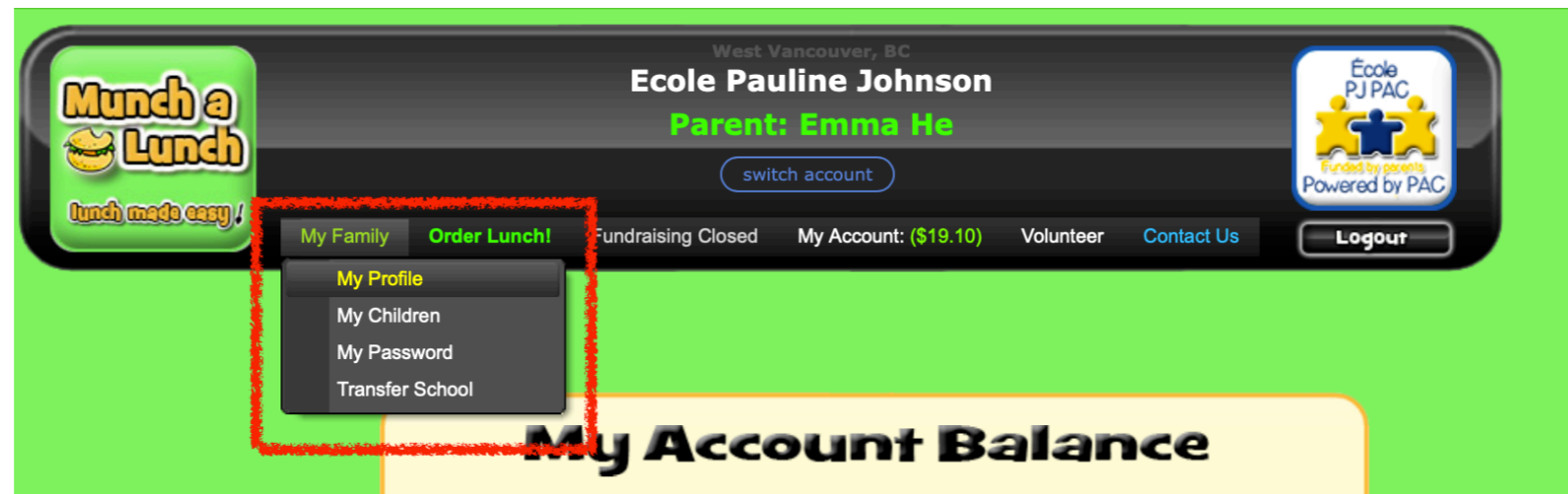
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<https://munchalunch.com>



# Set Up Family And Children's Information

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# Edit Profile

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## My Profile

**Name:**  
(Parent) First Name:   
(Parent) Last Name:

**Munch Login:**  
Login Email:   
Login Password:

**Contact Info:**  
Home/Work Number:   
Cell Number:   
Lunch Reminder Email:   
(This is usually the same as your login, but can be different under special circumstances)

**Email options below can be changed at any time:**

(If applicable) Allow **Lunch Reminders** to be emailed.

(If applicable) I consent to being contacted about school related matters.

[View Family Notepad](#)

**Save**



# Edit Children

**3 Easy Steps:**

1. Click 'Add A Child', enter their details, and click Save (enter yourself 'as the child' if you are Staff/Visitor)
2. Click 'Order Lunch' (if applic)
3. Click the yellow button for 'Fundraising' (if applic)

[+ Add A Child](#) [Refresh](#)

	Student First Name	Student Last Name	Food Allergies	Grade	Division / Class	
Student First Name:	<input type="text"/>					
Student Last Name:	<input type="text"/>					
Food Allergies:	If no allergy leave blank. <input type="text"/>					
Grade:	Grade needed due to some split classes					
	<input type="text" value="-Select a Grade-"/>					
Division / Class:	This is delivery location for your order.					
	<input type="text" value="-Select a Class-"/>					
Save Cancel						
<a href="#">Edit</a>	Child1	Testchild		Grade 1	Staff [ Div: STF ]	<a href="#">remove</a>
Student First Name:	Child1 <input type="text"/>					
Student Last Name:	Testchild <input type="text"/>					
Food Allergies:	If no allergy leave blank. <input type="text"/>					
Grade:	Grade needed due to some split classes					
	<input type="text" value="Grade 1"/>					
Division / Class:	This is delivery location for your order.					
	<input type="text" value="Staff [ Div: STF ]"/>					
Save Cancel						
<a href="#">Edit</a>	Child2	Testchild		Kindergarten	Staff [ Div: STF ]	<a href="#">remove</a>
<a href="#">+ Add A Child</a> <a href="#">Refresh</a>						

# How To Order

West Vancouver, BC  
Ecole Pauline Johnson  
Admin: Emma He [Admin]  
switch account

Munch a Lunch  
lunch made easy!

My Family **Order Lunch!** Fundraising Closed My Account: \$119.30 Volunteer Contact Us Logout

Mini Bar → Settings Lunch Setup Fundraising Setup Administrative Accounting Reports

**Select Child:**  
Create a lunch order for.

Child1 Testchild

Next >



# Lunch Order Cut-off Date

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**2022 ~ 2023 Fall Session**

Note to parents:

Welcome back to Fun Lunch Program! Thank you for your Support to PJ PAC!

**First Lunch Date Available is:  
Nov 08, 2022**

**Menus Available:  
(Scroll down and click Next)**

11/08 (Tue) - Panago Pizza
11/09 (Wed) - Yuko Maki Sushi
11/10 (Thu) - InnCogneato Favourites
11/15 (Tue) - Panago Pizza
11/16 (Wed) - Yuko Maki Sushi

# Lunch Menus

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- **Monday: Element Catering**
- **Tuesday: Panago Pizza**
- **Wednesday: Yuko Maki Sushi**
- **Thursday: InnCogneato favourites day**
- **Friday: InnCogneato international day**



11/07 (Mon) - Element Catering MENU		
Nov 07.		
Item Name	Item Description	Price
-: 1: Meals		
Pesto Chicken Pastry	Pesto, mayo, diced chicken, pastry sheet	\$7.00
Egg Cheese Pastry	free run egg, real cheddar cheese, pastry sheet	\$6.60
Egg Bacon Cheese Pastry	free run egg, baked bacon, real cheddar cheese	\$7.20
Tomato Veggie Pastry	Fresh tomato, spinach, real cheese, tomato sauce	\$6.60
Egg Salad Croissant	butter croissant, mayo, egg, celery, lettuce	\$6.60
Chicken Salad Croissant	butter croissant, chicken, house dressing, dried cranberry, lettuce	\$7.20
Avocado Veggie Croissant	butter croissant, avocado, tomato, pesto mayo, spring mix	\$7.20
Roasted Beef Wrap	roasted beef, real mozzarella cheese, spring mix, wrap	\$7.00
Chicken Salad Wrap	chicken, house dressing, dried cranberry, lettuce, wrap	\$7.00
Potato Egg Salad Wrap	potato, egg, real cheese mix, mayo, lettuce	\$6.50
Hummus Veggie Wrap	tomato, cucumber, onion,	\$7.00

1 item is ready to be added.  
 Pesto Chicken P...  
 click arrow to add



**Friendly reminder:**  
 You have already ordered for Child1 Testchild for Nov 07.  
 If you order again, you will receive both orders.  
 Click the Order # to review your previous order.

Lunch Date	Qty	Items Ordered	Ordered	Order #
Mon, Nov 07	1	Pesto Chicken Pastry	Oct 22	4560327

Child1'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 :	<input type="button" value="remove"/>

Menu 1 of 60

or  
go to:

**(Optional)**

**Remove Lunch Dates From My Order:**

If you wish to remove any dates:

- ✓ 1) Check-mark the unwanted date(s)
- ✓ 2) Click the 'Remove' button at the bottom of the page

Otherwise, just click Next



**Field trip notes for parents:**

Grade 7 Quebec Trip from Fri Feb 10th to Thurs Feb 16th in 2023.



<input checked="" type="checkbox"/>	Lunch Date	Lunch theme that day
<input type="checkbox"/>	12/1/2022	12/01 (Thu) - InnCogneato Favourites
<input type="checkbox"/>	1/3/2023	01/03 (Tue) - Panago Pizza
<input type="checkbox"/>	1/4/2023	01/04 (Wed) - Yuko Maki Sushi

Click this button to remove checkmarked dates



REMOVE Checkmarked




Next >




**Your Total:**

The total for Child1 Testchild,  
for the 2022 ~ 2023 Fall Session session is:



**\$20.50**



**Submit:**

(to edit selections)

**< Go Back and Edit**

(to remove dates)

**< Back**

**SUBMIT MY ORDER >**

(for this child)

Do not mark a copy of my order

# Edit Order

### My Account Balance

Total Orders: **\$139.80**  
Less: Total Payments - **\$0.00**  
Balance Due: = **\$139.80**  [Pay Now >](#)

### My Orders

Order #	My Order	Edit / Cancel	Order Date	Child First	Child Last	Order Amount
4560322	<a href="#">View</a>	<a href="#">Edit</a>	10/22/2022	Child2	Testchild	\$56.70
4560327	<a href="#">View</a>	<a href="#">Edit</a>	10/22/2022	Child1	Testchild	\$62.60
4564869	<a href="#">View</a>	<a href="#">Edit</a>	10/24/2022	Child1	Testchild	\$20.50
						<b>\$139.80</b>

Total Ordered: **\$139.80**

 Scroll Up

# Questions?

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**Contact Fun Lunch Coordinator, Emma He**  
[funlunch@ecolepjpac.com](mailto:funlunch@ecolepjpac.com)



# Volunteering

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- **Contact Julie Wang, our Volunteer Coordinator, at [volunteer@ecolepjpac.com](mailto:volunteer@ecolepjpac.com)**
- **Sign up today at [volunteersignup.org/7P3P7](https://volunteersignup.org/7P3P7)**

# QUESTIONS AND COMMENTS!

# Contact Us



**Rowena Veylan, PAC Chair**

**PAC Email**  
[info@ecolepjpac.com](mailto:info@ecolepjpac.com)