

MUNCH A LUNCH INSTRUCTIONS

Create your account

1. Access our school's unique link at <https://munchalunch.com/schools/stmartins/>
2. Create your family's account by following the instructions on the screen.

Order Lunch

1. Login in to your account
2. Click on the **Order Lunch!** link located at the top left hand corner in the black box.
3. You will find the menus that are available to order in the current session. Please click **Next** located at the bottom of the page
4. The first available menu for the session will be in the box on the left hand side. If you would like to add this particular menu item, highlight the item and click **select**. Once highlighted click **add**. The menu item will now appear in your child's order box. Use the button below the order box to toggle between menu items or use the drop down menu box to find the menu item you would like to order. Click **jump to last menu** if you are finished ordering. ***Please note for SUBWAY orders, the toppings selection screen will be available after all menu items are confirmed.***
5. Once you have added your entire menu items click **finished**. You may need to click **jump to last menu** to access this button.
6. The next screen will indicate which items you have ordered and which menus you have not. If everything is correct please click **next**
7. The following screen is one last chance to edit any choices.
8. You have now reached the toppings screen. Please check the boxes below to add toppings to your menu items. Once completed click **save** followed by **next**.
9. You are now at the **submit order** screen. Your total payment is also highlighted. You also have another chance to edit your order. If you are finished please select **submit order**.
10. Once your order has been submitted, you will be prompted to pay for your order. Click **next** to access the payment screen. You can pay by **credit card** or you can click **see other forms of payment** to pay by cheque.

Please know we are here to help if you have any questions or concerns. You can reach us at dixonjennifer@live.com We would love to hear your feedback regarding our online ordering, menu selections and frequency of delivery of hot lunch.

Thank you for your support of the St. Martin's Catholic School Foundation hot lunch program.