



BUFFET REGISTRATION & ORDERING INSTRUCTIONS

Welcome! The Simply Fresh Kitchen Lunch Program is excited to offer fresh, nutritious and well-balanced meals served daily. We are launching our fourth year of online ordering for our lunch program at new.thesimplyfreshkitchen.com.

Registration Instructions

1. From the homepage, click on the **Sign Up** link below the Log In button.
2. Enter YOUR Email address, First Name, Last Name, and Password.
3. Click **Sign Up** Button
4. A confirmation email will be sent the provided email address. In the body of the email, click on the **Click here** button to confirm.
5. Once you are back at the homepage, you will be able to log in with your email address and password provided.
6. When you log in the first time, you will be on the **My Profile** page. You can access this page by clicking on the person in the upper right-hand corner and selecting My Profile.
7. Select the **Address Book** Tab. You will need to add your billing address associated with your credit card here.
8. Select **Payment Methods** Tab. Enter preferred credit card for billing purposes. You can have multiple saved. Please make sure the billing address associated with the card is also entered on the Address Book Tab.
9. Select **Student** Tab. Click Add New Profile button. Enter the Student's First Name, Last Name, School and Classroom(if applicable). You can also select any Dietary Preferences. (Please note: These are only preferences. If your child has an allergy, we do not recommend.) If you have multiple children, you will need to create a profile for each child. **STAFF MEMBERS:** You will need to create a profile as well and check the I am a staff member box.
10. Click **Save** button. Registration is complete.

Placing A Buffet Order

1. Once you have completed the registration, you do not have to place an order for the buffet.
2. Your child(ren) will be assigned a lunch program card at the beginning of the school year.
3. Each day your child(ren) go through the lunch line, the card will be swiped.
4. The Simply Fresh Kitchen will compile the swipes bi-weekly and email the receipt.
5. The Simply Fresh Kitchen will process payment on the credit card provided during the registration process.

Placing an Order for Student/Staff with Dietary Preference

***PLEASE NOTE:** Students/Staff with dietary preference must place an order in advance for any day you would like to receive lunch.

1. On the My Profile page, click on the **PLACE YOUR ORDER** button.
2. If you have registered correctly, your child's name will be above the name of the school and menu calendar. If you have multiple children registered, the one selected will have a green line across the top.

3. The current month will be shown below the school name. You can use the directional arrows on either side of the month to flip between previous and future months.
4. To place an order, select an option on the day that you would like to order. Choose size, if applicable.
5. Click **Add to order** button.
6. Repeat process for each day you would like to order.
7. If this processed, the website will begin tallying below the menu calendar. If this doesn't happen, double check that registration has been completed.
8. Once you have finished with your selections, click the **Continue** button just above the menu calendar.
9. You will need to select the billing address and the credit card you would like to use.
10. Once you have reviewed your order, click the **Place Order** button.
11. You will receive an email confirmation of the credit card charge.
12. On the My Profile page on the **Orders** Tab, you will be able to see all orders placed on your account.

STAFF Ordering Option

***Please note:** In order to place an order for the staff option, the 'I am staff member' must be checked in the profile set up. If you would just like to go through the buffet, you will be assigned a lunch program card as well. Please see directions for Placing a buffet order.

1. On the My Profile page, click on the **PLACE YOUR ORDER** button.
2. If you have registered correctly, your name will be above the name of the school and menu calendar.
3. The current month will be shown below the school name. You can use the directional arrows on either side of the month to flip between previous and future months.
4. To place an order, select the option on the day that you would like to order. Choose size, if applicable.
5. Click **Add to order** button.
6. Repeat process for each day you would like to order.
7. If this processed, the website will begin tallying below the menu calendar. If this doesn't happen, double check that registration has been completed.
8. Once you have finished with your selections, click the **Continue** button just above the menu calendar.
9. You will need to select the billing address and the credit card you would like to use.
10. Once you have reviewed your order, click the **Place Order** button.
11. You will receive an email confirmation of the credit card charge.
12. On the My Profile page on the **Orders** Tab, you will be able to see all orders placed on your account.

CANCELLATION OF MEALS:

Notification of cancellation must be emailed (info@thesimplyfreshkitchen.com) or called (346-571-7971) in before 9 AM of the day the meal is scheduled to go out to receive credit. Credit will not be given after 9 AM.

UNSCHEDULED CLOSURE:

If your school has an unscheduled closure, a day(s) will be designated as "make-up day(s)" during the following month. A list of who paid on the closure date will be automatically added to the designated "make-up day(s)".

MENU CHANGES:

Due to four unseen shortages or seasonal supply issues, we reserve the right to make last-minute changes to the menu.