



## Welcome to Lunch Solutions Woos Oaks Families!

### **NEW THIS YEAR!**

**Two deadlines for August/September Ordering**  
**Ordering opens at Packet Pick Up on August 13<sup>th</sup> thru:**  
**Midnight-Wednesday, August 21<sup>st</sup> for 8/26/19 to 9/6/19**  
**Midnight-Wednesday, September 4<sup>th</sup> for 9/9/19 to 9/30/19**

**You MUST enter your child's correct lunch periods before you are allowed to submit your order.**

Lunch Solutions is very happy to be managing your school's PTA Hot Lunch program this year. My name is Robin Bear and I am a former D27 parent, Grove & Wood Oaks PTA President and Hot Lunch Chair for 10 years in the district! I am excited to be back working with Wood Oaks and helping to fundraise more funds for the PTA, while serving your children fresh lunches delivered only minutes before lunch starts. And, your payments will go directly into your PTA's bank account!

We are excited to be collaborating with many different vendors and offering many new menu choices, along with those your children have come to love over the years. Each lunch will have a Gluten Free and Vegetarian option available and lunch will be served Monday, Wednesday, Thursday and Friday.

You will notice below that ordering will now be offered on a monthly basis with closing the 25<sup>th</sup>. Please know that if you need any changes you just need to send me a quick e-mail and I will be more than happy to help you. Flexibility is important as things change in our daily lives!

- ❖ Ordering will be done on a monthly or semester basis. You choose what is best for you.
- ❖ **The cut off will be midnight on the 25<sup>th</sup> of the month before starting with October.**
- ❖ **Ordering for August and September opens at Packet Pick Up on August 13<sup>th</sup> thru: Midnight-Wednesday, August 21<sup>st</sup> for 8/26/19 to 9/6/19 and Midnight-Wednesday, September 4<sup>th</sup> for 9/9/19 to 9/30/19**
- ❖ You can also order for the entire semester if you choose to.
- ❖ You can order as little or as much as you would like. We want your child to enjoy Lunch!
- ❖ Make sure your e-mail (login) is accurate at sign in so you will receive Hot Lunch reminders and updates throughout the year.
- ❖ Changes/cancellations of orders are always possible, if needed, with 48-hour notice Please!

### **How do I sign up? - Account Sign-Up and Instructions:**

1. Log in to: <http://ptgms.com/lunchsolutions/woodoaks>  
Don't forget to bookmark this page for easy access again!

2. After accessing the Lunch Solutions Home Page, click on login on the upper right corner.
3. Go to "CREATE NEW ACCOUNT" Enter User (**Email**) and Password of your choice. If you have students in multiple schools you can use the same user/password for each school.
4. On the Member Profile Page, enter your information and then under the **STUDENT SECTION** enter your child's **WITH grade and lunch periods**. Lunches will be labeled and served alphabetically by last name so please **be aware when entering first and last name!**
5. This is the section which allows ordering. Please make sure you enter your students **GRADE LEVEL and LUNCH PERIODS** as lunches will be served accordingly. **Without this information we cannot guarantee correct delivery. You will not be able to submit your order without entering your child's lunch periods.**

**Member Profile**

- Please update your information
- Changes are saved as you make them
- Click on ADD to enter each parent/s and student/s information
- You must add at least one parent and at least one student to continue using the system
- To make changes, double click on item in the tables below, make your changes, and press the 'enter' key
- After your profile is complete**
  - To order lunch, use the "Hot Lunch" menu item in the menu bar above
  - To volunteer, use the "Volunteer" menu item in the menu bar above

Address Information

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Parents

Last	First	Phone	Share	Email	Receive site email
Solutions	Lunch	847.486.2345	no	lunchsolutions4you@gmail.com	no

Students

Last	First	School	Grade	Homeroom	Monday	Tuesday	Wednesday	Thursday	Friday
Solutions	Kid	Shabonee	3rd	Dr. unassigned	1st	1st	1st	1st	1st

6. From the Special Lunch drop-down tab (upper left corner), choose **Ordering/View Orders**.
7. Your students name should be on the screen. Then choose start shopping.

**Ordering/View Orders**

To order, select a student Solutions Kid (Shabonee) press start shopping and follow the directions on the shopping page. You must order for each student individually

**Note: lunches will be delivered to the student's school at the lunch period noted in your profile.**

**View Orders**

To view the details of any transaction and print a copy for your records, click on it in the table below to open it in a new window. Use the print feature of your web browser to print it.

To view a combined list of all items ordered in all of your orders and print a copy for your records, click here to open it in a new window. Use the print feature of your web browser to print it or select, copy and paste it into your favorite spreadsheet

Trans #	Date	School	Student	Type	Description	Total
No data available in table						

Showing 0 to 0 of 0 entries

8. Add items to your shopping cart by clicking on the entrée you would like to order from the calendar. You can choose as many days to order as you like through May or **order before the 25<sup>th</sup> of each month.**

**Please note: the ordering deadline will be midnight on the 25<sup>th</sup> of the month before starting in October.**

9. When you are finished choosing lunch items, hit Review Cart and follow the prompts for payment.

10. Click Place order and check out with a credit card (there is a 3% service fee) or by check. **(PLEASE- Put your check in an envelope marked HOT LUNCH. It can be placed in the PTA-LUNCH box in the office and must be received within 1 week of ordering.**
11. Print your order for reference, **download it in to your calendar (under the ordering/View Orders tab)** or log in later to view your serving dates.
12. Your order/s will appear on the screen under the **Ordering/View Orders** screen.

**If you have any questions about the menu items or technical support don't hesitate to contact Robin Bear at: [lunchsolutions4wodoaks@gmail.com](mailto:lunchsolutions4wodoaks@gmail.com)**

**Thank you for participating in your school's lunch program and supporting your PTA!**