

JPII Cafeteria On-Line Ordering Instructions

Navigate to <https://jpii.hotlunches.net> or go to the St. John Paul II Collegiate website and click on the Cafeteria link. Then click **“Order Cafeteria Lunches Here”** and it will take you to our ordering site.

1. Click on **“Register”** in the top right of the screen. Fill in the information as required. When complete, click on **“Register Now”**. You can now log in and begin the pre-order process.
2. Click on **“Students”**, then put in the child’s name and select the grade your child is in then click on **“Insert”**. Click on **“Order”**, to begin placing your order. Scroll down through the order form, filling in the boxes to the right with the amounts you wish to order for each lunch date. The system will automatically enter your order total at the bottom of the order form. Click **“Update Order & Proceed”**.
REPEAT STEPS ABOVE IF ORDERING FOR MORE THAN ONE STUDENT
3. **To pay**, please **e-transfer** your payment to jpiicafe@shaw.ca and use the password-[jpiicafeteria](#). If you wish to pay in full by cheque or cash, print out the Remittance Form and send it in to the school office marked “Cafeteria”. Payments are due before the first day of each new monthly schedule.

If you do not wish to order at this time, you can still register (see Step 1), and you will receive emails once a month with the new menus for the schedule and order dates.

You will receive reminder emails once a week to tell you what your child has on order for the coming week.

Typically, notification of the next pre-order will be sent to you via email on the first Friday of each month.