

## 2019-2020 NEW FAMILY Lunch Registration & Ordering Instructions

Parents, please go to <https://mamaspinelake.ahotlunch.com/login> and sign-up for an account using the instructions below:

1. Click “parents click here to sign up” (located at the bottom of the login screen)
2. Complete “parent sign-up” page.
3. You will receive an email asking you to activate your account. Click on the activation link in the email. It will take you to the log in screen.
4. Enter your email address and password.
5. Go to “children” on left side of screen.
6. Click “add child” (blue button). Enter your child’s first & last name and campus code:

### **CAMPUS CODES:**

**LOWER SCHOOL - 1FF**

**MIDDLE/UPPER SCHOOLS - 200**

7. Click “verify campus”.
8. Go to the “grade” drop down menu and select a grade, campus or lunch wave.
  - Lunch waves are for US only. If you’re not sure of your lunch wave, please see below:
  - **A WAVE** – US Students w/ 6<sup>th</sup> period class located in the US building
  - **B WAVE** – US Students w/ 6<sup>th</sup> period class located in the STEM, FA & ACC buildings
9. Go to the “classroom” select the corresponding teacher, campus or lunch wave.
10. Click “create” (blue button). Parents will see the child’s name was added.
11. Go to “orders” on the left side of screen.
12. Click “new order”. (This can be found under the word “orders”)
13. Click “order” (blue button) on next screen.
14. Select your item(s).
15. Click “checkout” (blue button) when your order is complete.
16. You will see “Are you sure you want to checkout?” Click “yes” (blue button).
17. Click “pay invoice” (green button).
18. Select “pay all” (green button).
19. You will see a multi-order payment screen. Click “yes” (blue button).
20. Click “proceed” (green button) at the bottom of the page.
21. Enter your credit card/payment information and press “pay” (green button). Only Mastercard and VISA are accepted. All orders must be paid for in advance.