

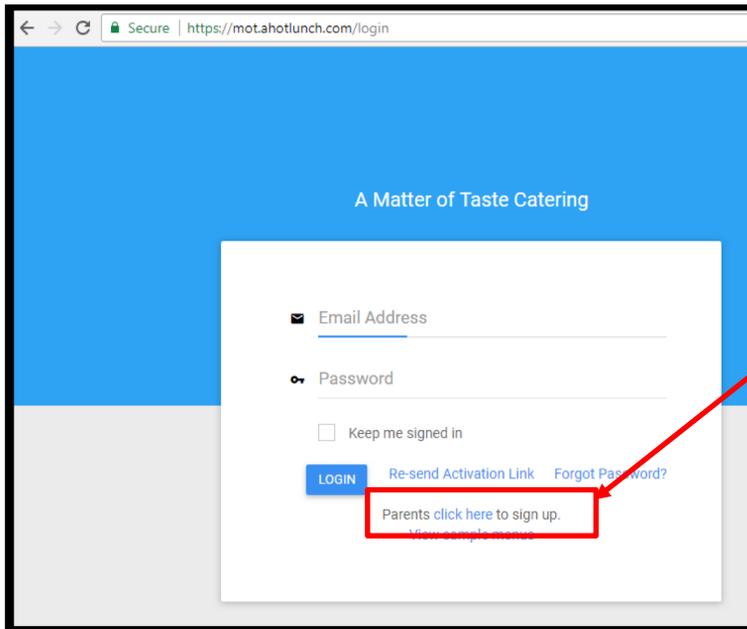
# Lunch Ordering Instructions for Preschool

A step-by-step guide to help you create a lunch account, add your students, order and pay for snacks and lunches.

For help setting up your account, [canceling your child's lunch or any financial issues and questions](#) with your lunch account:

- Please email Laura: [mbarowski@aol.com](mailto:mbarowski@aol.com)

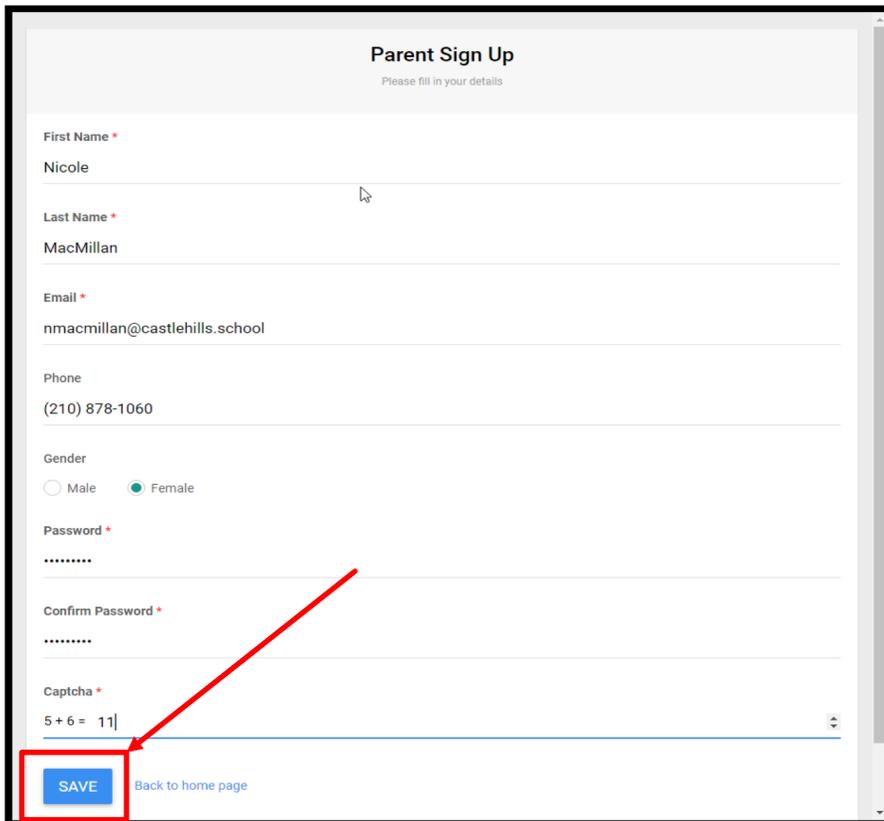
1. In a web browser, go to:  
<https://mot.ahotlunch.com/login>
2. Next, you will need to create a new account. At the bottom of the login screen, locate **Parents click here to sign up**, then click the **click here** link.



3. The **Parent Sign Up** screen appears. Fill in the appropriate fields. Please note, fields with an asterisk are required.

A screenshot of the 'Parent Sign Up' registration form. The form is titled 'Parent Sign Up' and includes the instruction 'Please fill in your details'. The form contains several input fields: 'First Name \*' (with a red asterisk and a red underline below the field), 'Last Name \*' (with a red asterisk), 'Email \*' (with a red asterisk), 'Phone', 'Gender' (with radio buttons for 'Male' and 'Female'), and 'Password \*' (with a red asterisk). Below the password field is a note: 'Try using numbers and special characters'.

- Once you have completed all required fields, click **SAVE**.

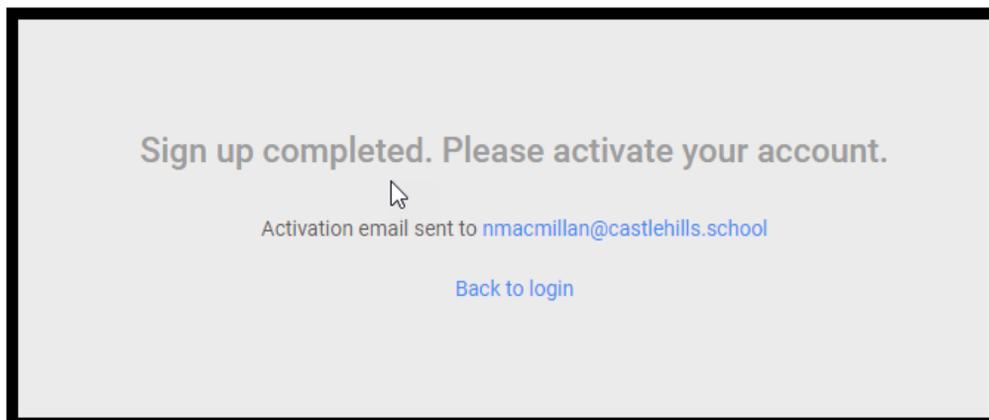


The screenshot shows a web form titled "Parent Sign Up" with the instruction "Please fill in your details". The form contains the following fields:

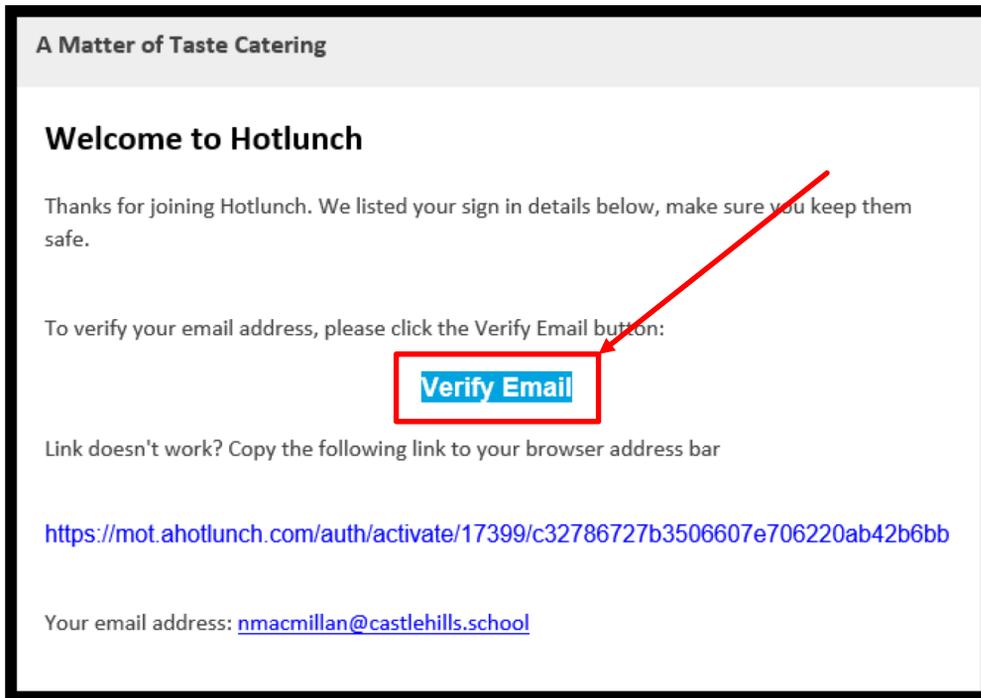
- First Name \*: Nicole
- Last Name \*: MacMillan
- Email \*: nmacmillan@castlehills.school
- Phone: (210) 878-1060
- Gender:  Male  Female
- Password \*: [masked]
- Confirm Password \*: [masked]
- Captcha \*: 5 + 6 = 11

At the bottom left, there is a blue button labeled "SAVE" which is highlighted with a red box. A red arrow points from the "SAVE" button to the "5 + 6 = 11" captcha field. To the right of the "SAVE" button is a link that says "Back to home page".

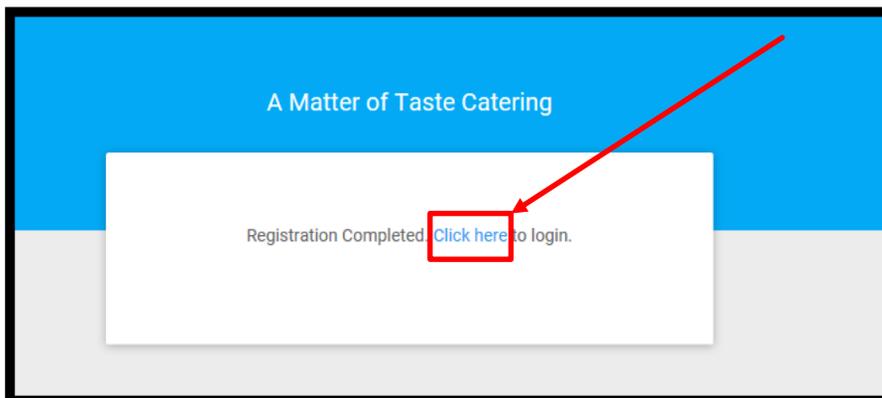
- Next, you will get a confirmation message that your account has been created. Now you must activate your account. An email will be sent to the email address listed in your account. Locate the email in your email Inbox.



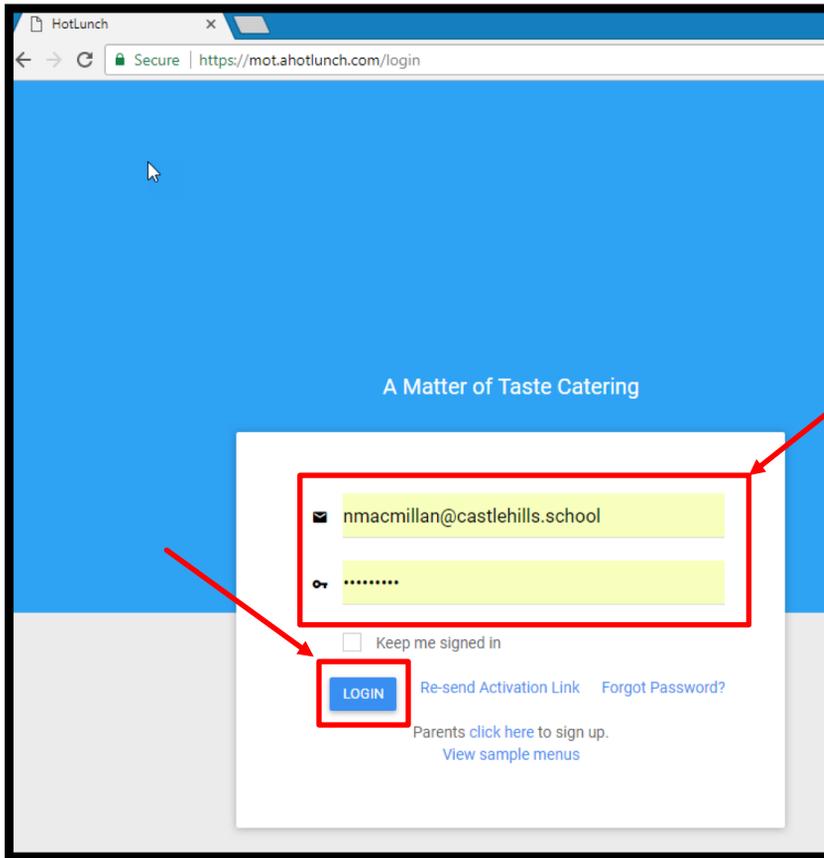
6. Open the email and locate the section that begins with, "To verify your email address", then click the **Verify Email** link.



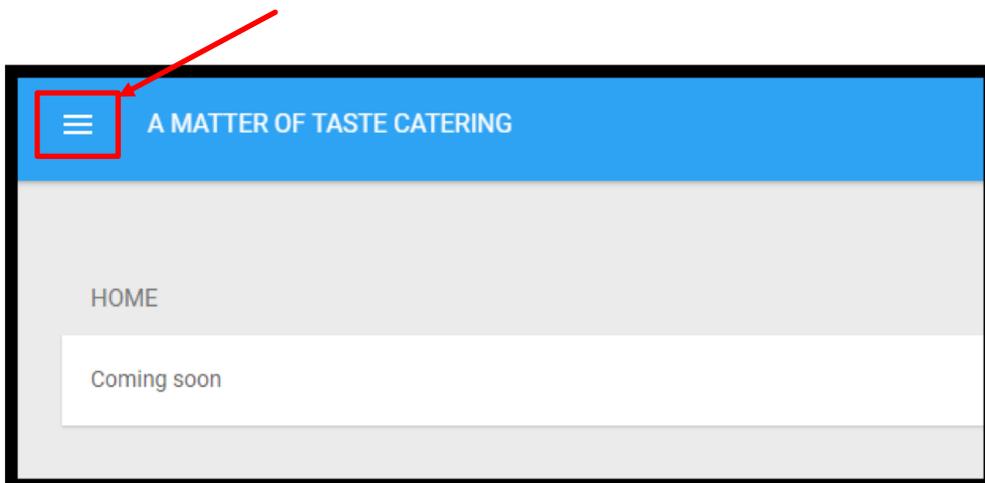
7. Once your email address has been verified, you will receive a confirmation that registration is complete. You are now able to login to your account. You can either click the **Click here** link, or you can open a browser and go to <https://mot.ahotlunch.com/login>



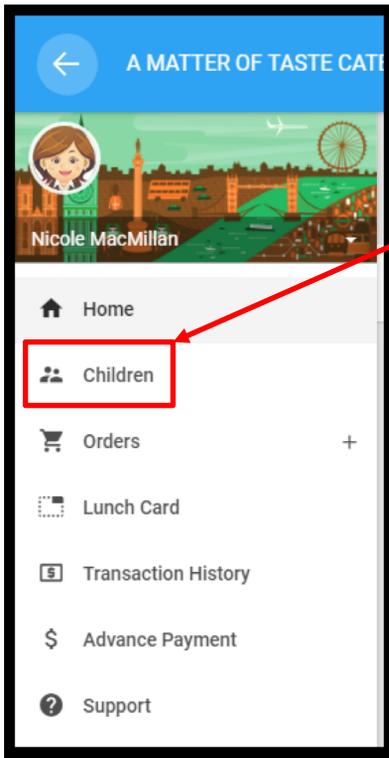
8. The login screen appears. Type in your email address and password. This is the same information you used to create your account. Then click **LOGIN**.



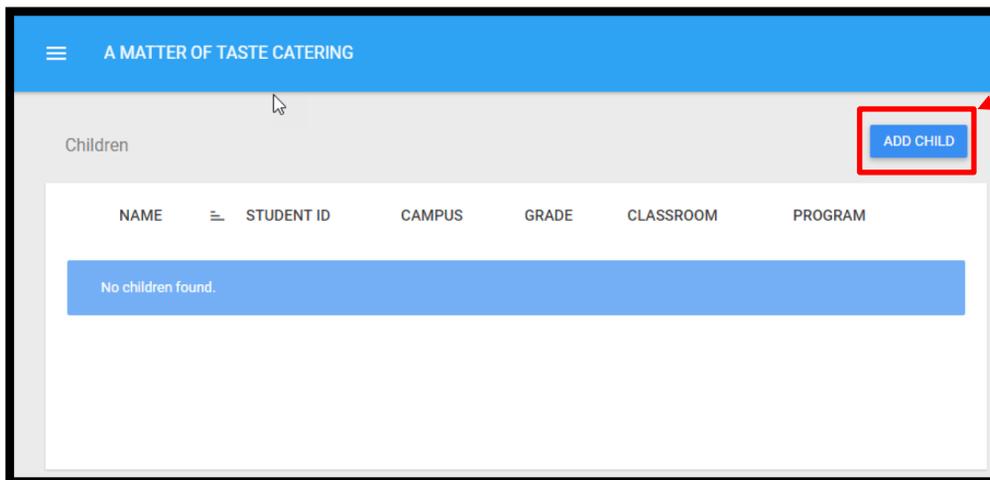
9. The A Matter Of Taste Catering home screen appears. The first step is to add your students to your account. Click the **Menu** button.



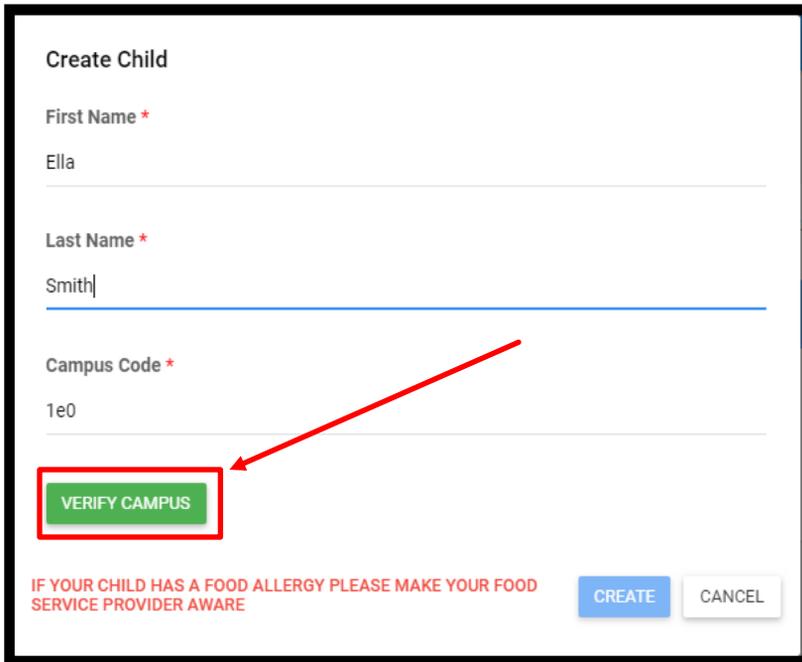
10. The **Home Menu** appears. The first step is to add your children to your account. To add your children, select **Children** from the list.



11. The **Children** screen appears. In the upper left-hand side of the screen, click **ADD CHILD**.

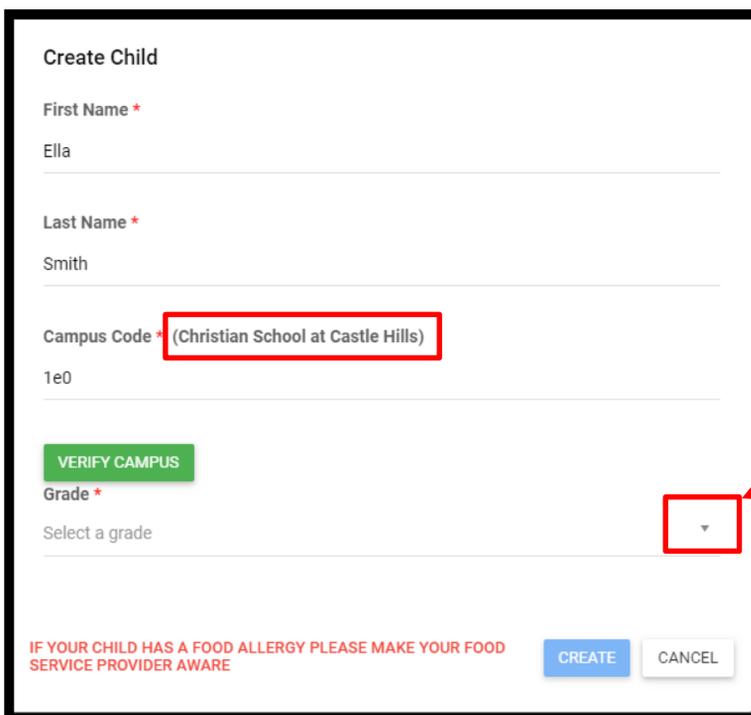


12. Enter your child's first name, last name, and the Campus Code. Our **Campus Code** is 1e0 (number one, lower case e, zero). Please note that each field is required. Next, you will need to verify the campus, click **VERIFY CAMPUS**.



The screenshot shows a form titled "Create Child" with the following fields: "First Name \*" containing "Ella", "Last Name \*" containing "Smith", and "Campus Code \*" containing "1e0". A green button labeled "VERIFY CAMPUS" is highlighted with a red box, and a red arrow points to it from the right. At the bottom, there is a red warning message: "IF YOUR CHILD HAS A FOOD ALLERGY PLEASE MAKE YOUR FOOD SERVICE PROVIDER AWARE", and two buttons: "CREATE" (blue) and "CANCEL" (grey).

13. Once the Campus Code has been verified, you will see our school name appear. Next, you will need to select your student's grade. In the **Grade** field, click the **drop down arrow**.



The screenshot shows the same "Create Child" form, but now the "Campus Code \*" field contains "(Christian School at Castle Hills)" and is highlighted with a red box. Below it, the "Grade \*" field is labeled "Select a grade" and has a dropdown arrow icon highlighted with a red box. A red arrow points from the right to this dropdown arrow. The "VERIFY CAMPUS" button is now greyed out. The "CREATE" and "CANCEL" buttons remain at the bottom.

14. Next, select your child's grade/teacher from the list.

The screenshot shows the 'Create Child' form with the following fields and values:

- First Name \***: Ella
- Last Name \***: Smith
- Campus Code \*** (Christian School at Castle Hills - PRESCHOOL): 1e0
- Grade \***: PK4 (dropdown menu is open, showing options: PK4, None, 18m-24m, 25m - 30m, 30m - 36m, 18m - 24m, PK3. 'PK4' is selected with a checkmark.)
- Classroom \***: Select a classroom (dropdown menu is closed)

Buttons: VERIFY CAMPUS, CREATE, CANCEL. A red arrow points to the 'PK4' selection in the dropdown menu.

15. Now, in the Classroom field, click the drop down arrow and select your child's teacher from the list.

The screenshot shows the 'Create Child' form with the following fields and values:

- First Name \***: Ella
- Last Name \***: Smith
- Campus Code \*** (Christian School at Castle Hills - PRESCHOOL): 1e0
- Grade \***: PK4
- Classroom \***: Select a classroom (dropdown menu is open, showing options: H1, H2, L103, L105. 'L103' is selected with a checkmark.)

Buttons: VERIFY CAMPUS. A red arrow points to the dropdown arrow in the Classroom field, and another red arrow points to the 'L103' selection in the dropdown menu.

16. Once you have completed all of the fields, click **CREATE**.

### Create Child

**First Name \***  **Last Name \***

**Campus Code \*** (Christian School at Castle Hills - PRESCHOOL)

**Grade \***  **Classroom \***

**IF YOUR CHILD HAS A FOOD ALLERGY PLEASE MAKE YOUR FOOD SERVICE PROVIDER AWARE**

17. You will now see your child listed. If you need to add additional children, click **ADD CHILD**, and follow the same steps from above.

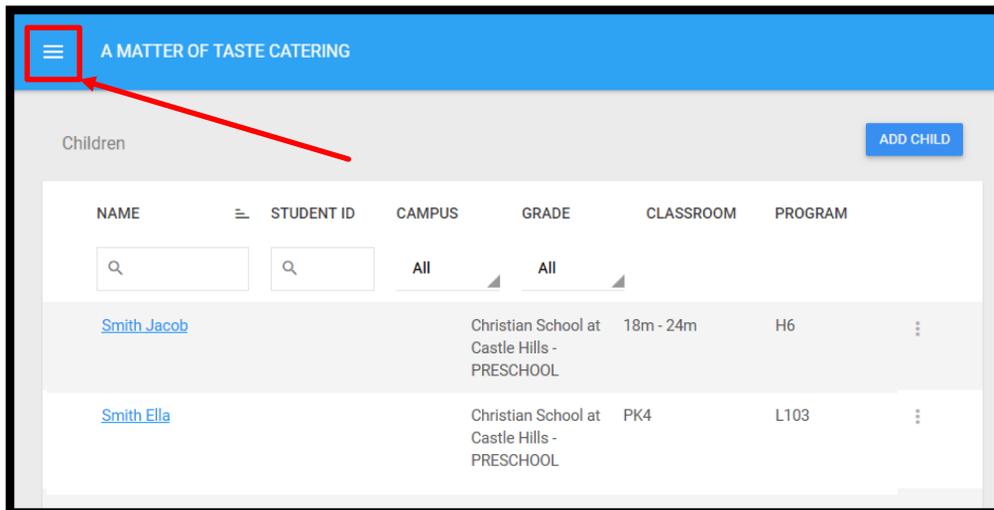
A MATTER OF TASTE CATERING

Children

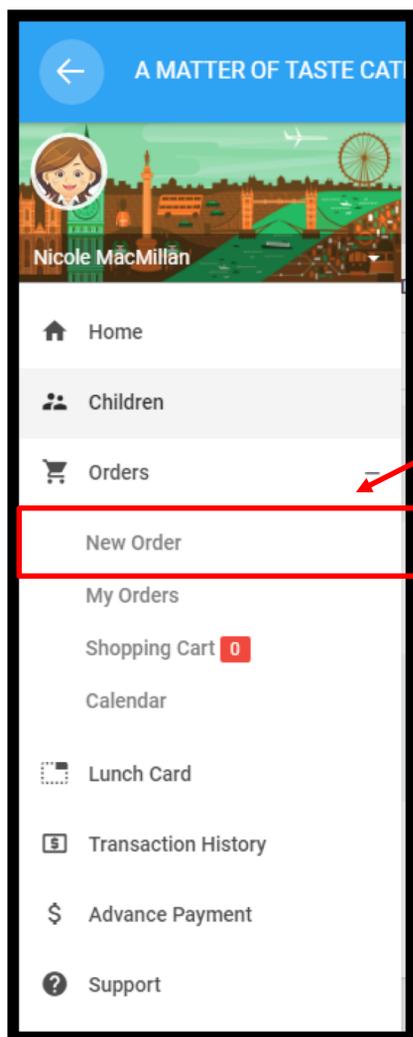
NAME	STUDENT ID	CAMPUS	GRADE	CLASSROOM	PROGRAM
<a href="#">Smith Ella</a>		All	All	Christian School at Castle Hills - PRESCHOOL	PK4 L103

10 25 50 100 300

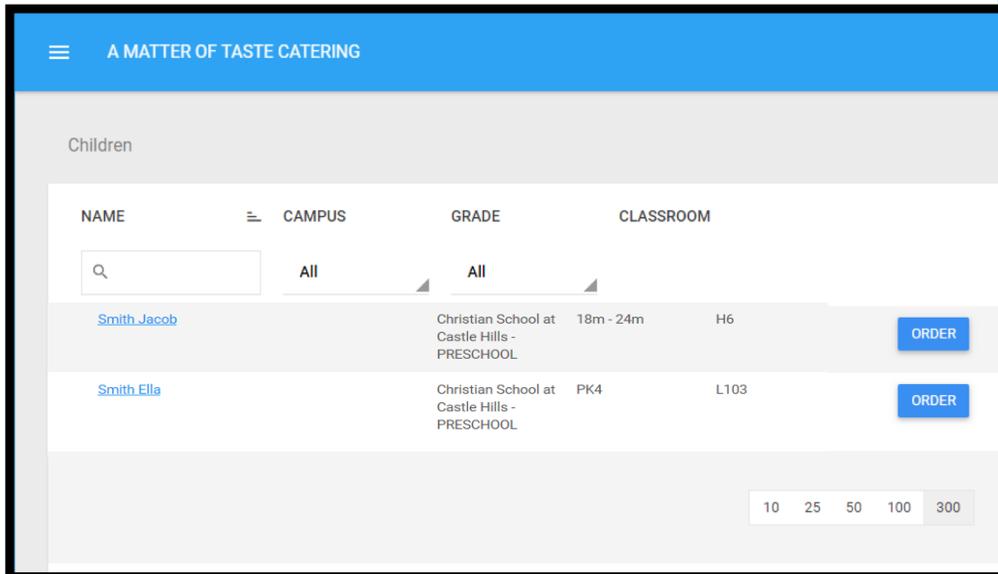
18. After you have added all of your children, you can now order lunches and snacks. Click the **Menu** button.



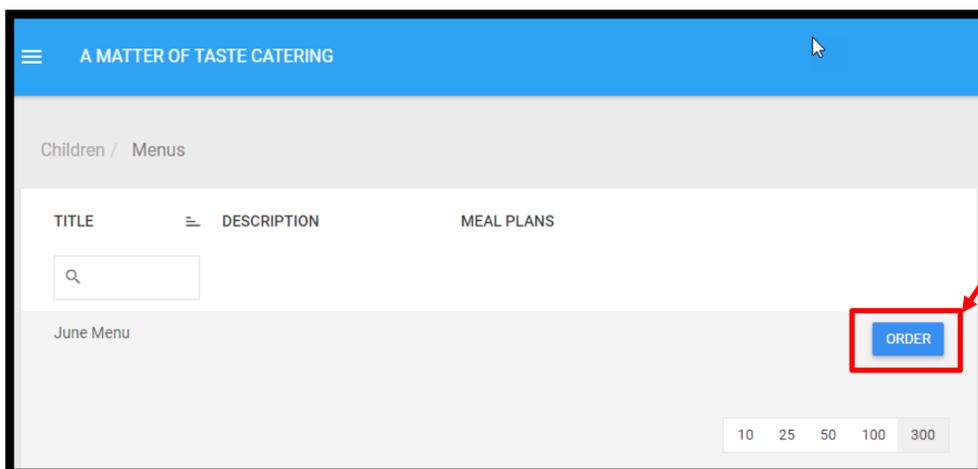
19. Next, under Orders, click **New Order**.



20. The **Children** screen appears. If you have multiple children, you must create an order for each child separately. To begin, click **ORDER** located to the right of the each child.



21. The **Menus** screen appears. The month available to order lunch is listed. In this example, we will order lunch and snacks for June. To the right of the month, click **ORDER**.



22. The Lunch Menu appears. Use this screen to select the days to which you would like to order lunches and/or snacks for your child. Review steps 23 - 25 before you begin ordering.

< JUNE 2018 >					TODAY
Mon	Tue	Wed	Thu	Fri	
28	29	30 <b>Hamburger</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Mini Cheese Sandwich Round</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	31 <b>Mini Turkey Corn Dogs</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Rainbow Veggie Wrap</b> [M] - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	1 <b>Shell Pasta with Butter and Parmesan</b> [M] - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Turkey and Cheese Pocket Pita</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	
4 <b>Popcorn Chicken</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Bean &amp; Cheese Soft Tacos</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	5 <b>Meatballs with Gravy</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Grilled Cheese on Flatbread</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	6 <b>Spaghetti with Meat Sauce</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Veggie Stack Pocket Pita</b> [M] - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	7 <b>Chicken Burger</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Mini Turkey and Cheese Sandwich Round</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	8 <b>Cheese Pizza with Turkey Roll-Up</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Cold Deli Tray</b> - [REGULAR ▼] Price: \$3.00 - 0 +  <b>Snacks ONLY (Morning and Afternoon)</b> Price: \$1.75 - 0 +	
11 <b>French Toast Sticks</b> - [REGULAR ▼] Price: \$3.00	12 <b>Hamburger</b> - [REGULAR ▼] Price: \$3.00	13 <b>Pasta Marinara</b> [M] - [REGULAR ▼] Price: \$3.00	14 <b>Grilled Cheese on Flatbread</b> - [REGULAR ▼]	15 <b>Mac and Cheese with Diced Turkey Ham</b> - [REGULAR ▼]	

23. Each day you have the option to order **ONE** of the following for your child:

- A standard lunch only
- A standard lunch with snacks
- A vegetarian lunch only
- A vegetarian lunch and snacks
- Snacks only

For each lunch option, you have two ordering options; **Regular** and **Large**. Use the **drop down arrows** to make your selection.

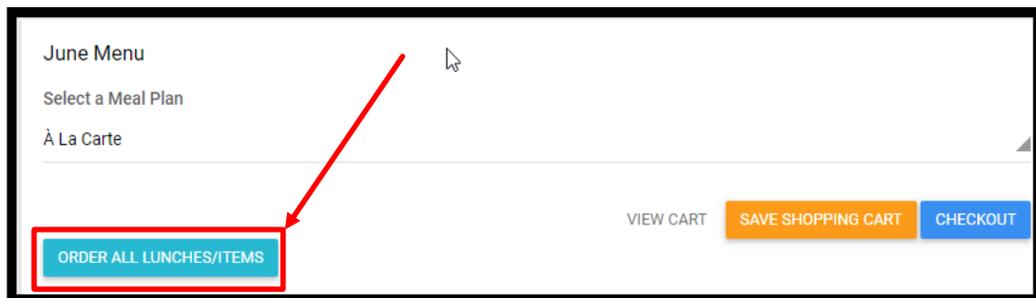
- ☞ If you select **Regular**, only a lunch will be ordered.
- ☞ If you select **Large**, a lunch **and** snacks will be ordered. *You do not need to order snacks under the Snacks section.*
- ☞ To only order snacks, use the **Snacks ONLY** section.

For all sections, use the – and + buttons to select quantity.

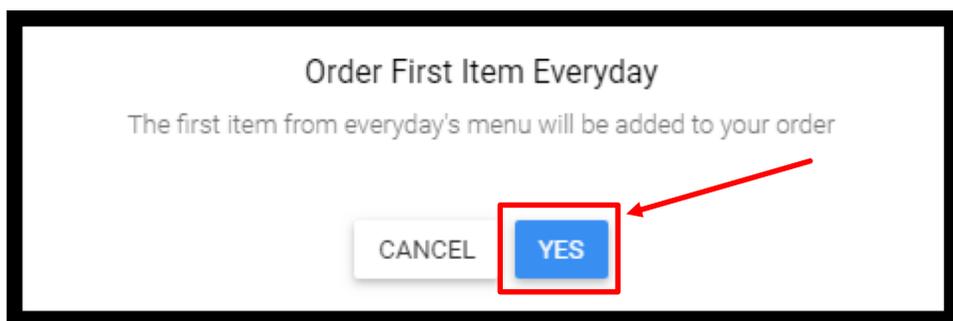
The image shows a screenshot of a mobile application interface for ordering food. It features three distinct sections, each highlighted with a red border and accompanied by a blue callout box with a white arrow pointing to the relevant UI element:

- Hamburger -**: A dropdown menu is open, showing 'REGULAR' selected and 'LARGE' as an option. A callout box points to the dropdown with the text: "Use this section to order standard lunch." Another callout box points to the 'LARGE' option with the text: "Select Large to order lunch AND snacks."
- Mini Cheese Sandwich Round**: A dropdown menu is open, showing 'REGULAR' selected. A callout box points to the dropdown with the text: "Use this section to order a vegetarian lunch." Another callout box points to the 'LARGE' option with the text: "Select Large to order lunch AND snacks."
- Snacks ONLY (Morning and Afternoon)**: A section with a price of \$1.75 and quantity controls. A callout box points to this section with the text: "Use this section to order snacks only."

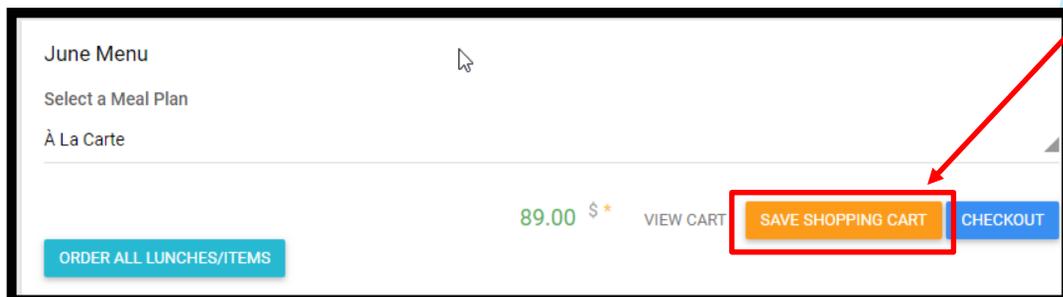
24. If you want to only order standard lunches for each day offered, you may click **ORDER ALL LUNCHES/ITEMS**. This will add one standard lunch to your order for each day.



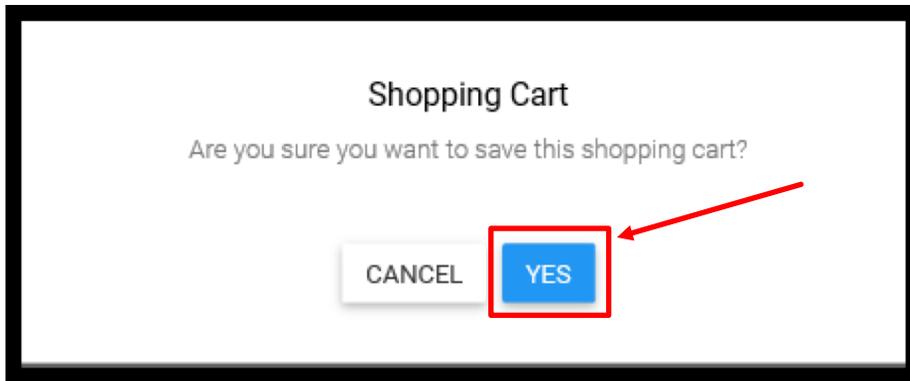
If you use this option, a message will popup verifying that the first item from each menu will be added to your order. Click **YES** to confirm.



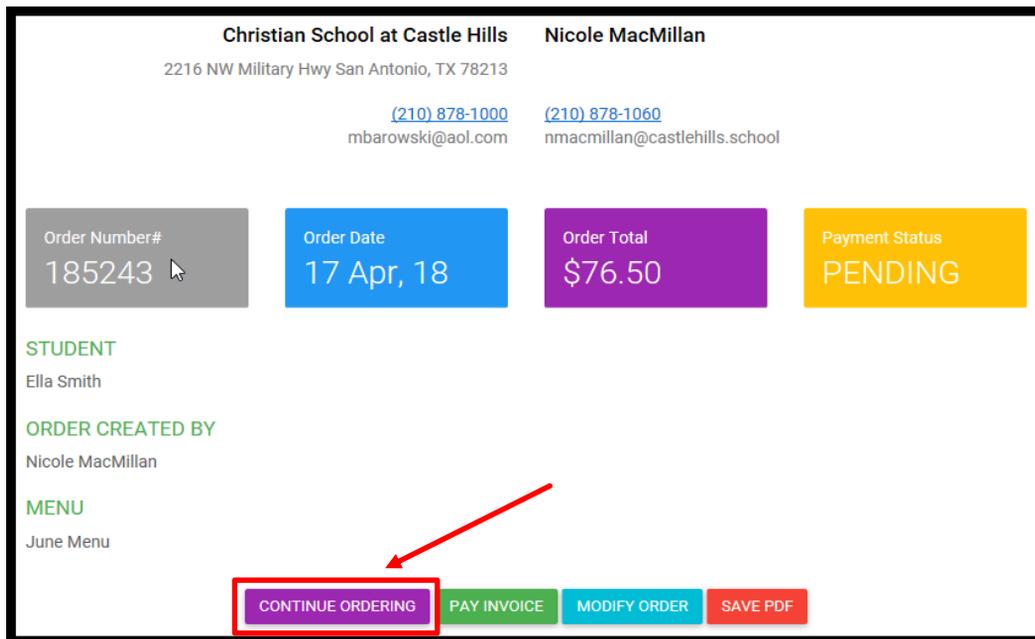
25. Once you have finished selecting lunches and snacks, scroll back to the very top of the page. Once there, you will see your current total owed for this order.  
*If you have no other orders to place, please skip to step 31.* If you need to place an order for an additional child, click **SAVE SHOPPING CART**.



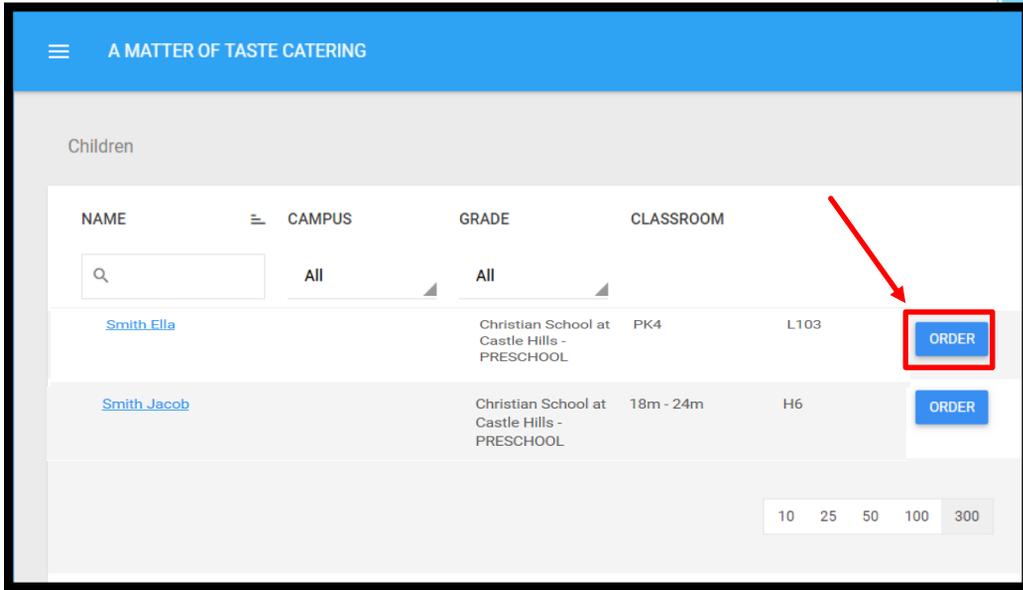
26. Click **Yes** to confirm.



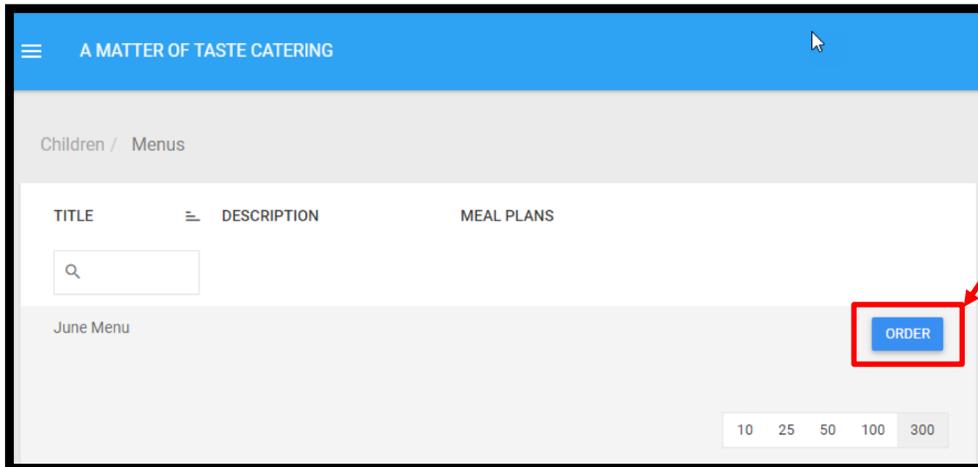
27. The **Invoice** screen appears. This screen displays your order number, order total, and status of payment. In addition, you are able to pay the current invoice, make modifications to your order, or save the order to a PDF file for later viewing. To order for an additional student, click **Continue Ordering**.



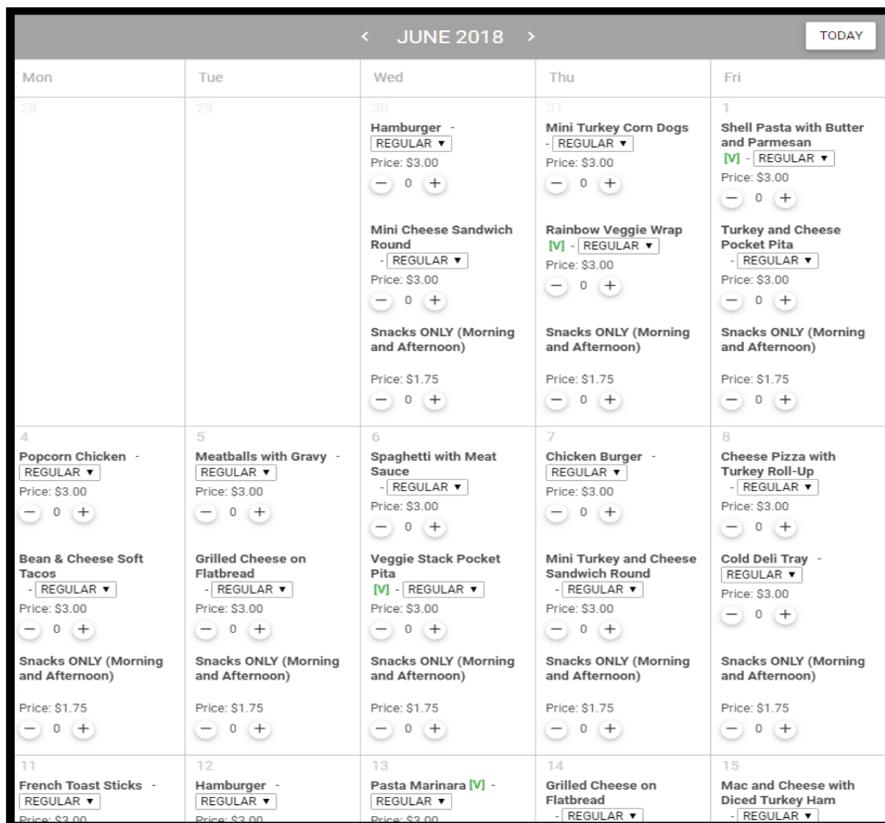
28. The **Children** screen appears. Locate the next child and click **ORDER**.



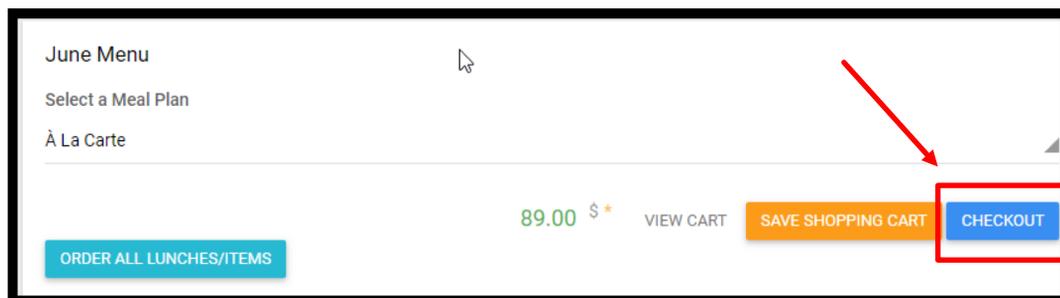
29. The **Menus** screen appears. The month available to order lunch is listed. To the right of the month, click **ORDER**.



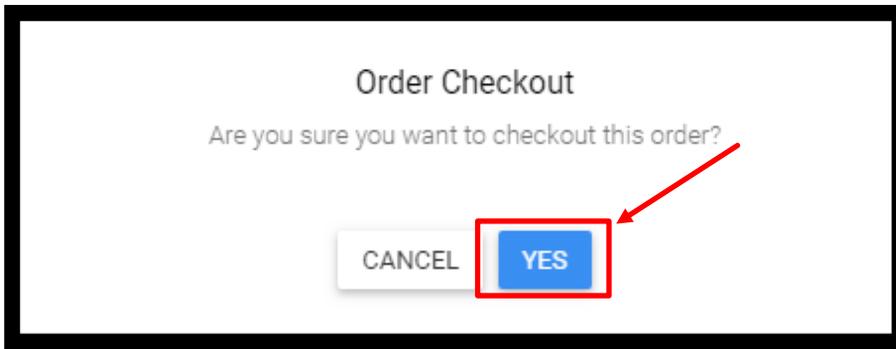
30. The Lunch menu appears. Repeat steps 23-25 to order lunches and snacks.



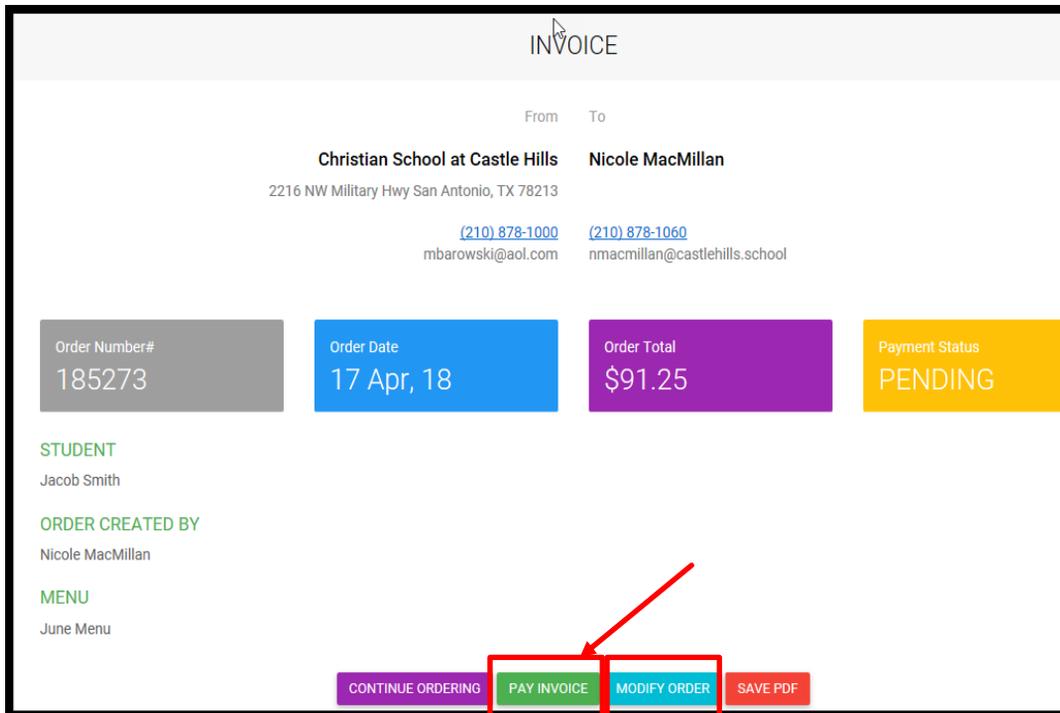
31. Once you have finished selecting lunches and snacks, scroll back to the very top of the screen. At the top, you will see your current total owed for this order. If you have additional orders to place, repeat steps 19-25. If you have no other orders to place, click **CHECKOUT**.



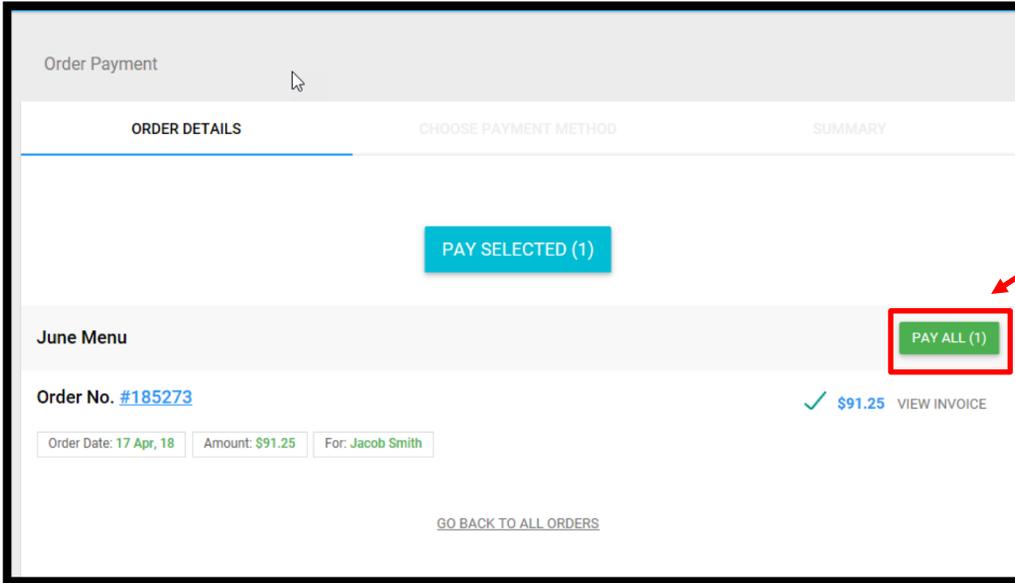
32. A confirmation message will appear, click **Yes**.



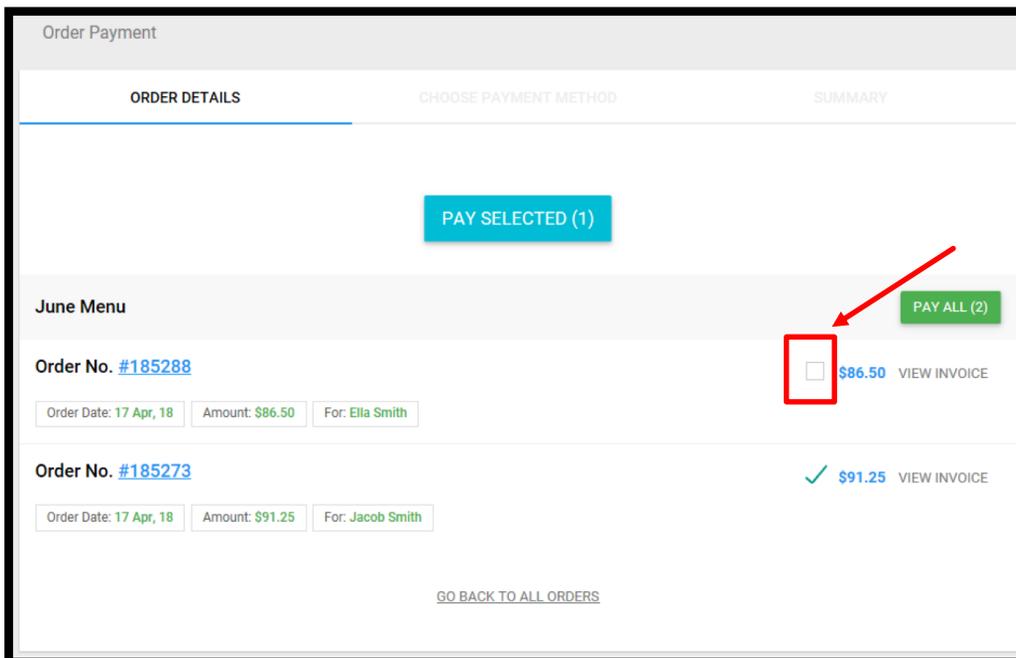
33. The **Invoice** screen appears. If you need to make changes to the order, click **MODIFY ORDER**. To make a payment, click **PAY INVOICE**.



34. The **Order Payment** screen appears. The picture below is an example of a single child order. The order number, order date, and name of child is listed. **For multiple children orders, continue to step 35.** To make a payment, click **PAY ALL (1)**. ***For single child orders, continue to step 38.***



35. The picture below shows order details for multiple children. Notice that one of the orders does not have a checkmark. This is the order that we created for the first child and saved to our shopping cart. In order to pay for both lunch orders at the same time, both orders need to be selected. Click the **checkbox** to add the order for payment.



36. Now that both orders are checked, click **PAY ALL (2)**.

The screenshot shows a web interface with three tabs: 'ORDER DETAILS', 'CHOOSE PAYMENT METHOD', and 'SUMMARY'. The 'ORDER DETAILS' tab is active. At the top, there is a blue button labeled 'PAY SELECTED (2)'. Below this, the 'June Menu' is listed. To the right of the menu name, a green button labeled 'PAY ALL (2)' is highlighted with a red box. A red arrow points from the right side of the screen towards this button. Below the menu, two orders are listed:

- Order No. #185288: Status: ✓, Amount: \$86.50, For: Ella Smith. A 'VIEW INVOICE' link is present.
- Order No. #185273: Status: ✓, Amount: \$91.25, For: Jacob Smith. A 'VIEW INVOICE' link is present.

At the bottom of the page, there is a link that says 'GO BACK TO ALL ORDERS'.

37. A confirmation message appears, click **YES**.

The screenshot shows a confirmation dialog box with the title 'Multi Order Payment' and the question 'Do you wish to pay for all orders for this menu?'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'YES'. The 'YES' button is highlighted with a red box, and a red arrow points from the right side of the screen towards it.

38. The Choose Payment Method screen appears. Select Credit Card Payment, then click Proceed.

Order Payment

ORDER DETAILS      CHOOSE PAYMENT METHOD      SUMMARY

**Choose a Payment Method**

Credit Card Payment

Use Available Credit

**Transaction Details**

Due Amount:	\$161.50
Avl. Credits:	- \$0.00
Total:	\$161.50
Convenience: *	+ \$0.00
Pay Amount:	\$161.50

**PROCEED**

39. Next, enter your credit card/debit card information into the provided fields, then click **PAY**.

Pending Orders / Order Payment via Credit Card Payment

SAVED CARDS      **NEW CREDIT CARD**

Select Card

American Express

Name on card

Nicole MacMillan

Card Number

1234 5678 910112

Expiry date (MM/YY)      Security code (CSV)

01      2018      \*\*\*\*

Address

2216 NW Military Hwy

City      ZIP Code

San Antonio      78213

Save this card for future use

**PAY \$161.50**      CANCEL