

Welcome to the On-Line Hot Lunch Ordering System!

West Sechelt Elementary

Getting Started

To access the site, please go to the West Sechelt hot lunch web site: www.wsespac.hotlunches.net

To use the system, you will be required to register and provide your name, phone number and email address. This site has an SSL Certificate to provide full security of your personal information, and only the information required to manage the lunch program is required. The volunteer site administrator cannot access your password and you select your own user id. To register for an account click on the "REGISTER" tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account and each of your children at the school will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional email addresses to your account.

To register, you will be required to enter our SCHOOL ACCESS CODE: WSES (this is case sensitive, so please use caps). Please provide other information as required to complete your registration. Once you have registered, you can immediately LOG IN, add your student(s) and place your order.

Adding Students & Orders

Once you have logged into the system you will be at the "Welcome Screen". This is the first screen you will see each time you login and from here you can quickly access the major sections of the system. The first step is to add your students to the system so that orders can be placed for them. To add your children to the system click on the "Students" button to access the student management screen. To add any student to the system you must click on the "Add New" button to access the form. The "Student Administration" screen will allow you to specify your child's name, select which class he or she is in and enter their allergies. The class assignments will be verified by the hot lunch team. Once you have entered the information click the "Add New" button. Your student has now been added to the system. As an extra security measure, you will not be able to access class lists until your student has been verified by the hot lunch team. (Please note that class lists will only contain students who are registered on-line.)

You are now ready to place your hot lunch order! Go to the home screen and click on "Manage Orders".

Payments: May be made online using Pay Pal, or you may print a remittance form and return it to the school in the office (green box marked PAC) with your payment (cash or cheque).

Questions? Go to the Help tab and open the Parent Instruction Guide. You may also log a support request under the Help menu if you require assistance.