

Getting Started with West Side Christian School's Online Ordering System

Welcome to West Side Christian School's lunch ordering site. We hope you will find ordering lunches to be easy and intuitive. You will find below step-by-step instructions for getting started.

Click on the Student tab (top left), then click on Create a new Student. Select your West Side Christian School. Select your Student's K-8 from the drop down box. Enter their first name and last name and click Submit. Your Student has been created.

For families with multiple Students, repeat the above process.

To order lunches, click on the Order tab (top left). Make your selections by clicking on the Meal name, reviewing the meal description, and then clicking Add to Cart. The meal you selected will turn green, indicating it is in your cart. You may order the meal, just the addon or both. When you add the meal or addon to your cart; you are ordering for all the dates, in those 9 weeks, that particular lunch is served.

Families with multiple Students may order for each Student by highlighting each name. The names are listed on the upper left hand side of the screen. You may order and pay for all Students at once. You do not need to log in and out for each Student.

Once you have made your selections and are happy with your order, it's time to pay. Click on the Checkout button, in the bottom right hand corner of your screen. The next screen to appear will show you a summary of which lunches you bought for whom. When you have reviewed your order and are satisfied, click Pay Now. If you review your order and see a change you would like to make, click Make Changes.

You will finish your transaction by sending a check to West Side Christian in an envelope marked "Hot Lunch" and the students last name on the outside of the envelope.

You will want to make sure you have your correct email address on file. In the event that you forget your Hot Lunch Account password, your email address is used to ensure your identity in the password resetting process. We do not store a human readable version of your password in our system, so please do not contact West Side Christian School to retrieve your password. Instead, use the "Forgot my Password" link on the sign in page.

Thank you for ordering lunches with West Side Christian School. Please contact us if you have any questions regarding use of the program.