



## Ordering lunches has never been easier!

St. Paul's has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows you to view our lunch menu, order, prepay and manage student lunches from their smartphone, tablet or computer.

**Registration and Ordering is now OPEN!**

### **Important Note before You Begin:**

If you are a returning family to the Boonli system please **DO NOT** create a new account. If you do not remember your login/password please just click on the link on the website and Boonli will reset for you.

### **NEW PARENTS**

**Go To:** <https://secure.boonli.com> or [https://\[name\].boonli.com](https://[name].boonli.com) - (please bookmark this page)

**Click Create an Account:** Password is:

**SPNC281**

- Enter information and click **Submit**
- Enter information for your students, **Add Profile**. Repeat for any additional students
- Click **I'm Done** and **Sign In**

### **RETURNING PARENTS**

**Go To:** <https://secure.boonli.com> or [https://\[name\].boonli.com](https://[name].boonli.com) (please bookmark this page)

- Sign In** - *no need to create a new account*
- Update Profile(s)** - click on profile name, add new information for the new school year & click "update profile"
- To Delete Profile** - If a profile is no longer needed, click on profile name & click "remove profile"

## You are now ready to begin ordering!

**PROGRAM INFORMATION** *(also available online once you are logged in to your account)*

- **FOOD & POLICY QUESTIONS** (Food questions/concerns including menu offerings, Missed/Late Orders, Credits, Changes/Cancellations): email [hotlunch@stpaulincanton.org](mailto:hotlunch@stpaulincanton.org)
- **TECHNICAL SUPPORT** (help navigating the site): email [support@boonli.com](mailto:support@boonli.com)
- **PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover.



**Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.

- **As always you will order one month ahead. Ordering opens on the 1<sup>st</sup> of the month and closes on the 10<sup>th</sup> at midnight. The system locks and lunches cannot be ordered. Absolutely NO LATE ordering.**

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- **If your child forgets a lunch and did not order that day if we have extra meals they will be provided with one. You will receive an invoice for that lunch and will need to send payment in to the front office.**
- **SNOW DAYS are not guaranteed to be made up. This is a 100% volunteer program. If we can find available volunteers to come in and serve the make up day we will do it.**
- **Missed days for sickness, absences, and snow days are not required to be reimbursed.**

- **ANNUAL REGISTRATION FEE:** A \$40.00 fee is charged per family for us to provide this service online which covers the cost of credit card processing, technical support and more. This needs to be sent in to the front office Attn: Hot Lunch by Friday, August 24<sup>th</sup>. This can be paid by check or cash. School office is open Thursday, August 2<sup>nd</sup> for the school year. If you choose to send your payment in with your student you are responsible for it getting to the office.

**MINIMUM ORDER FEE** – A minimum \$10.00 order is required for each order – otherwise \$1.00 handling fee is charged.

The hot lunch program is a 100% volunteer program. For questions regarding hot lunch food, hot lunch policies, volunteering to assist in the hot lunch service, please email us at [hotlunch@stpaulincanton.org](mailto:hotlunch@stpaulincanton.org). We will try and respond to your email in a timely manner. If you are having problems ordering please do not wait till the evening of the 10<sup>th</sup> to message us. We may not be able to get back to you in time to order for that month.

If you have technical problems with the website please call the Boonli helpline at 1-650-350-1788 x 3 or email them at [support@boonli.com](mailto:support@boonli.com). They are open 8am – 5pm PT time. We cannot help with technical issues. We cannot see your password or payment information.

Thank you, Danielle Herzog & Katy Pitcher