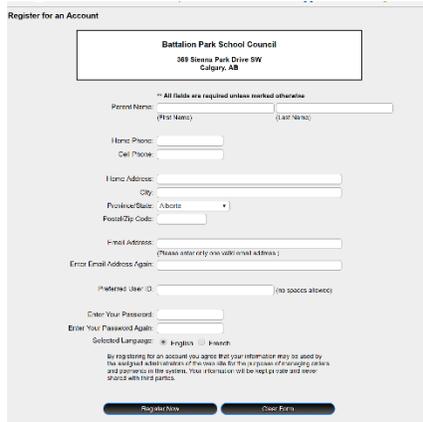
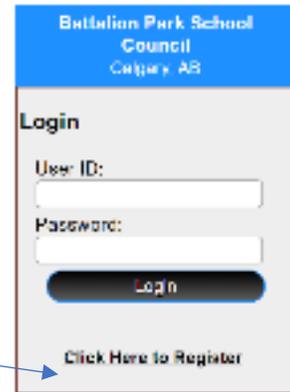


Battalion Park Fun Lunch Online Program: bp.schoolcouncil.net

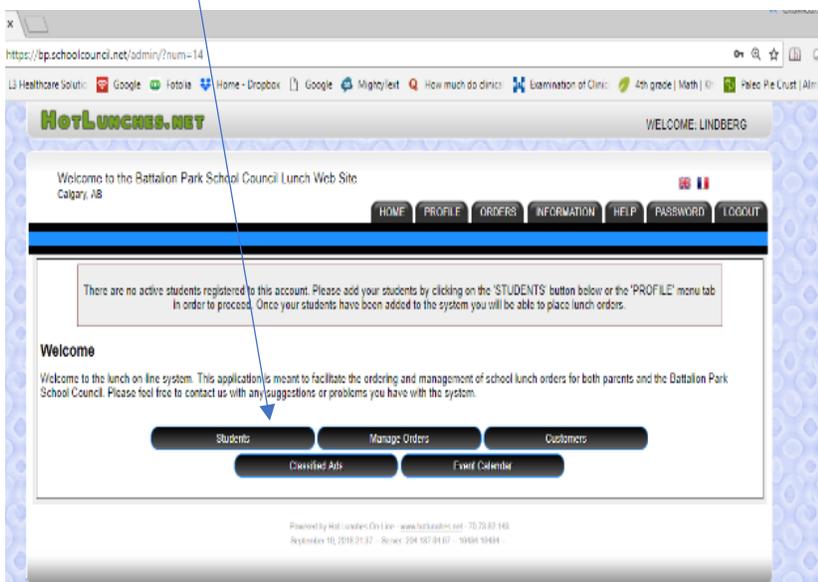
Step 1: Register for an account

1. Open your Internet browser and type: **bp.schoolcouncil.net**
2. Click on “Click Here to Register”
3. Enter the information on the registration page



Step 2: Add Students to your Account

1. Login with your userid and password
2. You will be directed to your homepage
3. Click on Students to Add your child to the program



Step 3: Click on Manage Orders to order your child(ren) Fun lunch or snack

Placing Lunch/Snacks Orders

Once your students have been added to the system you can immediately place lunch orders for each student. The "Student Administration" screen will list all your registered students and the information about any pending, current or recent orders that have been placed for each student. Each student is listed with their class information and their status in the system. Once the hot lunch team has verified each student the status will change from "**Unverified**" to "**Verified**". Below each student's information is a list of the current and recent schedules and the orders that were made in each schedule for the student.

Payments

Once you have completed the order and clicked on the "Update Lunch Order" button you will be taken to a screen where all the orders for all of the current lunch schedules are summarized.

We strongly encouraged all parents to pay your orders via PayPal/credit card. This will help the volunteers to manage the orders. You do not need a paypal account to pay for your lunch orders.

If you have difficulty paying via Paypal/credit card and would like to pay by cheque, click on the "Remittance Form" button to print a copy and send in your payment to the school office. Please make cheque payable to "Battalion Park School Council".

****Note that cash WILL NOT be accepted****

For a more detailed instructions on how to use the online program, please visit:

www.bpschoolcouncil.ca/instructions

Questions?

Online Program: help@bpschoolcouncil.ca

Food Allergy: allergy@bpschoolcouncil.ca

Kindergarten Program: kinder@bpschoolcouncil.ca

All other inquiries: funlunch@bpschoolcouncil.ca