



Maple Leaf School

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MUNCHALUNCH ONLINE ORDERING INSTRUCTIONS FOR HOT LUNCHES

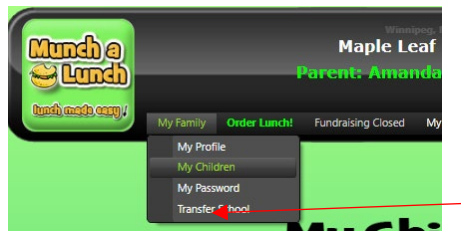
HOT LUNCH ONLINE ORDERS ARE NOW OPEN FOR JAN/FEB/MARCH LUNCHES!

1. If you are a returning parent, click on the link here to update your account: Returning parents can log in to their existing account here: <https://munchalunch.com/login>. If you forgot your password, the system will reset it by selecting "Forgot Password". You MUST update their child's grade/class before they can order (and can remove any child who no longer attends).
2. If you are a new parent who hasn't used Munchalunch, register an account: <https://munchalunch.com/schools/mapleleaf>
3. When the parent registers an account (first-time user) or logs in (returning user), the system will automatically prompt them to add/edit their child's information including selecting their child's grade and class for the new school year.

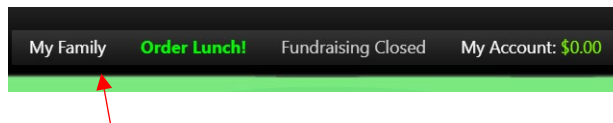


General Instructions for Ordering Lunch

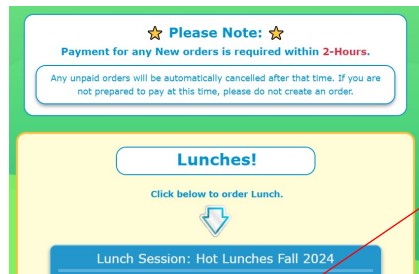
1. Complete the registration for all children ordering (if you haven't yet done so).



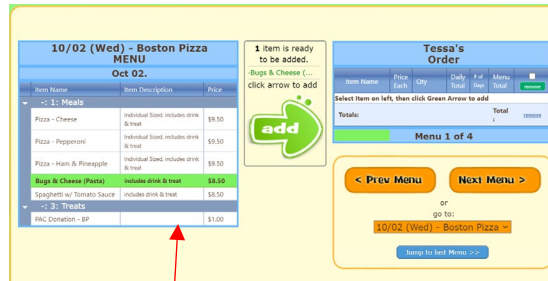
2. When you are ready to order lunch (and remember, you'll need to be ready to pay for the order within 2 hours of completing the order form), click on the **GREEN** button called, "Order Lunch!"



3. Follow the prompts to order for the first child. You can either order for **just** the upcoming lunch on Jan. 28th or you can order for all three "Jan/Feb/March" hot lunches at once.



- Once you are in a menu, click on the item you'd like (it should high-light in green), then click the big green "add" arrow in the middle.



- NOTE: We've included to add a PAC donation button if you'd like to donate additional funds for the hot lunch. They are available on each menu in increments of \$1 (see the blue arrow). You can also Donate at the end of the Menus in Larger increments – this is optional.



- After you've completed one child, you can either pay or click back on the blue button to add another.



- You should be able to follow the prompts to check out and pay with a credit card.