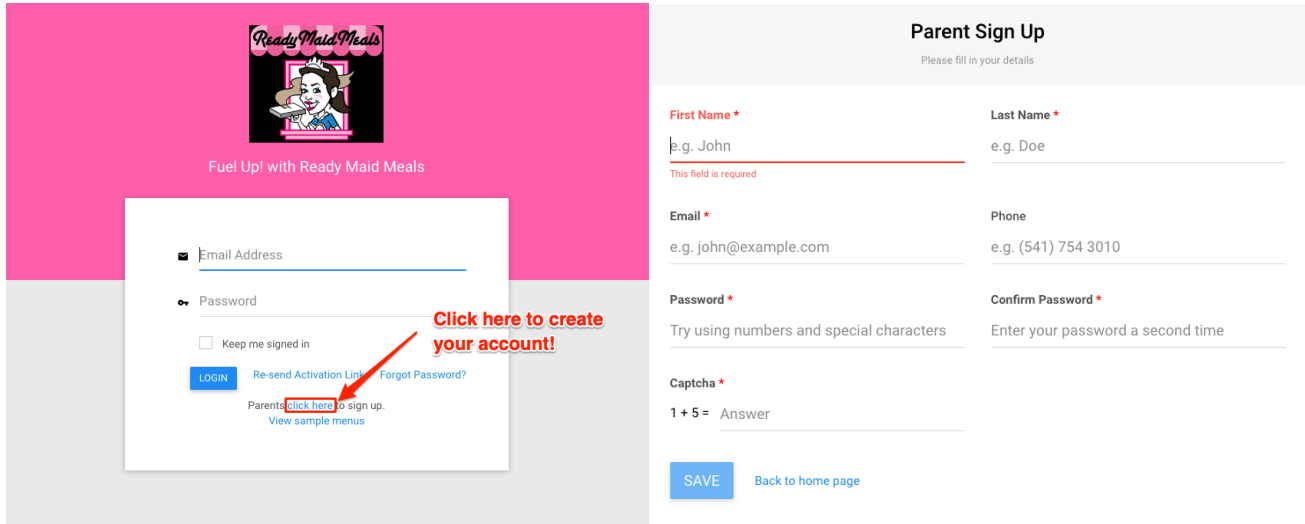Welcome to Fuel Up! New Westminster school district's school nourishment program.

The instructions below will show you how to create an online ordering account for your family so that your child(ren) can begin to Fuel Up!

Setting up your Account

Go to the FuelUp! with Ready Maid Meals ordering platform at: https://readymaid.ahotlunch.ca

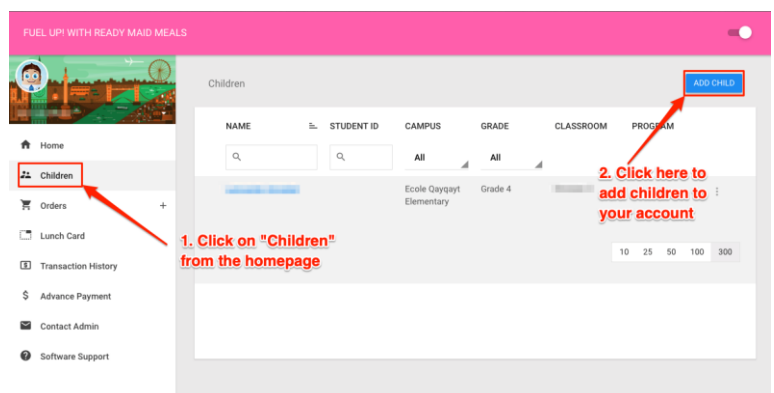1. You will be redirected to the secure account creation page:

2. Fields with a red asterisk (*) are required.
3. A required "Captcha" field guarantees that you're not using a 'bot' to automatically create accounts.
4. Your phone number is not required; however, including it will enable Ready Maid Meals to contact you if there are questions regarding your order.
5. When you click SAVE, a confirmation email will be sent to the account you have entered. The email will contain a link which will a) confirm your account and b) send you back to the homepage where you can log in and start ordering healthy, nutritious lunches.

Adding children to your account

1. To set up meal ordering you'll need to add your child(ren) to your account
2. Click on "Children" on the left side of the homepage.
3. Enter a **campus code**. Campus codes are provided below.
4. Click on "Verify Campus".
5. Select your child's grade and division.
6. Click on the blue "Create" button.

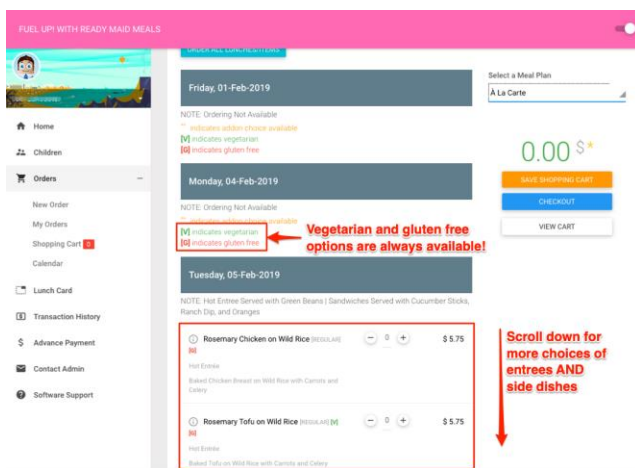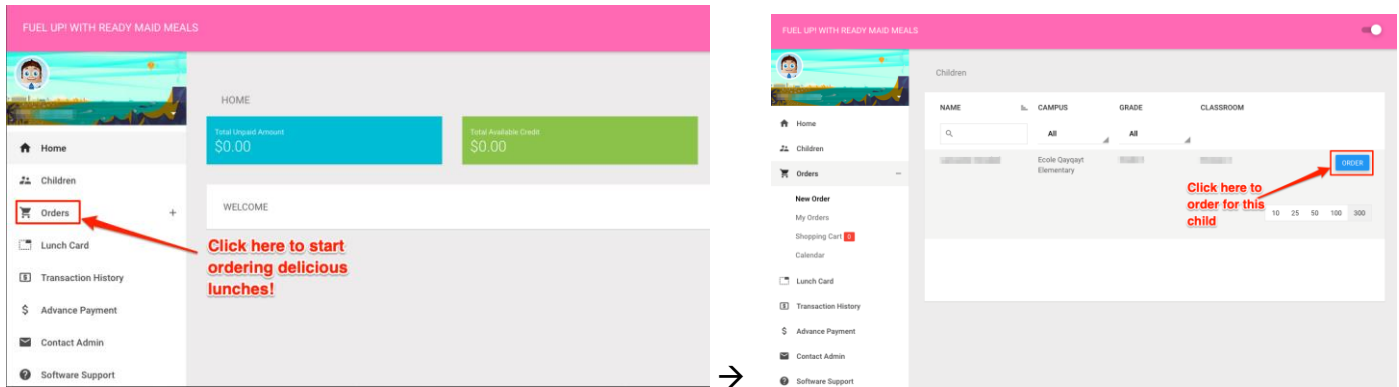| SCHOOL	CAMPUS CODE
Connaught Elementary	Connaught
Ecole Glenbrook Middle	Glenbrook
Ecole Herbert Spencer Elementary	Spencer
Ecole Qayqayt Elementary	Qayqayt
Ecole Tweedsmuir Elementary	Tweedsmuir
F.W. Howay Elementary	Howay
Fraser River Middle	Fraser River
Lord Kelvin Elementary	Kelvin
Queen Elizabeth Elementary	Queen Elizabeth
Queensborough Middle School	Queensborough
Richard McBride Elementary	McBride

Ordering Meals

1. After adding your child(ren), click onto the **Home** page.
2. Click "**Orders**" on the left menu to start ordering lunches. The order screen will appear.
3. Click on the blue "**Order**" button to the right of your child's name. An allergen statement will appear:

"*While every effort will be made to provide allergen free meals, common food allergens are all utilized in the kitchen. Cross contamination is always a possibility. If your child has severe allergies, we recommend packing a meal from home.*"

4. Click "**Order**" again to bring you to the ordering page where you can make your food selections.
5. Ordering is done on an individual basis (if you have more than one child you will need to repeat the process for each child. Orders can be made for a day, a week or a month at a time.

Payment and Change Information

1. **Ordering and Change Deadline**:

Order or cancel by midnight on …	For lunch delivery on …
Saturday	Monday
Sunday	Tuesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday

2. **Cancellation Policy:**
   a. Orders may be cancelled by 8 am *if your child is ill* by e-mailing FuelUp@sd40.bc.ca. Please include your child's name, school, division, and reason for cancellation in your e-mail. A credit will appear on your account.
   b. Cancellations for any other reasons must be done by the ordering deadlines outlined above.

3. **Payment:**
   Payment must be made at the time of ordering and can be made using Visa, Master Card or electronic cheque. You can also prepay for meals to your account which will be debited as food is ordered.