

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: <u>https://readymaid.ahotlunch.ca</u>

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

Ready Maid Meals	Parent Sign Up Please fill in your details			
Fuel Up! with Ready Maid Meals	First Name * e.g. John This field is required	Last Name★ e.g. Doe		
Email Address  Password  Keep me signed in  Keep me signed in  Resend Activation Line  Forgot Password?  Parents  Keev sample menus  View sample menus	Email * e.g. john@example.com Password * Try using numbers and special characters Captcha * 1+5 = Answer SAVE Back to home page	Phone e.g. (541) 754 3010 Confirm Password * Enter your password a second time		

- 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	FUEL UPI WITH READY MAID MEALS
Connaught Elementary	Connaught	
Ecole Glenbrook Middle	Glenbrook	Children A00 CH
Ecole Herbert Spencer Elementary	Spencer	NAME E. STUDENTID CAMPUS GRADE CLASSROOM PROGRAM
Ecole Qayqayt Elementary	Qayqayt	
Ecole Tweedsmuir Elementary	Tweedsmuir	Ecole Qayayt Grade 4 add children to Femeratary
F.W. Howay Elementary	Howay	S Urders + your account
Fraser River Middle	Fraser River	Cancel carlo     1. Click on "Children"     10 25 50 100 2     from the homepage
Lord Kelvin Elementary	Kelvin	\$ Advance Payment
Queen Elizabeth Elementary	Queen Elizabeth	Contact Admin
Queensborough Middle School	Queensborough	Software Support
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."





#### Getting Started Creating Your Fuel Up! Account

- 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.

FUEL UPI WITH READY MAID MEALS				FUEL UP! WITH READY MAID MEALS					-0
<b>Q</b>				<b>Q</b>	Children				
	HOME	Tatal Fashaba Paste		ft Home	NAME	CAMPUS	GRADE	CLASSROOM	
A Home	\$0.00	\$0.00		21. Children	4	All	4	4	
22 Children				🟋 Orders —	101100	Elementary			ORDER
🗧 Orders 🚽 🕂	WELCOME			New Order My Orders				Click here to order for this	100 300
Lunch Card	Click here to start			Shopping Cart				crina	
Transaction History	ordering delicious lunches!			Calendar					
\$ Advance Payment				Transaction History					
Contact Admin				\$ Advance Payment					
Software Support			$\rightarrow$	<ul> <li>Contact Admin</li> <li>Software Support</li> </ul>					



## 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 <u>FuelUp@sd40.bc.</u>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.