

ORDER SCHOOL LUNCHES ONLINE

Dear Parent,

Online registration for school lunch is now available!

Carden Conejo is pleased to offer the parents of our students a new way to view, order and pay for lunches using School Lunch Choice, our online registration service. School Lunch Choice will make ordering lunches more convenient for families, provide improved tracking for our food service and make it easier to keep track of what has been ordered from month to month for each of your children.

What you need to know...

1. Create your family account using Carden Conejo's dedicated site with School Lunch Choice. You can follow the simple instructions in this letter.
2. New lunch menus will generally be available 4 weeks ahead. Our lunch menus will follow a 2 week cycle. Follow the simple instructions found on this sheet to set up your family account, login, view the menu and order lunches and pay online.

Registering for School Lunch Choice online and ordering lunches is fast and easy. Here's how:

Step 1

From any computer with an internet connection, go to the Carden Conejo home page found at www.cardenconejo.org. (Or, you may go directly to the Lunch Order site at <https://cardenconejo.school lunchchoice.com> and then go directly to Step 3.)

Step 2

At the top of the left column on the home page you will see the following: Online Registration for School Lunches is Available Now! Click here to go to the Carden Conejo's School Lunch Choice site to register and order school lunches online.

Step 3

If you are already registered for a School Lunch Choice account, please login using your email and password, and continue on to step 5.

Step 4

If this is your first time registering using Carden Conejo's School Lunch Choice system, please complete the "New Customers" information and click the "Register" button. Click on the "Add New Student" link to add your children to your account. Fill in the child's name, grade, and teacher's name (leave blank if you do not know it).

Step 5

To view the upcoming menu and order lunches, click on one of your student's name on the blue bar. The upcoming lunch menu will come up. Check off each lunch you would like to order for that student. When finished, click on the button at the bottom called "Add Lunches to Cart." If you have another student to order for, click on their name at the top and check off each lunch you would like to order for them and then click "Add Lunches to Cart."

Step 6

When you have finished ordering lunches, click on the button at the bottom called "Proceed to Checkout." On the Checkout page you will be able to review your lunch orders for your students. Then click the button "Finalize Order" to proceed to the page that will show any credits on your account being applied. Click on the button "Complete Order" to proceed to pay for the lunches using a credit card. Charges for lunches will appear on your credit card statement as Carden Conejo—Lunches.