

Lunch Ordering Open From the 15th to the 22nd of Each Month. (Most Months. Check Schedule Below.)

Dear Parent,

Your overwhelming support for the on-line lunch ordering has made it a great success!

Tips for returning users:...

- **To view or print a menu or cancel an order:**

Log into CommunityPass
Click on View registrations
You will see "School Lunch Menus"

Click on "View Menu" to view and print your existing menu.

Click on "Receipt" to view and/or print your receipt.

Click on "Cancel Order" to cancel an existing lunch order. The list of days for which you have ordered lunches will appear. Click the Cancel This Day's Order button to cancel day(s) you wish to cancel. The cancellation will take affect as soon as you click the button.

- **To Add Items to an Existing Menu Order:**

Between the 15th and 22nd of each month, you may add to an order. Log into CommunityPass Follow the original process as described below by clicking Continue until you reach your menu.

You can add items to the menu by clicking on the item(s)
When finished, click Save Menu and Continue to complete your registration and continue through the confirmation and checkout.

Tips continued.....

- **To Change Items in an Existing Menu Order:**

Between the 15th and 22nd of each month, you may change an order.

Log into CommunityPass

Follow the directions above to first cancel the day(s) you would like to change.

Then, click the "Back to Registrations" button, and click the "Home" link on the left side of the page.

Follow the original registration process as described below by clicking Continue until you reach your menu.

You can now order the new menu items by clicking on the item(s)

When finished, click Save Menu and Continue to complete your registration and continue through the confirmation and checkout.

Registering for School Lunches Online is Fast and Easy ... Here's How ...

Step 1

Go to <http://www.ridgewood.k12.nj.us> and then click on Parents > Lunch Information > Community Pass, to go to the Ridgewood School's CommunityPass website to order elementary school lunches online.

Step 2

If you are already a member of CommunityPass, please login using your name and password, and continue on to step 4.

Continued on back ...

Step 3

If this is the first time you are registering using Ridgewood's CommunityPass system, please click on Create a Family Account. Complete the family account form by filling in your information and clicking continue until you finish your account setup. Your family account is now set up. Clicking finish will return you to the CommunityPass home page to order lunches.

Step 4

From the drop down box under Register Now! Select Ridgewood Elementary Lunch Program as the organization and click GO. The CommunityPass homepage will refresh with a second drop down box appearing.

Step 5

From the second drop down box select Elementary Lunch Menus – October 2006 and click Register Now to begin your menu selection.

Step 6

For returning users, from the School Lunch Participation Selection page, select those children for which you want to order lunch and click Continue.
If the child that you want to purchase lunch for is not present in the list click the Add New Child button to add additional children to the list. Repeat as necessary, until all children that will be ordering lunch are displayed in the list. Continue as directed on the screen.

Step 7

From the School Lunch – Choose School/Class page, from the drop down box, select the school and class for your child and click Continue.

Step 8

Following the instructions on screen, please order lunch for your child for every applicable day. To do this, click the circle next to the food selection you wish to order. When you have completed making your menu selection, select Save Menu and Continue.

NOTE:

Please note that the monthly calendar for lunches will indicate those days where you should not order lunch due to closing, field trips or other school events.

Step 9

From the School Lunch – Elementary Lunch Menus – August 2006 – Order Confirmation page:

- ◆ Check your order
- ◆ Check payment amount due
- ◆ Select type of credit card you wish to use
- ◆ Select Continue

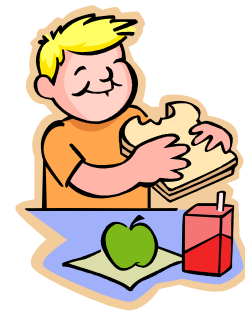
Step 10

From the School Lunch – Checkout page, complete your school lunch order by completing the billing information and credit card information. When complete, select Complete Transaction to complete your lunch order online. You may print the receipt that displays after your transaction has been completed, a copy of that receipt will also be emailed to the address you supplied when creating your family account.

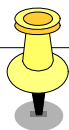
Important Notes:

1. Please note that the charges for elementary school lunches will appear on your credit card statement as Ridgewood Bd of Ed – Cafeteria.
2. If your child currently qualifies for a free or reduced lunch or has a food or milk allergy, please call your elementary school's office. If you are not already a member of CommunityPass, please complete the instruction steps 1-5 to set up your account before calling.
3. If you do not have access to a computer and/or the internet, please go to your office for the paperwork you will need to complete to order your child's lunch.
4. Questions? Please contact your elementary school's office.

Before you order your child's September lunch...



...you need to place your child in his/her new 2009-2010 grade/class. After you choose "September" in the "Register for an Activity" drop-down and click on your child's (or children's names), the next page is CHOOSE SCHOOL/CLASS. Select the correct 2009-2010 grade/class for your child(ren).



2009-2010 Lunch Online Open Dates

ON-LINE PROGRAM OPEN:	TO ORDER:
August 1st—September 3rd	September Lunch
September 15th—22nd	October Lunch
October 15th—22nd	November Lunch
November 15th—22nd	December Lunch
December 11th—18th	January Lunch
January 15th—22nd	February Lunch
February 5th—12th	March Lunch
March 15th—22nd	April Lunch
April 15th—22nd	May Lunch
May 15th—22nd	June Lunch

Parents need to cancel lunches by 8:00AM

Parents need to cancel a lunch thru Community Pass any day/time prior to 8:00am on the day of the ordered lunch.

To cancel a lunch:

- Go to <http://register.communitypass.net>
- Log in using your Username and Password
- Click to view "Current Registrations"
- Click on the Cancel/Change Order for the appropriate child
- On the next page push the "Cancel Day's Order" button next to the day(s)