

## MunchaLunch Create Login and Setup

Manoah Steves is using the MunchaLunch system for ordering Hot Lunches this year, with a variety of food choices! The steps below will allow you to setup your account.

### Step 1: Access the System

First, access the MunchaLunch system for Manoah Steves at the following URL:

<https://munchalunch.com/schools/manoahsteves/>



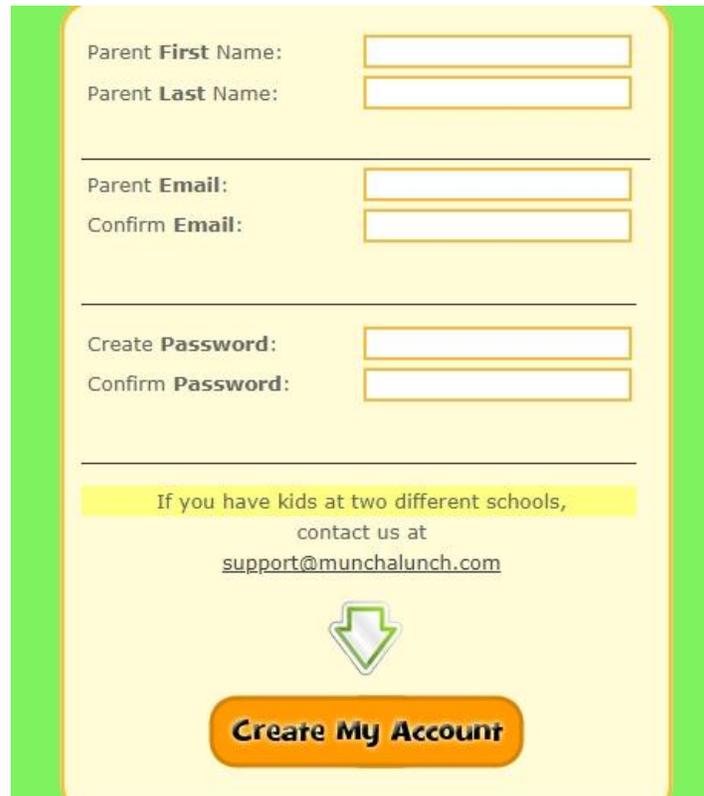
Choose the **Register Here** button. You will be taken to a screen to confirm that you are registering with the correct school.



Click **Yes** to continue to the registration page.

## Step 2: Register Your Account

On the registration page, fill out your name, email, and password. Then click the **Create My Account** button.



Parent **First Name**:

Parent **Last Name**:

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Parent **Email**:

Confirm **Email**:

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Create **Password**:

Confirm **Password**:

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If you have kids at two different schools,  
contact us at  
[support@munchalunch.com](mailto:support@munchalunch.com)



**Create My Account**

Choose your contact preferences and click **Save and Continue**.



Hello Rachel!

Before continuing, please select from the contact options below so you can stay informed.  
(You can change this anytime by going to MyFamily > MyProfile)

(If applicable) I would like to receive **Lunch Reminder** emails

(If applicable) I consent to being contacted about school related matters.

**Save and Continue >**

## Step 3: Add Children to Your Account

You will need to add the names and divisions of any children for whom you will be purchasing lunch, treats, or fundraising items. We will then be able to deliver to the kids in their classroom.

Click the **+ Add A Child** link



**My Children**

\*\* Before ordering, please add children to your account \*\*

**3 Easy Steps:**

1. Click 'Add A Child, enter their details, and click Save (enter yourself 'as the child' if you are Staff/Visitor)
2. Click 'Order Lunch' (if applic)
3. Click the yellow button for 'Fundraising' (if applic)

[+ Add A Child](#) [Refresh](#)

Student First Name	Student Last Name	Grade	Division / Class
No records to display.			

[+ Add A Child](#) [Refresh](#)

Enter the first and last name, grade, and division for your child, then click the **Save** button.



**My Children**

\*\* Before ordering, please add children to your account \*\*

**3 Easy Steps:**

1. Click 'Add A Child, enter their details, and click Save (enter yourself 'as the child' if you are Staff/Visitor)
2. Click 'Order Lunch' (if applic)
3. Click the yellow button for 'Fundraising' (if applic)

[+ Add A Child](#) [Refresh](#)

Student First Name	Student Last Name	Grade	Division / Class
Student First Name:	<input type="text"/>	Grade: <small>Grade needed due to some split classes</small> <input type="text" value="-Select a Grade-"/>	Division / Class: <small>This is delivery location for your order.</small> <input type="text" value="-Select a Class-"/>

No records to display.

[+ Add A Child](#) [Refresh](#)

Repeat as needed for additional children.

## Step 4: Order Lunch

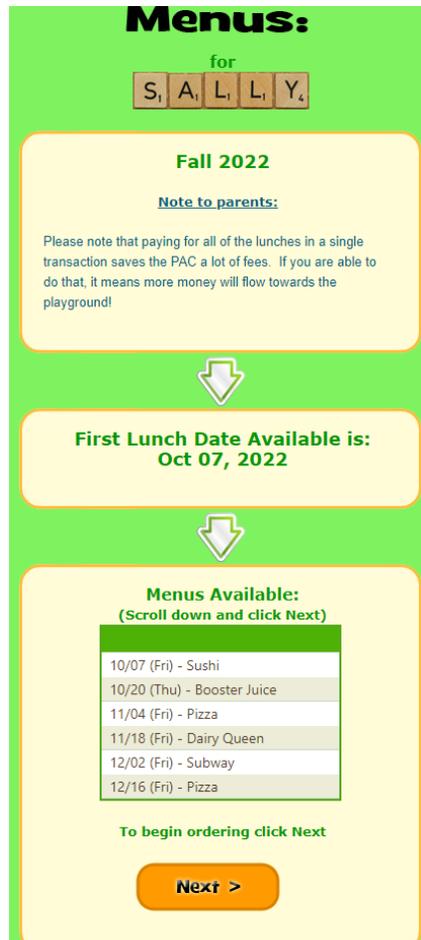
Next you can add lunch orders for each of your children. Click on the **Order Lunch!** Button.



If you have multiple children, you will be asked to choose which child you are ordering for.



Once you have chosen a child, or if you only have one, you will be taken to the lunch day selection screen. Go ahead and click the **Next >** button at the bottom.



On the order selection screen, click the menu items that you wish to add to your order.

### 06/16 (Thu) - Pizza Day MENU

Jun 16.

Item Name	Item Description	Price
-: 1: Meals		
Cheese	2 slices Cheese Pizza	\$5.00
Pepperoni	2 slices Pepperoni Pizza	\$5.00
Hawaiian	2 slices Hawaiian Pizza (Ham & Pineapple)	\$5.00
Veggie	2 slices Veggie Pizza (Mushroom, Green Pepper, Onion)	\$5.00
-: 3: Treats		
Donation	Funds will support those who can't afford the lunch. Any leftover will go towards the playground.	\$1.00

To begin:  
click items on  
the left to add.



### Jacob.'s Order

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/>	remove
Select Item on left, then click Green Arrow to add							
Totals:					Total	:	remove

Menu 1 of 1

< Prev Menu
Finished >>

or  
go to:

06/16 (Thu) - Pizza Day

Jump to last Menu >>

Once you have chosen what you wish to order, click the **Add** button.

### 06/16 (Thu) - Pizza Day MENU

Jun 16.

Item Name	Item Description	Price
-: 1: Meals		
Cheese	2 slices Cheese Pizza	\$5.00
Pepperoni	2 slices Pepperoni Pizza	\$5.00
Hawaiian	2 slices Hawaiian Pizza (Ham & Pineapple)	\$5.00
Veggie	2 slices Veggie Pizza (Mushroom, Green Pepper, Onion)	\$5.00
-: 3: Treats		
Donation	Funds will support those who can't afford the lunch. Any leftover will go towards the playground.	\$1.00

3 items are  
ready to be  
added.

- Pepperoni
- Donation
- Hawaiian

click arrow to add



### Jacob.'s Order

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/>	remove
Select Item on left, then click Green Arrow to add							
Totals:					Total	:	remove

Menu 1 of 1

< Prev Menu
Finished >>

or  
go to:

06/16 (Thu) - Pizza Day

Jump to last Menu >>

The items will be added to your order and quantities can be adjusted. For example, if you want to donate \$3 instead of \$1, or if you want to order 2 boxes of Pepperoni.

After you have completed a lunch order, click the **Next Menu >>** button to choose the next day and repeat the process.

11/18 (Fri) - Dairy Queen MENU		
Nov 18.		
Item Name	Item Description	Price
-: 1: Meals		
Hamburger		\$4.50
Chicken Strips (3pcs)		\$6.50
Chicken Strips (4pcs)		\$9.00
-: 2: Drinks		
Juice box: Apple	200ml apple juice	\$0.50
Juice box: Grape	200ml grape juice	\$0.50
Juice box: assorted	200ml fruit juice medley	\$0.50
-: 3: Treats		
DQ Sandwich	Soft serve ice cream nestled between two chocolate flavoured wafers	\$3.50

To add more items:  
select them from the left.



Jacob's Order						
Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/> remove
Cheeseburger	\$5.00	1	\$5.00	1	\$5.00	<input type="checkbox"/>
Juice box: Orange	\$0.50	1	\$0.50	1	\$0.50	<input type="checkbox"/>
Bag of Chips	\$1.00	1	\$1.00	1	\$1.00	<input type="checkbox"/>
Dilly Bar	\$3.50	1	\$3.50	1	\$3.50	<input type="checkbox"/>
Donation	\$1.00	1	\$1.00	1	\$1.00	<input type="checkbox"/>
<b>Totals:</b>			\$11.00		\$11.00	<input type="checkbox"/> remove

**Menu 4 of 6**

< Prev Menu
Next Menu >

or  
go to:

11/18 (Fri) - Dairy Queen ▾

Jump to last Menu >>

Once you have completed all lunch orders, click the **Finished >>** button.

06/16 (Thu) - Pizza Day MENU		
Jun 16.		
Item Name	Item Description	Price
-: 1: Meals		
Cheese	2 slices Cheese Pizza	\$5.00
Veggie	2 slices Veggie Pizza (Mushroom, Green Pepper, Onion)	\$5.00

Click items on the left to add more or click Finished to continue.



Jacob.'s Order						
Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/> remove
Pepperoni	\$5.00	1	\$5.00	1	\$5.00	<input type="checkbox"/>
Hawaiian	\$5.00	1	\$5.00	1	\$5.00	<input type="checkbox"/>
Donation	\$1.00	3	\$3.00	1	\$3.00	<input type="checkbox"/>
<b>Totals:</b>			\$13.00		\$13.00	<input type="checkbox"/> remove

**Menu 1 of 1**

< Prev Menu
Finished >>

or  
go to:

06/16 (Thu) - Pizza Day ▾

Jump to last Menu >>

You will be taken to a confirmation menu where you can make sure that you ordered something for the lunches that you expected. If it seems correct, click the **Next >** button.

Selected	You have selected from the following Menus
	10/07 (Fri) - Sushi Menu
	10/20 (Thu) - Booster Juice Menu
	11/04 (Fri) - Pizza Menu
	11/18 (Fri) - Dairy Queen Menu
	12/02 (Fri) - Subway Menu
	12/16 (Fri) - Pizza Menu

↓

You have selected from all menus. ✓

↓

Is this correct?

If NOT correct, go back and Edit      If correct, click Next

[< Go Back and Edit](#)      [Next >](#)

The order for Subway allows you to select toppings for your sub at this point. Choose the toppings that you want on each sub that you ordered and click the **Save** button.

## Select Toppings:



Please select toppings for your items below:

Note: You only have to select toppings ONCE per food item.  
Those toppings will be copied to every lunch date where you have ordered that 'same' item.

Sub: Turkey & Cheese (footlong)	
<input type="checkbox"/>	Select Toppings
<input type="checkbox"/>	Cheese
<input type="checkbox"/>	Lettuce
<input type="checkbox"/>	Tomato
<input type="checkbox"/>	Cucumber
<input type="checkbox"/>	Pickles
<input type="checkbox"/>	Olives
<input type="checkbox"/>	Mayonaise
<input type="checkbox"/>	Mustard

↓

[Save](#)

Next you will see a review screen with a full listing of what you have ordered and the total cost.

## Verify your order for:

S, A, L, L, Y,

Please Verify & Submit your order below:



### Verify:

Item Name	Item Description	Price	Qty	Subtotal
Oct 7, 2022 (Fri) - [ 10/07 (Fri) - Sushi ]				
Kid's Bento Box	Chicken teriyaki on rice, 3pcs tamago roll, 3 pcs cucumber roll, orange slice	\$9.00	1	\$9.00
Teri Don: Beef	Beef teriyaki on rice	\$6.50	2	\$13.00
Oct 20, 2022 (Thu) - [ 10/20 (Thu) - Booster Juice ]				
Wrap: Garden Party (Snacker)	Small hummus, monterey jack cheese, spinach, tomatoes, peppers and carrots on a whole wheat tortilla	\$5.00	1	\$5.00
Smoothie: Mango Hurricane (small)	355ml smoothie with mango, strawberries, guava, passion fruit, peach, and probiotic yogurt	\$5.00	1	\$5.00
Nov 4, 2022 (Fri) - [ 11/04 (Fri) - Pizza ]				
Pizza: Pepperoni	Personal Pan Pizza with Pepperoni	\$5.00	1	\$5.00
Pizza: Supreme	Personal Pan Pizza with Pepperoni, Sausage, Green Pepper, Mushrooms, and Onions	\$5.00	1	\$5.00
Juice box: assorted	200ml fruit juice medley	\$0.50	1	\$0.50

Once you have verified that all looks correct, scroll to the bottom of the screen and click the **Submit My Order >** button.

Dec 16, 2022 (Fri) - [ 12/16 (Fri) - Pizza ]				
Cheese	2 slices Cheese Pizza	\$5.00	1	\$5.00
Pepperoni	2 slices Pepperoni Pizza	\$5.00	1	\$5.00
				<b>\$76.50</b>



### Your Total:

The total for Sally Testchild,  
for the Fall 2022 session is:



\$76.50





### Submit:

(to edit selections)

< Go Back and Edit

SUBMIT MY ORDER >

(for this child)

Do not email a copy of my order.

If you have more than one child, you will then want to press the **< Create Another Order** button and repeat the process.



After you have completed all orders for all of your children, click the **Done >** button.

## Step 5: Payment

Once you have submitted the lunch orders for all of your children, You may pay with a credit card by clicking the **PayNow >** button. You may also pay with a cheque. Please include your child's name (or order number) in the memo field of your cheque and drop it off at the office. You may submit a single payment for all of your orders.

Payment will be made to  
\* Manoah Steves Parent Advisory \*



Your credit card statement will display  
\*\* MUNCH \* Manoah Steves E \*\*

**FINAL STEP !**

Click the Pay button below to complete your order. Unpaid orders do NOT appear on school reports.

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Note: If you are having any issue paying from a phone, please try using a laptop, desktop, or iPad instead.

[Pay \\$84.00 Now](#)

You may also click the **My Account** button to view or modify your orders and make payments.



**Munch a Lunch**  
lunch made easy!

Richmond, BC  
**Manoah Steves Elementary**  
**Parent: Noel Eaton**  
[switch account](#)

  
[Logout](#)

My Family**Order Lunch!**Buy a Grad Cap!My Account: \$0.00VolunteerContact Us



## My Account Balance

Total Orders:		\$28.00			
Less: Total Payments	-	\$0.00			
Balance Due:	=	\$28.00		<a href="#" style="background-color: orange; color: white; border-radius: 10px; padding: 5px 15px; text-decoration: none;">Pay Now &gt;</a>	

## Additional Notes

For any questions that are not answered here, please email [manoahstevespac@gmail.com](mailto:manoahstevespac@gmail.com).

### Editing an Order

Lunch orders can be edited up until the closing date (normally 5 days prior to the lunch date).

Simply go to your orders and find the one you wish to edit.

Fundraiser orders can not be edited. You can cancel them on the day of ordering, but not after that. If you wish to edit a fundraiser order, email [manoahstevespac@gmail.com](mailto:manoahstevespac@gmail.com).

### Deleting an Order

If you decide that you don't want something that you ordered, please email [manoahstevespac@gmail.com](mailto:manoahstevespac@gmail.com). Please let us know your child's name or order number and what changes you need to make.

### Adding another Parent

If you wish to have an account for each parent, create each account that you wish. Add children to one of the accounts. Then email [manoahstevespac@gmail.com](mailto:manoahstevespac@gmail.com) with the account emails for each account and what children they should be sharing. This might take a few days to update, so please be patient.