



Lunch Solutions Ordering Instructions

How do I sign up? - Account Sign-Up and Ordering Instructions:

1. Log in to: <https://ptgms.com/lunchsolutions/sherwood>

Don't forget to bookmark this page for easy access again!

2. After accessing the Lunch Solutions Home Page, click on login on the upper right corner.
3. Go to **"CREATE NEW ACCOUNT"** Enter User (**Email**) and Password of your choice.
4. On the Member Profile Page, enter your information under the **STUDENT SECTION**. Lunches will be labeled and served alphabetically by last name so please **be aware** of first and last name entry! **LAST NAME IS FIRST ON THE SCREEN**.
5. This is the section which allows ordering. Please make sure you enter your students **GRADE LEVEL** as lunches will be served accordingly. **Without this information we cannot guarantee correct delivery and your order will not be submitted.**
6. From the **Food Days** drop-down tab (upper left corner), choose **Ordering/View Orders**.
7. Your students name should be on the screen. Then choose **start shopping**.
8. Add items to your shopping cart by clicking on the entrée you would like to order from the calendar. You can choose as many days to order as you like. Ordering will only be open for one month at a time. Each month opens on the 20th of the month before.

Initial Ordering for September and October will open August 13th and close at 10:00 am on Friday, September 3rd.

9. When you are finished choosing lunch items, hit Review Cart.
 10. Please check that your order is correct. You can Remove items from this screen or hit the X in the upper right corner to go back to the ordering calendar.
- After reviewing Click the **Continue to Payment Button**.
11. At the Payment screen you can choose to pay with a check or Credit Card (Note:there is a 2.9% service fee for credit card payments). Just click on the button of your choice.
 12. Then hit the **PLACE ORDER** button. **Your order is not placed until you do!**

PLEASE- Put your check in an envelope marked Special Lunch. It can be placed in the PTO-LUNCH box and must be received within 1 week of ordering.

13. Print your order for reference, **download it into your calendar (under the ordering/View Orders tab)** or log in later to view your serving dates.
14. Your order/s will appear on the screen under the **Ordering/View Orders** screen.

If you have any questions about the menu items or technical support don't hesitate to contact Robin Bear at: lunchsolutions4sherwood@gmail.com

Thank you for participating in your school's lunch program and supporting your PTO!

How do I sign up to Volunteer?

Follow the log in instructions and make sure the Parent wishing to volunteer is in the parent portion of the Profile.

Go to the Volunteer tab> Sign me up to Volunteer.

To select volunteer dates, you need to do the following:

- Select the Name of the parent who will be volunteering
- Select the volunteer dates by clicking on the checkbox(es) on the rightmost column
- Press **Save My Selections** to commit to your dates requested (nothing is recorded until you press this button)

If you inadvertently sign up for an incorrect date, please contact ally.kirshenbaum@gmail.com

If you sign up and become unavailable, REMOVE your name and find a replacement.

If you cannot find someone, contact Ally Kirshenbaum ally.kirshenbaum@gmail.com or 847-309-4745 ASAP