

STEPS TO ORDERING LUNCH

- 1) Create a login at <u>https://geneva.ahotlunch.com/login</u> and use "gsb" for the code.
- 2) Verify your account in the email ahotlunch sends.
- 3) To add students, click "children" and then "add child" using the same "gsb" code. "Default" is fine to choose for Classroom/Division
- 4) To order lunches, click "Order" and then "new order."

USING THE APP

- 1) Once you've completed steps 1 and 3 above, then you can download the app. HotLunch School Software
- 2) Enter geneva for the domain.
- 3) Follow steps 3 and 4 above.

If you have any questions or need assistance, click on the Software Support option on the bottom left of your navigation panel. If you cannot resolve the issue, contact Ellen Ricks at <u>ericks@genevaschooltx.org</u>.