



Launching our ONLINE ORDERING SYSTEM

Your School

Log-on Instructions

First Time User

1. Go to our WEB PAGE, www.partiesto-go.com
From *Ordering Online* click on Click HERE to place your child/rens LUNCH ORDER.
2. From Parties To Go!, Sign in Page
Click on “Create an Account” link.
3. Create a Login name that you will remember and enter it into the “Login” field.
*****NOTE:** *User name must be 6-10 characters and remember that this IS case sensitive. You may use letters and/or numbers.* (Hint: Write this down!)
4. Come up with a Password that you will remember, and enter it into “Password” field.
*****NOTE:** *User name must be 6-10 characters and remember that this IS case sensitive. You may use letters and/or numbers.* (Hint: Write this down!)
5. Type the SAME password into the “Verify Password” field.
6. Enter your email address
7. Select a security question
8. Answer the security question
9. Type in the 2 word code. Hint: If you have trouble reading the code you can get a new code by clicking on the refresh button in the code box.

Already Registered Accounts

If you already have an active account in 2011, your login and password are still valid and you can log in. Your student (user) information has been purged because the majority of students change grades or schools. You will need to create your students before you order. If you are new or have not ordered in 2011, you will need to create an account.

1. Go to our WEB PAGE, www.partiesto-go.com
From School Lunch Program click on Click HERE to place your child/rens LUNCH ORDER
2. From Parties To Go! homepage:
Enter in your Login and password.
3. Click the “Sign in” button

Choosing Your Meals

1. Select the Student Tab
2. Select Create a new Student. Select School and Grade. School Campus CODE ####, you will need to enter the code. Enter First and Last Name of Student. Hit SAVE.
3. Select “Order” Button. The current menu will appear. You will need to select your user (student). You can select items by clicking on the menu item. A description will appear on the left of the screen. Click on “Add to Cart” Hint: If you hold your CTRL Button as you select you will not have to add to cart individually. Also you can add all similar (\$) under Bulk Cart Actions.
4. After making your selections, click the “checkout” button in the lower right hand corner of the page. If you have credit, you can click on the credit box. Your credit will be applied before total is billed.
5. Please review your order. If everything appears correct click “Pay Now” to complete your purchase.

Paying For Your Meals

1. Now you can either pay with a credit card or log in to your PayPal account. After you enter all of your information click “Review Order and Continue”. (Even if you do not have a PayPal account your order will still be processed using the PayPal secure payment site.
2. After you have completed your order, please return to your account to verify your order has been placed correctly. You can view your order by selecting the “History” tab.

New Features

- Credits—you may cancel a future order and save the credit to use on future purchases.

SCHOOL CODE- ####

(your school code can be found in the letter sent from your school)

**If you need assistance with our online ordering system,
please do not hesitate to contact us.**

**You may reach us at 1- 866-529- 2064 or by email at
msudak@hotlunchonline.com**