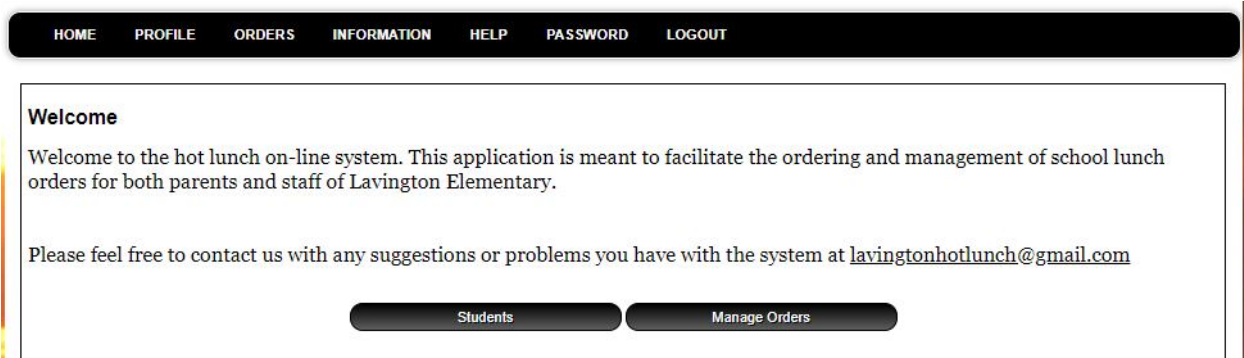


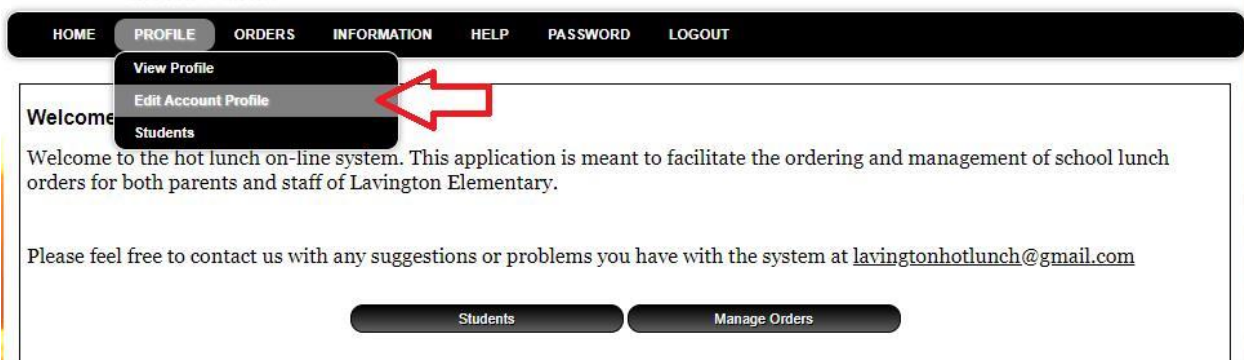
HOW TO SET UP WEEKLY REMINDERS:

A great way to stay up-to-date with your child's weekly order is to ensure you have "Weekly Menu Reminders" set up on your account - Here's how:

1. Login to your account at <https://lavington.hotlunches.net/>



2. Along the top menu bar select "Edit Account Profile" under the "Profile" heading.



3. Ensure that "Yes" is selected by "Receive Weekly Menu Reminders".

The screenshot shows the "Edit Account Profile" form. The "Receive Weekly Menu Reminders" option is selected with a blue radio button. Below this option is the text: "If you wish to receive a weekly email reminder of what you have ordered, then select 'Yes'". Below this text are two more options: "Include in school directory?" and "Include in school email list?". Below these options is a section titled "Allergies and Food Sensitivities" with the following items and checkboxes: Peanuts, Gluten (require gluten free), Tree nuts, Meat (require vegetarian), Dairy, Egg (require vegan), and Lactose. At the bottom of the form is an "Update Profile" button, which is highlighted with a red arrow.

4. Then be sure to select "Update Profile" down at the bottom of the page.
5. When you're weekly reminds arrive in your inbox review your child's order for that week.