



Welcome Back Shepard Middle School!

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Lunch Solutions is very happy to be managing your schools PTSO Special Lunch program again this year. We are excited to be collaborating with the Shepard PTSO offering many different vendors and menu choices, along with those your children have come to love over the years. Each lunch will have a Gluten Free and Vegetarian option available and lunch will be served Monday through Friday. Treat days will also be offered on Wednesdays and one Donut Day a month on Mondays.

- ❖ Ordering will be done on a monthly or semester basis. You choose what is best for you.
- ❖ **The cut off will be midnight on the 25th of the month before.**
- ❖ Ordering will open August 10th thru August 25th for August and September.
- ❖ You can order as little or as much as you would like. We want your child to enjoy Lunch!
- ❖ Make sure your e-mail (login) is accurate at sign in so you will receive Special Lunch reminders and updates throughout the year.
- ❖ Changes/cancellations of orders are always possible, if needed, with 48-hour notice Please!

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

1. Log in to: <https://ptgms.com/schools/dps109/shepard/>
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 login (**Email**) and Password of your choice.
4. On the Member Profile Page, enter your information under the **STUDENT SECTION**. Lunches will be labeled so please be aware of first and last name entry!
5. This is the section which allows ordering. Please make sure you enter your student/s teachers as lunches will be served by classroom teacher.

A screenshot of the Lunch Solutions account creation form. The form is titled "CREATE NEW ACCOUNT" and includes fields for "Email", "Password", and "Confirm Password". Below these fields is a "Sign Up" button. The form also includes a "Member Profile" section with fields for "First Name", "Last Name", "Phone", "Address", and "City". There is a "Save" button next to the "City" field. The form is set against a light blue background with a white border.

6. From the Special Lunch drop-down tab (upper left corner), choose **Ordering/View Orders**.
7. Your students name should be on the screen. Then choose start shopping.

A screenshot of the "Ordering/View Orders" page. The page has a light blue header with the text "Ordering/View Orders". Below the header, there is a message: "To order, select a student: SPECIAL TEACHER (Shepard Middle School) | press start shopping | and follow the directions on the shopping page. You must order for each student individually." Below this message is a "View Orders" button. The page is set against a light blue background.

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 through December or **order before the 25th of each month.**
9. When you are finished choosing lunch items, hit Review Cart and follow the prompts for payment.
10. Click Place order and check out using Visa, MasterCard or Discover (there is a 3% service fee) or by check. **(Checks can be put into the PTSO- lunch mailbox in the office and must be received within 1 week of ordering.)**
11. Print your order for reference, download it in to your calendar (under the ordering/View Orders tab) or log in later to view your serving dates.

Don't forget to volunteer to help serve lunches, your support is what makes our organization strong. Just click on to the VOLUNTEER TAB to sign up for Friday serving or Monday and Wednesday treat days. It's easy and fun!!

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

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