

## It's time to register for our BROOKSIDE/SAIL PAC WEBSITE!



As we all continue to get settled into another school year, the Brookside PAC is asking that all families register for the <u>brookside.hotlunches.net</u> website ASAP. This website will be used for all Fundraising Orders and Payments, Event tickets, Hot Lunch Orders, as well as general PAC communication. Even if you are unsure at this time if you will participate in any events, we ask that you still please register your student(s). You will also be able to access monthly PAC meeting minutes and view a calendar of PAC events.

## Here's how to get started...

- 1. Go to brookside.hotlunches.net
- 2. Click on 'Click Here to Register'
- 3. Complete the rest of the parent registration form. **\*Important:** If you have had an account with us in previous years, please register with the same email address. This will ensure any credits that were on your account last year, get transferred to this years account.
- 4. Click the '**Register Now**' button at the bottom of the page.
- 5. Follow the instructions to add each child in your family who attends Brookside/ SAIL on this **one account.** Once your child(ren) are registered, you will be able to proceed with orders, as they become available, by clicking on 'Orders'.

After you've registered on the website, you will use your email address and the password you set up during registration to log into your account in the future.

Payments: The PAC will be accepting online credit card payments (Visa and MasterCard) through the website. We will also be accepting e-transfer payments for hot lunches, event tickets and fundraising. Please e-transfer to: <u>brooksidepacpayment@gmail.com</u> (We will send detailed e-transfer directions with each fundraiser notice)

Once the initial setup process is complete, your orders for the remainder of the school year should be quick and simple. Thank you for taking the time to register your child(ren). If you have any questions or need further assistance, please email **brooksidefundraising@gmail.com** 

Thank you for supporting your PAC at Brookside Elementary!