

Instructions for Online Munch a Lunch Ordering

1. Go to the Shaughnessy Elementary website:
<http://go.vsb.bc.ca/schools/shaughnessy> and select the Munch a Lunch link.
2. Select “[Returning Users Click Here](#)” or create your family account by clicking on “New Users click here” and then follow the easy steps to place order.
3. Click on “**Fundraising Open!**”



4. Review the choices and place only one order per child. Scroll down all the way to the bottom to verify your order then press “Submit My Order”. Remember, there are no refunds or changes after the deadline.
5. Make your payment only with Credit Card/PayPal.

We won't use late payment option this time due to time constraints. All orders placed and not paid by Friday, May 10th will be deleted from the system.

6. After creating your account, you can return to your account anytime by clicking on “Returning Users click here”.