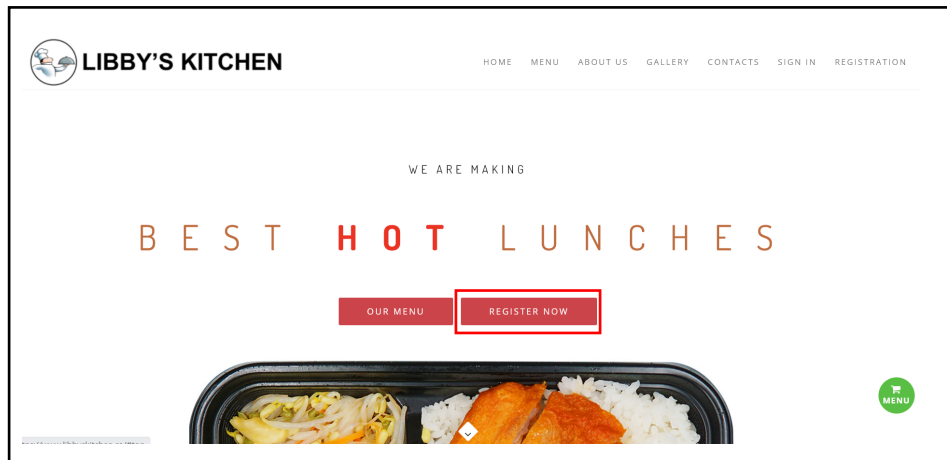


5:00 pm is the cut off time for the next day order

1. To register, click on "REGISTER NOW"

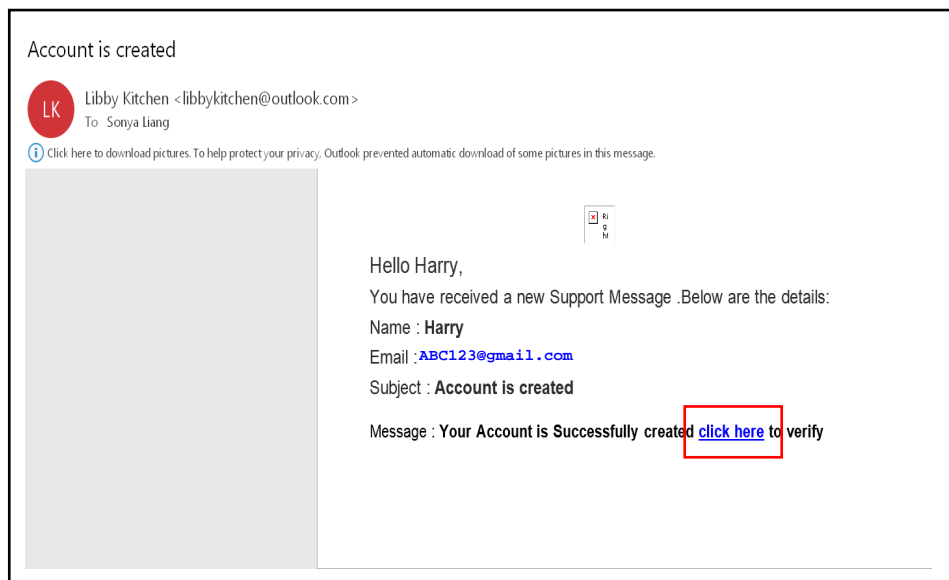


2. Complete the registration and click on "Register"

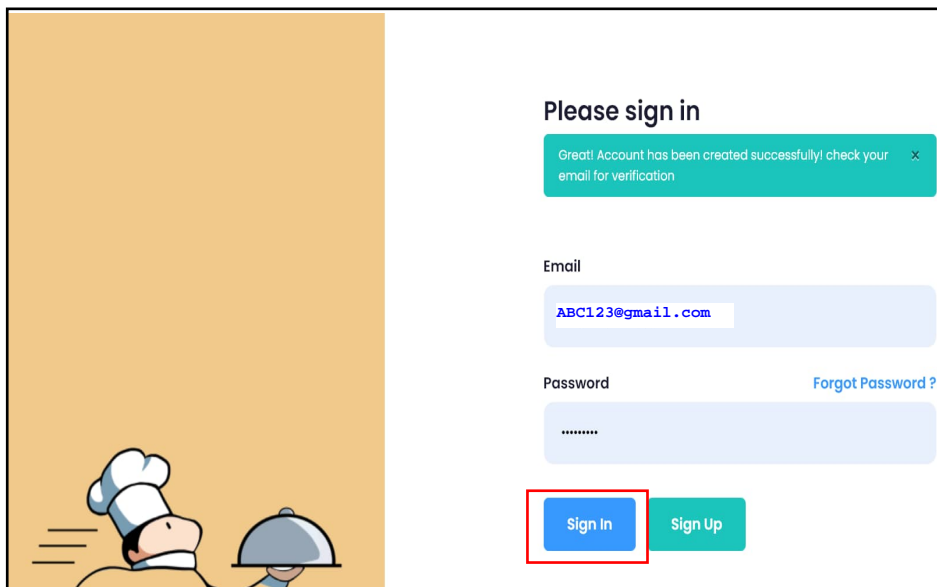
Note:the name could be either parent's or kid's name

3. Check your email to verify your account

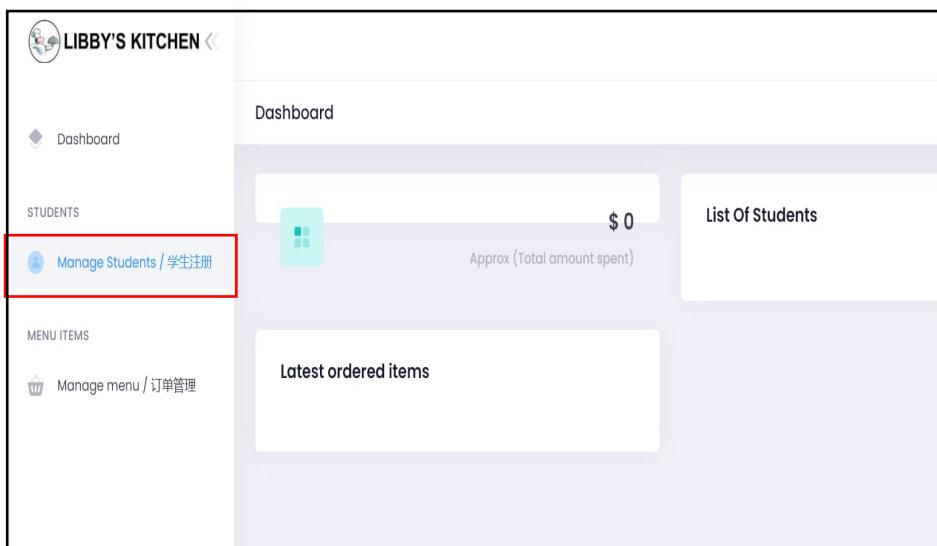
Note:if you don't receive the verification email, please contact the customer service



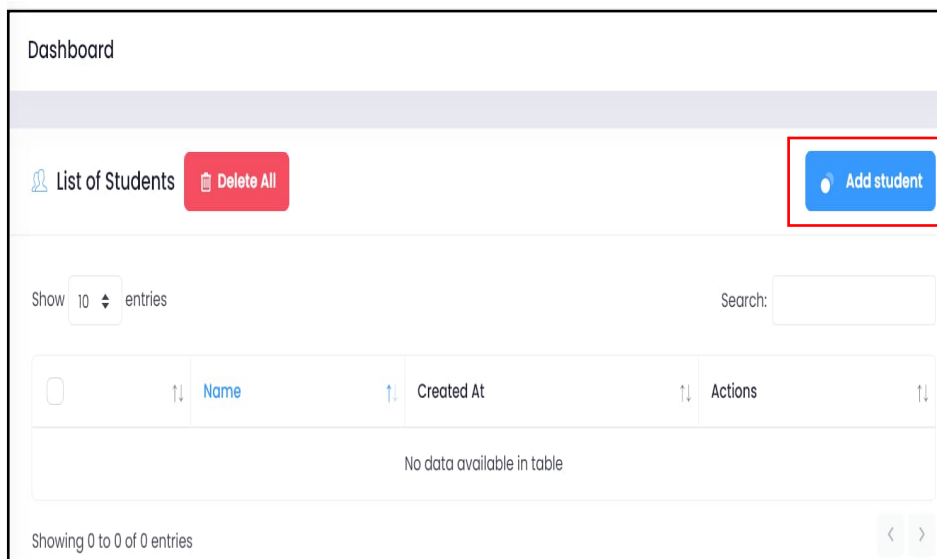
#### 4. Sign in



#### 5. Click on "Manage Students" to add your kid(s)



#### 6. Click on "Add student"



## 7. Complete the form

Student Add Form

← Back **✓ Save**

Name / 学生名

Division Number

Food Allergy

School / 学校名

## 8. To order food, go to "Manage menu"

LIBBY'S KITCHEN <<

Dashboard

Dashboard

STUDENTS

Manage Students / 学生注册

MENU ITEMS

**Manage menu / 订单管理**

Latest ordered items

Approx (Total amount spent) \$ 0

List Of Students

## 9. Click on "New Order"

Dashboard

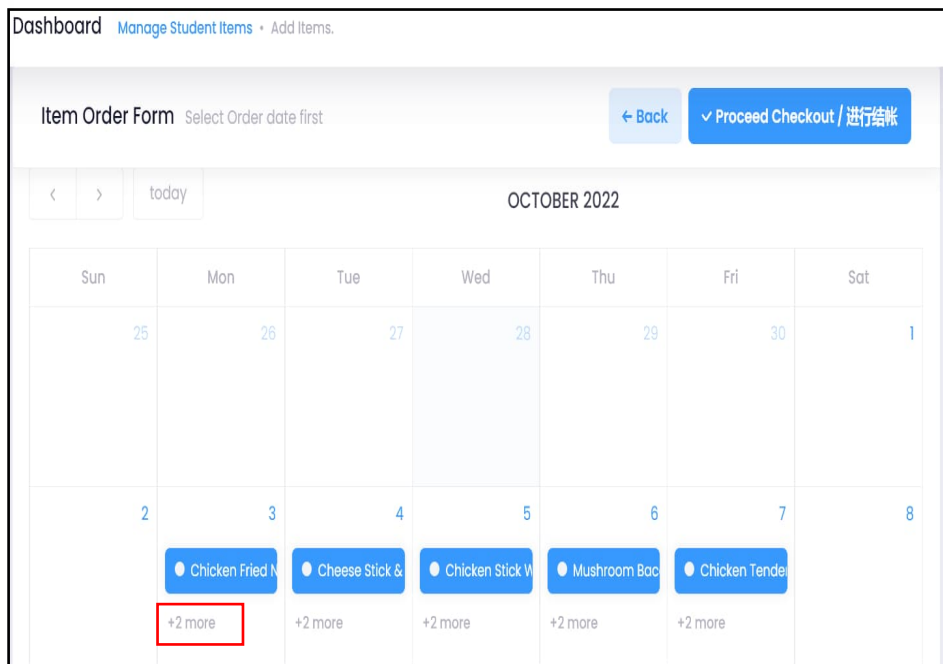
Order List **New Order / 订餐**

Show 10 entries Search:

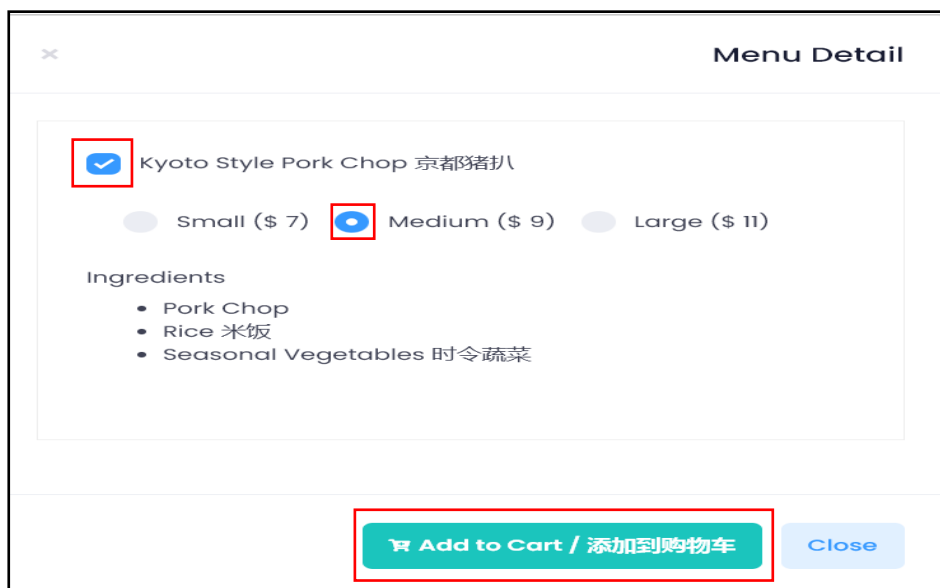
Order id	Student	School	Total, \$	Status	Created At	Actions
No data available in table						

Showing 0 to 0 of 0 entries

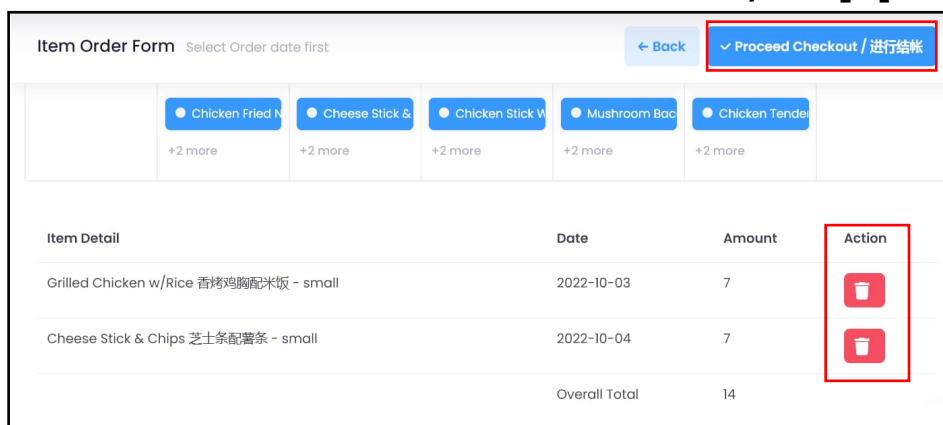
10. A calendar pops up. Click on "+2 more" to display the full menu



11. Select the meal and size, click on "Add to Cart"



12. Before placing your order, go check the item detail below the calendar. Click on the Trash Can to delete the item, to pay click on "proceed checkout"



13.No options to change the items after placing the order, unless you want to cancel all and reorder. Or you can call the customer service for help.

Order Detail x Cancel Order [← Back](#)

Great! Order successfully placed! x

Item Detail	Date	Amount	Status
Grilled Chicken w/Rice 香烤鸡胸配米饭 - small	2022-10-03	7	Active
Cheese Stick & Chips 芝士条配薯条 - small	2022-10-04	7	Active

Order For Kid: Harry Chai  
Kid School: John T Errington Elementary

14.To pay, click on "Pay with PayPal"

Dashboard Manage Orders • Order Detail

Order Detail x Cancel Order [← Back](#)


Status: Payment is Pending

Tax (GST/PST) 5%: 0.7

Total: 14.7

[Pay with PayPal](#)

15.You are still required to enter your email and password, even if you choose "pay with a credit"

  
**Pay with PayPal**  
Enter your email address to get started.

[Forgot email?](#)

[Next](#)

or


[Pay with a credit or Visa Debit card](#)

16. Click on the "eye" to review order after payment made

Dashboard

Order List New Order / 订餐


Show 10 entries Search:

Order id	Student	School	Total, \$	Status	Created At	Actions
269	Harry Chai	John T Errington Elementary	14.7	Paid	29-09-2022	

Showing 1 to 1 of 1 entries

17. Credit will show in your account if order is canceled after payment made

Your Profile ×

 **Harry**  
Registered member  
**\$ 14.7**

Edit Profile Logout