Simply Local Lunch Program

SCRATCH-COOKED SCHOOL MEALS • DELIVERED FRESH DAILY

FAMILY USER GUIDE

Powered by Lunch4Hawaii

Aloha Families! Simply Local is honored to partner with your school to serve healthy, delicious, scratch-cooked lunches prepared fresh every morning using local ingredients. Our online portal makes ordering, dietary customizations, and checkout fast and hassle-free for your entire family.

1 How to Activate & Log In to Your Family Account

Welcome Email from Your School

When your school registers your family, you will receive a Welcome Email with a direct login link to our ordering portal.

Set Password or Use Google Sign-In

On your first visit, enter your email and set a password (min. 6 characters). You can also click **"Sign in with Google"** for 1-click passwordless login.

2 How to Browse Menus & Order Lunches for Each Child

Select Each Child's Profile

At the top of your dashboard, tap each student's name tag. Menus, dietary settings, and eligible lunch sizes update automatically for that student.

Choose Your Favorite View

Toggle between **Cards** (visual photos and sides), **List** (compact scanning), or **Calendar** (monthly grid) based on your preference.

Meal Option	Eligible Grades	Price	Kitchen Preparation Details
MINI LUNCH	Pre-K (Pre-3, Pre-4) & Kindergarten	**$7.95**	Nutritionally balanced, age-appropriate portions for early learners.
REGULAR LUNCH	1st Grade through High School & Staff	**$8.95**	Full-sized entrees with fresh seasonal fruits, veggies, and daily sides.
À LA CARTE CATALOG	All Students & Faculty	*Menu prices*	Swap daily entrees for noodles, rice bowls, salads, or specialty bento.

Kitchen Lead-Time Cutoff: Because Simply Local prepares meals fresh from scratch and sources local produce daily, lunch orders must be submitted prior to the ordering window cutoff (typically **2 to 3 days** before service). Days marked "Ordering Closed" are already in kitchen production.

3 Unified Family Cart, Payment & Email Receipts

🛒 One Single Cart for All Children

Select lunches for Student 1, switch tabs to Student 2, and add theirs. Tap **Checkout Family Cart** to pay for all children across the entire month in **one single transaction**!

💳 Payment Options & Store Credit

Pay securely via **Credit / Debit Card**, **Apple Pay**, or **Google Pay**. Any available **Store Credit** is automatically deducted from your total.

📧 **Instant Email Confirmation:** The moment your payment completes, an itemized email receipt is sent directly to your inbox with your Order Reference Number, dates selected, student names, and payment receipt.

4 Managing Orders, Meal Swaps & Cancellations

We know family schedules change! You have complete flexibility over your scheduled meals up until the kitchen cutoff deadline:

🔄 Swap a Scheduled Meal

Tap **Swap Meal** on any scheduled date on your calendar to switch to an À la Carte dish or change meal size. Any price difference is automatically credited or settled.

💵 Cancel Lunch (100% Store Credit)

If your child will be absent, tap **Cancel Lunch** prior to the cutoff. 100% of the meal price is immediately credited to your family account to use on any future order!

5 Add the App to Your Phone Home Screen (iOS & Android)

For the fastest experience, add our ordering platform directly to your phone's home screen. It functions just like a native mobile app without needing an App Store download:

🍏 iPhone / iPad (Safari)

1. Open **Safari** and navigate to your school's lunch portal.
2. Tap the **Share** button at the bottom (square with arrow up 📤).
3. Scroll down and tap **"Add to Home Screen"** (➕).
4. Tap **"Add"** in the top right. The app icon will appear right on your phone's home screen!

🤖 Android / Samsung (Chrome)

1. Open **Google Chrome** and visit the lunch portal.
2. Tap the **three dots menu (⋮)** in the upper right.
3. Tap **"Add to Home screen"** or **"Install app"**.
4. Tap **"Install"** to confirm. The app will be placed directly on your phone's home screen!