



GLANMORE FOODS

Award Winning Healthy Irish School Lunches

Hot Lunch Online Ordering System (Parent)

1. Access Glanmore Food's home website: www.glanmorefoods.ie and then click on the heading 'Secondary Hot Lunches'.
2. Click on 'Click Here' under the title 'Parent Login'. This will re-direct you to the ordering system's login page.
3. When registering for the first time, select the 'Register' option and fill out the relevant information to create your parent account.
4. When the account has been created, parents can then log in using their e-mail address and password.
5. To then create a student account for your child, select the 'Add Student' option. Parents will be asked for the school's identification code, and this will be provided in advance by the school in question.
6. Parents can then create the student account by adding the student name and class, and then creating a personal username and password for the student to use. If a parent has more than one child in the same school, multiple student accounts can be set up under one parent account.
7. When the student account set up is confirmed, parents will then be able to add funds to it.
8. To do this, click 'Add funds' on the parent home page. Parents can then select the amount of funds to transfer for the student to use on their account.
9. Payment is done through debit/credit card and a receipt will be sent to the relevant e-mail address of the parent.
10. Similar to when topping up your phone credit, there is a small transactional fee incurred when adding funds to a student account. For a €25 top up for example, there is a cost of 50c. This cost covers banking transaction and system maintenance fees which are required in order for the ordering system to function.
11. When the funds have been added to the student account, the student is then able to login and place their orders.
12. Parents can also set a transaction spending limit on the student account if they wish.

Hot Lunch Online Ordering System (Student)

1. Access Glanmore Food's home website: www.glanmorefoods.ie and then click on the heading 'Secondary Hot Lunches'.
2. Click on 'Click Here' under the title 'Student Login'. This will re-direct you to the ordering system's login page.
3. Students can then log in using the username and password created by the parent, when they registered the student account.
4. Once logged in, students will see a full breakdown of the menu for the week ahead - including all hot dishes, snacks and drinks. An allergen guide, remaining balance of funds and a breakdown of previous orders can also be accessed.
5. Students can then select their lunch order and submit it. Multiple orders can be placed per day, provided the account has sufficient funds.
6. The cut-off time for submitting an order is 10 a.m on the day itself. For example, the lunch order for Tuesday 15th December needs to be submitted no later than 10 a.m. on Tuesday 15th December.
7. The lunch order will be prepared by the catering staff on-site and will then be distributed in accordance with school procedures (i.e. collection points).