

## PSO LUNCH Instructions

The lunch program instructions can be found at [spapso.org](http://spapso.org) and then click on lunch program (or go to <https://scottsdaleprep.greatheartsamerica.org/academy-life/lunch-program/>).

## Registration

### New Parents

1. Go to: <https://greathearts.boonli.com> (please bookmark this page)
2. Click on **Create an Account**: Password is **spartans1**. **(a)** Enter account (family) information and click **Submit**. **(b)** Enter information for your students, **Add Profile**. Repeat for any additional students. **(c)** Click **I'm Done** and **Sign In**.
3. You are now ready to begin ordering! Welcome page displays with current menu cycle and Program Information. Navigation bar is located at the upper left corner.
4. Click on the displayed order menu cycle.
5. Select a date and begin ordering.
6. **Check Out & Pay**: Please be sure to complete the check-out process. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be placed.

### Returning Parents

1. Go to: <https://greathearts.boonli.com> (please bookmark this page)
2. **Sign in** with your username and password
3. Select student and update profile for the new school year and click **Update Profile**
4. If student has graduated, select student and click **Remove Profile**
5. Once all profiles are updated, click on the **Order** link to begin ordering.
6. Check out & pay – Please be sure to complete the check-out process when placing an order. **Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed.** Items left in your shopping cart will not be processed and your order will not be placed.
7. Print your order so you know it has been confirmed. Click “Print Order” in the Navigation Bar.

If you have questions regarding the Lunch Program, please contact Ada , the Lunch Oversight Coordinator, at [lunchoversight@spapso.org](mailto:lunchoversight@spapso.org)

For technical support please email [support@boonli.com](mailto:support@boonli.com).

### NOTES:

**Annual Registration Fee:** An annual registration fee of \$10 is charged with your first order per account/family to help absorb operational costs.

**Minimum Order Fee:** A \$1.00 fee will be charged for orders under \$10.00—this applies to new and changed orders.

### **Emergency Lunch Program (Forgot your lunch?)**

Meals distributed during the lunch periods are pre-ordered and no extra food is ordered to accommodate children who may have forgotten their lunch. The Emergency Lunch Program offers students who forgot their lunch one (1) free emergency lunch per semester. An emergency lunch typically consists of pre-packaged soup/noodles. Vending machines are also available on site for students to purchase items. Parents will be contacted if the emergency lunch service is used more than once a semester