



# The Weekly Pawprint

www.stannecatholic.org

August 26, 2009

We have had a good start to the 2009-10 school year and much is new and exciting. We hope you have all the information you need on a regular basis and our weekly Pawprint or the monthly newsletters will supplement what you have received from your homeroom teacher.

---

## EDLINE

If you have not been active on Edline before this year, parents should have received an activation code while visiting the student's classroom on Meet-the-Teacher day. Please activate your account and check the appropriate radio button when asked if you want to receive emails from your school. We hope to have 100% of our parents able to receive communication from the school via Edline. If you do not have computer access at home, you can "sign on" from any computer, anywhere, and stay up-to-date with school information and announcements. Not only can you check student grades, assignments and general school information on a regular basis, but we will also use Edline email to keep you abreast of any weather-related school information. Come on, get "active" with us! You will be glad you did.



## COMMUNICATION

Every bit of information that you might need can be located on the website [www.stannecatholic.org](http://www.stannecatholic.org). If you do not have a computer at home, you can view the website from any computer to which you do have access – at work, at a friend's, neighbor's, or relative's home, OR you may come to school and use a Library computer any time.

Please help us make the Internet and computers an enhancement to our ability to communicate with one another. Refer to the website for calendar information, links to the teachers' emails and academic pages, and more.

## LUNCH ORDERING AND BUSINESS CENTER

**YES!** Ordering lunch, breakfast tickets, and ice cream treats is now on-line! Like any business, we are attempting to be easily accessible, convenient (from any computer anywhere) for sales and services. The advance ordering system is meant to be frugal with food purchasing so as not to be wasteful with food items or resources. We have been accepting orders up to the last minute, but we are asking if you will begin to think and plan ahead with orders. Please refer to the next pages about establishing your account and placing your orders. Thank you. If you do not have home computer access, please do this from work or come to the Library to place your orders.

Please also remember that we are asking for you to support of our efforts with the cafeteria and the investments we have made there. Lunches and food items from outside vendors and/or eating establishments are no longer allowed.

# ON-LINE LUNCH TICKET ORDERING

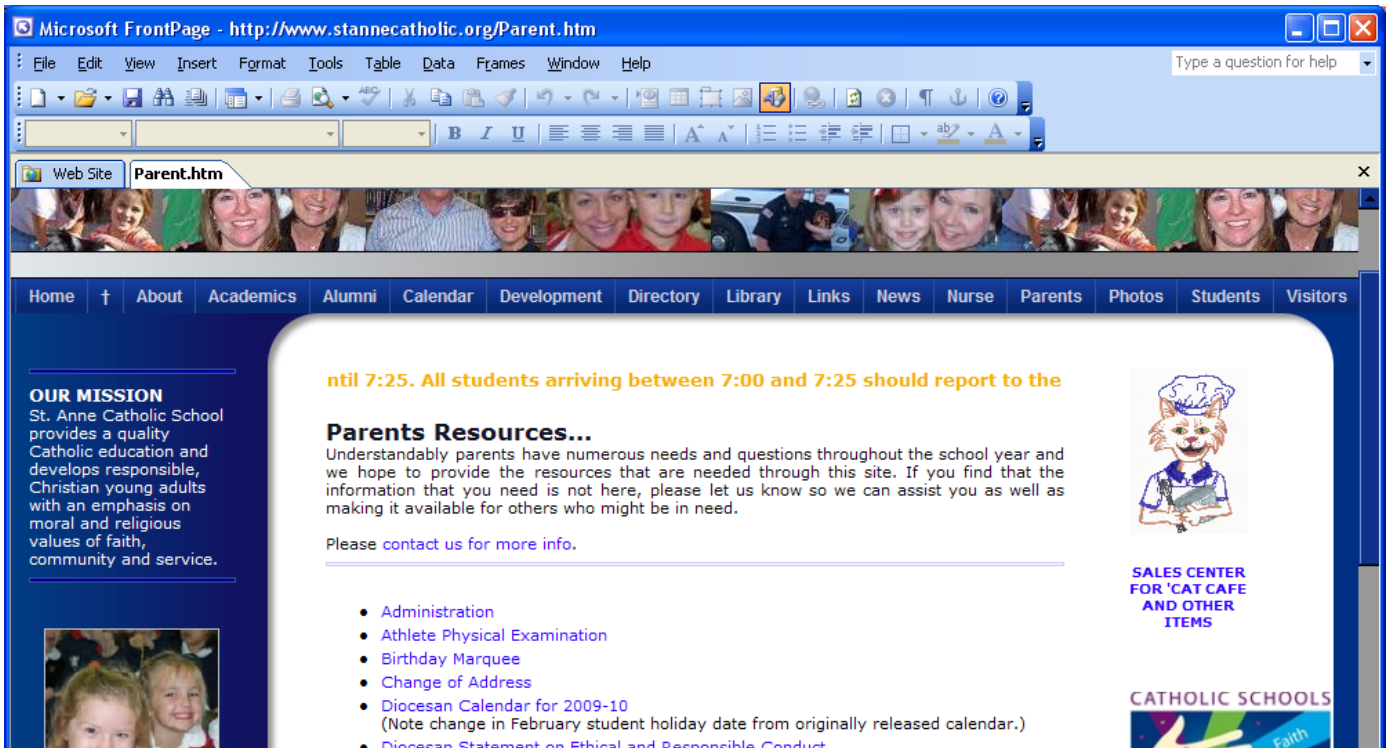
There is a link on the St. Anne website (Parent page) that will take you into the ordering program. You will be able to view the menu, order lunches by child, print the order for your reference and make your payment. You will also be able to go back online and refer to the order in case your copy is forgotten or lost.

The payment methods are cash, check (sent to the school), credit card, and debit card (soon to be activated on-line). Cash and check (you make one check for all your children) payments must be sent to the office in an envelope with your child's name on it. There is no need to send a copy of the order. As soon as available, card payments are made at the end of the ordering process. You will be shown the payment options after you confirm your order. One limitation with the cards payments is that you must pay separately for each child. The best way to navigate between children is to go back to "My Orders" and you will be able to click into each child's order.

When placing your initial order you can use the drop-down menu for 'Select Student' after you order for the first child to order for the next. You should not use the drop down menu after you confirmed an order because it will create a new one. Again, go back to "My Orders" and you will see each child's order displayed and you will not have to refer to "access codes" to locate an order.

## Setting up your St. Anne account

1. Go to [www.stannecatholic.org](http://www.stannecatholic.org) and click on the parent link on the top bar. Find the Wildcat logo on the upper right hand side and click just below on the ordering link.



The screenshot shows a Microsoft FrontPage browser window displaying the website <http://www.stannecatholic.org/Parent.htm>. The page features a navigation menu with links: Home, About, Academics, Alumni, Calendar, Development, Directory, Library, Links, News, Nurse, Parents, Photos, Students, and Visitors. The main content area includes a section titled "Parents Resources..." with a sub-header "ntil 7:25. All students arriving between 7:00 and 7:25 should report to the". Below this, there is a paragraph of text and a list of links: Administration, Athlete Physical Examination, Birthday Marquee, Change of Address, Diocesan Calendar for 2009-10 (Note change in February student holiday date from originally released calendar.), and Diocesan Statement on Ethical and Responsible Conduct. To the right of the text is a cartoon illustration of a cat wearing a blue cap and holding a clipboard, with the text "SALES CENTER FOR 'CAT CAFE AND OTHER ITEMS" below it. At the bottom right, there is a logo for "CATHOLIC SCHOOLS" with the word "Faith" underneath.

2. You will see the entry screen. Click NEW USER. (Middle of screen, just below the Login button.)


St. Anne Catholic School - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://stannetx.hotlunch.com/pLogin.php

Most Visited Getting Started Latest Headlines

Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance



### St. Anne Catholic School Sales and Services

The site to place orders for nutritious lunches in the St. Anne Cat Cafe and conveniently handle sales and services of school items and supplies.

**Parent Login**

Email:

Password:

Login

[New User?](#)

[Forgot Password?](#)

Copyright © 2008 Hotlunch by Aurora. All Rights Reserved.

3. Enter in your information and click the SUBMIT button.  
You are now registered. Click the prompt "click here to login"


St. Anne Catholic School - Windows Internet Explorer

http://stannetx.hotlunch.com/htm/preterister.php

File Edit View Favorites Tools Help

Google Search AOL radio Add a Station Listen Now Fresh 40 Adult Alt. Classic Rock Blog

St. Anne Catholic School



### St. Anne Catholic School Sales and Services

The site to place orders for nutritious lunches in the St. Anne Cat Cafe and conveniently handle sales and services of school items and supplies.

Home > Register

First Name

Last Name

Email

Phone No

Password

Confirm Password

Secret Question (Used for password recovery)

Secret Answer

Submit

Done Internet 100%

4. Enter in your email address and password. From now on, this is where you will begin to place your 'Cat Café orders. You should write down your password somewhere so you can find it.
5. This first screen shows your account information. It is also where you will place 'Cat Cafe orders and be able to view your orders.
6. To add your child/children click on "add students."
7. Add the student's FIRST AND LAST name, grade & teacher and click SUBMIT.
8. Click BACK TO PROFILE PAGE.
9. On the profile page you can now click ORDER in the blue bar near the top
10. Click on the menu listed. *Note the due date appears below the menu.*
11. On the left side, select the student. On the right side select the menu items you wish to order including the extra entree option. You can TAB from field to field rather than clicking each box.
12. Check your order and click EDIT ORDER or CONFIRM ORDER.
13. When you CONFIRM ORDER you will go to the payment section.
14. Click CONTINUE ORDERING to add orders for additional children.
15. Fill in your credit/debit card information and click SUBMIT; or choose to send payment to the school if your prefer.
16. At any future time, you can click on MY ORDERS in the blue bar to see information about your order(s).
17. You're finished! Click on the LOG OUT type in the upper right corner of your screen. You can also log in and see your order at any time by clicking MY ORDERS.

You will have an option to print 'tickets'. You can print the tickets after you complete your order with payment. You will not be able to see the option for printing tickets until your payment has been completely processed – either on-line by credit card (available very soon) or when the check is received at the school.

The instructions should guide you easily through this program. If you have ordered things on the Internet before, you should find this simple. QUESTIONS? Please email: Jacque Chapman at [jchapman@stannecatholic.org](mailto:jchapman@stannecatholic.org)