

# REGISTER NOW!

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**The PAC ONLINE SYSTEM is used for communication. Notices will be sent via email through the system. This is where you can order PAC organized event tickets, hot lunch meals and so many other fundraising initiatives.**

It requires a small amount of setup time; you must register **each child** you have attending our school prior to ordering/using the system. Note that you need to re-register even if you had an account last year; the system is cleared over the summer for confidentiality.

## GETTING STARTED

- ✓ Go to [bakerdrive.parentcouncil.net](http://bakerdrive.parentcouncil.net) (Formerly known as [bakerdrive.hotlunches.net](http://bakerdrive.hotlunches.net))
- ✓ Click on "**Click Here to Register**"
- ✓ Enter Access Code **BDHL**
- ✓ Complete the rest of the registration form - name, phone number, email address, user ID and password. Reminder emails and other notices will be sent to the email address you provide (\*)
- ✓ Click the "**Register Now**" button at the bottom
- ✓ If you know your child(ren)'s division, click the "**Students**" button at the bottom of the home page. Alternatively, go to Profile->Add Students
- ✓ Enter your child's name and grade, then use the drop-down menu to select their class. Click "**Insert**"
- ✓ To add more students, click "**Add New**" and repeat the last step

## HOW TO ORDER

- ✓ Go to the Orders menu and select "**Student Orders**". Anything that is open for ordering will be displayed. Click "**Order**" to the right of your child's name
- ✓ Enter the quantity of each item you'd like to order
- ✓ Ensure you scroll all the way to the bottom and select "**Place Order & Proceed**"
- ✓ Repeat for all children before paying

## PAYMENT

- ✓ **Orders will not be active until payment is received. Any orders left unpaid when the ordering window closes will be deleted**
- ✓ We are only offering online payments this year, but we have two options:
  - Click the "**Credit Card Payment**" button and enter your credit card information
  - Click the "**Pay with Paypal**" button - then log in to your account and submit payment

Please note that we are passing on the credit card processing fees explicitly instead of including them in the prices. This decision was made in an effort to be transparent, and also to keep the prices as low as possible.

**\*NOTE:** *By listing your email address when you register, you are giving permission to receive PAC notices by email. This also gives permission for the homeroom parent to include your name, child's name, phone number and email, on a class contact list so students are able to reach classmates, or parents can contact each other. You may withdraw this consent at any time by contacting your homeroom parent or responding to emails you receive with a request to unsubscribe from your PAC notice list.*