Families with Children from China, BC Chapter

Munch a Lunch event ordering with FCCBC

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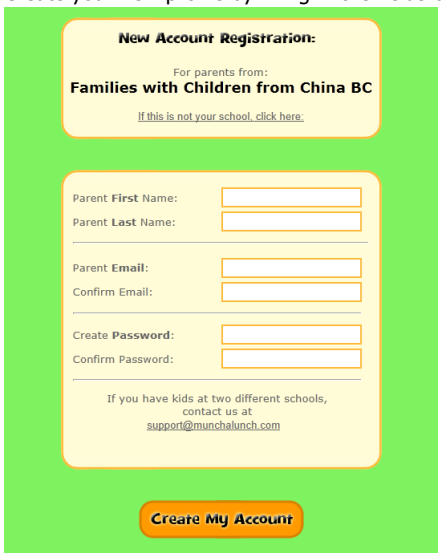
Registering your family

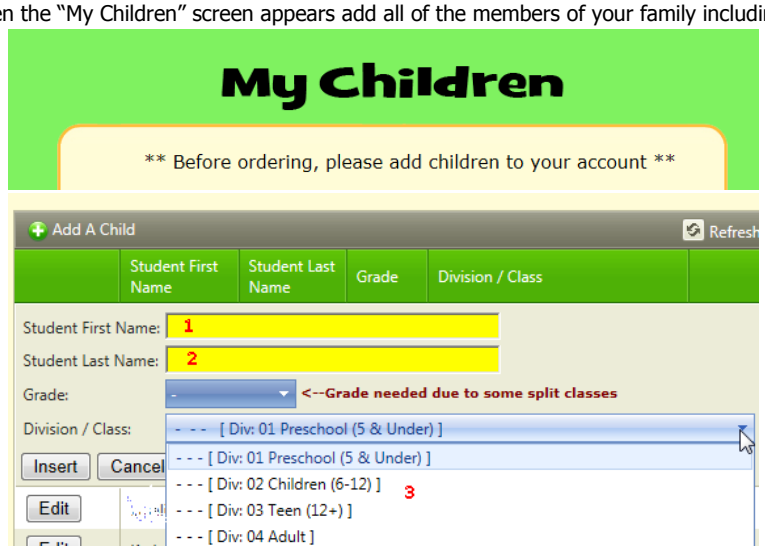
1. Go to the website www.fccbc.ca
2. Click the "Register Here" button
3. Select √ Yes at the New Account Registration screen

4. Create your new profile by filling in the fields below



!	If you already have a munch a lunch account (for your child's school) please send an email to support@munchalunch.com with subject line "need 2 accounts – one for "ABC" school and FCC BC" and they will set up 2 separate accounts for you.

5. When the "My Children" screen appears add all of the members of your family including the parent listed under step 4.

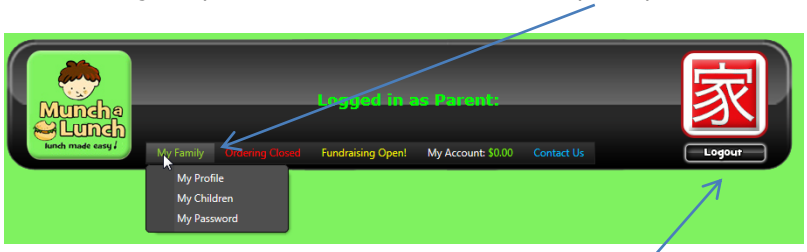


For each family member add:

1. First name
2. Last name
3. Age group

!	We are not using the Grade section field, so there are no selections available.

6. To make changes to your account click on the menu item "My Family"



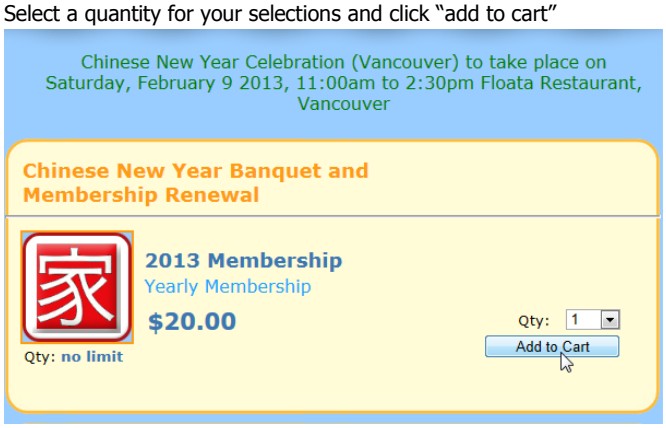
7. When you have finished registering, making changes to your account or ordering event tickets/meals, click the Logout button located just under the FCCBC logo on the right side of the screen.

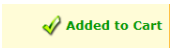
Ordering Event tickets/meals

1. Click on the menu item "Fundraising Open!"

2. The available events/opportunities will then appear on your screen

   Select a quantity for your selections and click "add to cart"



   You will see 

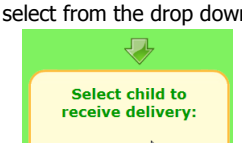
above your selection once it is made and the total of your order at the bottom of the selection page.

	We are always in need of Volunteers. Volunteer opportunities have been added to the event ordering process which you can select to show your interest. You will be contacted with further details for those opportunities selected.
	Occasionally the page displays can shift after a selection has been added to the cart. This will not impact your order process.

3. Click on the "Verify My Order" button.

   And a page will appear displaying only the items you have placed in your cart.

4. Review your order and select from the drop down the family member as the main contact for this event registration



- If you order is not correct select "Keep Shopping" to add to it or "Empty my Shopping Cart" to start again

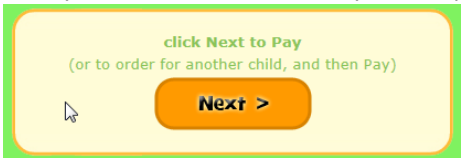
- If your order is correct click on the "Submit My Order" button

5. Once your order number appears, your order is confirmed. If you wish to have a hard copy for your confirmation, click the "PFD Receipt" button

An option to save or open will appear at the bottom of your screen. Click "Open" to view a pdf of your order or "Save" to place in your c: file directory.

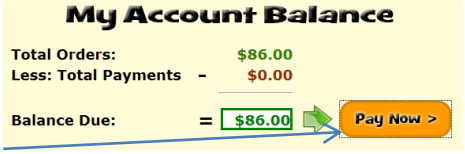
Paying for Event tickets/meals

1. After order your event tickets/meals, the system will prompt you to click "Next" to Pay

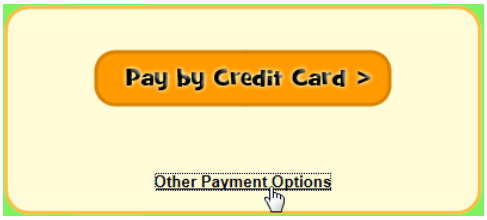


2. The system will take you to the menu item My Account which displays
   - Your current account balance with an option to pay any outstanding balances
   - Your order history with an option to re-print or cancel your order
   - Your payment history

To make a payment, click on "Pay Now"

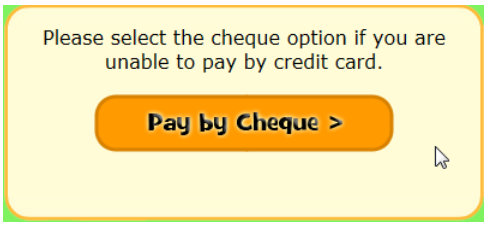


The payment options will appear displaying your Order total and an option to select the electronic payment methods available:

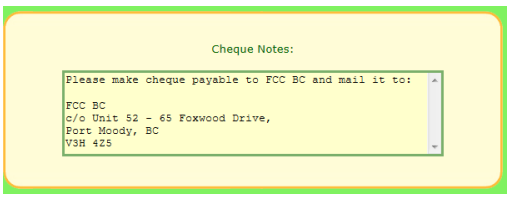


Payment by cheque:

If you choose not to pay electronically, select "Other Payment Options" and the Cheque selection will appear.

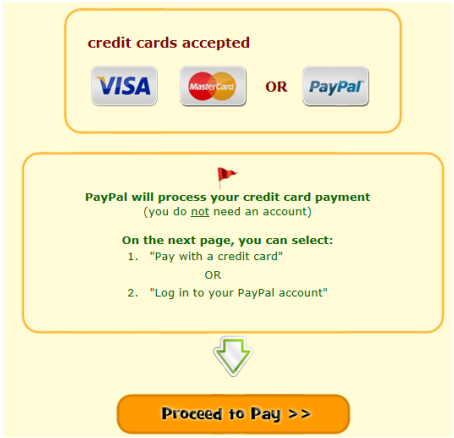


Select "Pay by Cheque" and instructions for filling out your cheque and where to mail it to are provided

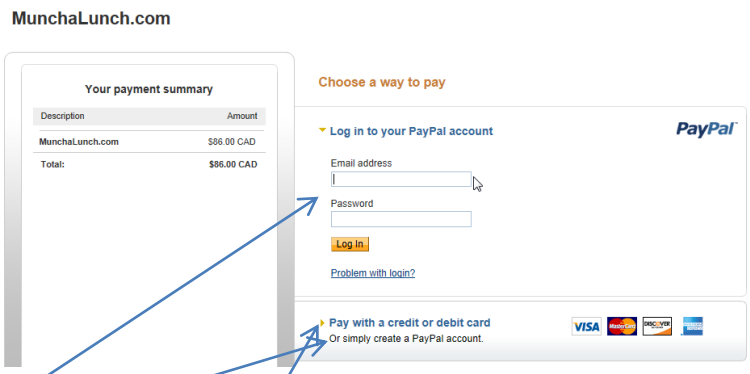


Electronic payment:

After selecting Pay by Credit Card, the system will present the available payment options. Click "Proceed to Pay" to make your payment type selection



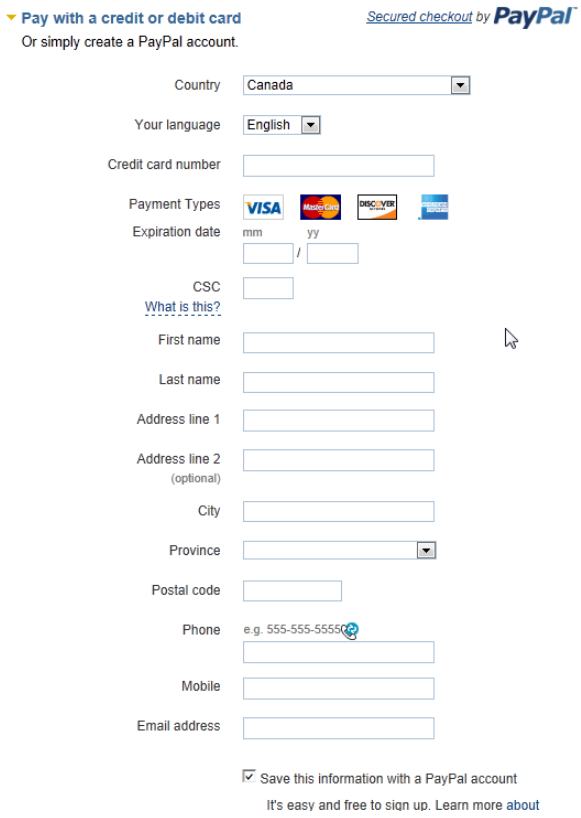
Paying with PayPal



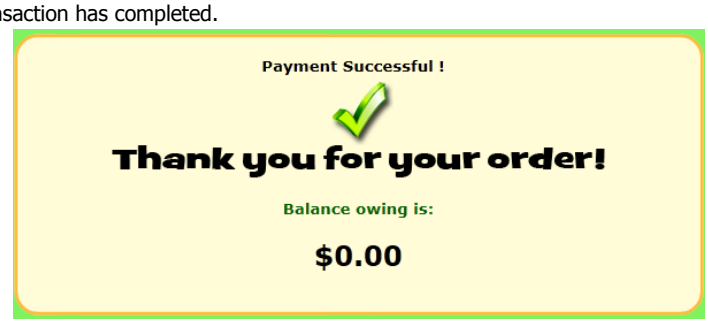
PayPal member - Login to your PayPal account to make your payment
New to PayPal – Create a Pay Pal account and then return to the log in screen to login and make your payment

Paying with Visa/MC

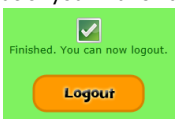
Select "Pay with a credit or debit card" and enter the required information for payment



3. Once your payment is processed you will be re-directed back to the Munch a Lunch website with a confirmation that your transaction has completed.



4. Logout of your Munch a Lunch session.



Troubleshooting

If during your ordering session, you encounter any problems which do not allow you to complete your transaction, please email fccbc.membership@gmail.com for assistance.