



## How to place an order on the SPSC Hub



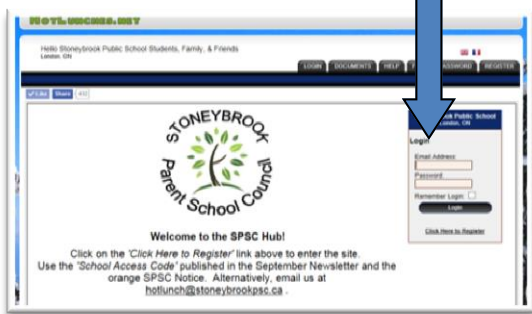
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1. Visit our website at [www.StoneybrookPSC.ca](http://www.StoneybrookPSC.ca) to learn everything you need to know about life at Stoneybrook.
2. Click on the **'SPSC Hub'** tab at the top of the home page. Select link to the **SPSC Hub** to place your order online. The link will now take you to the SPSC Hub – a marketplace website for ordering and making payments online.



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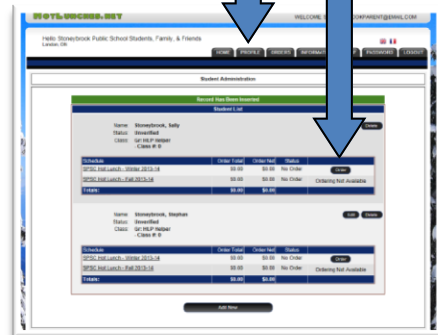
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3. Log in with your email address and password. Not registered? Need School Access Code? Contact [hotlunch@stoneybrookpsc.ca](mailto:hotlunch@stoneybrookpsc.ca).
4. Click on the **'Orders'** tab to see list of available ordering schedules. This may include orders for the SPSC Hot Lunch Program, Spiritwear, Popcorn Fridays, or any number of Stoneybrook Events or Fundraisers that require the placement of an order and collection of payment.

5. Select item to order, (i.e. Popcorn Fridays or Hot Lunch) and click **Order** for your student. This will take you to the order page where the menu items or order options will be listed. Order for all students prior to finalizing order with payment.

6. Click **'Pay Now'** to submit payment online, or **'Print Remittance Form'** to tally account for all orders/students, and submit with single cheque to school.



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\*Note that it is not necessary to have a PayPal account to pay by credit card. Payment by cheque is also possible in most instances, and can be done by printing a remittance form, and sending along with a single cheque for all students/orders to school.