

Class Contact Lists

EMJS PAC uses our HotLunches Website secure login and registration to manage class contact lists. Class contact lists are only visible to verified students' families in each class. You may choose what contact information is included in your class list for your child.

Class lists are needed by class reps to keep everyone in their class informed about how to contribute to class gifts/cards for teachers, class social events, and other class-specific info. Parents can use them to arrange playdates, contact other parents, etc.

To get added to your class list

Register for an account: <https://emjs.hotlunches.net> (access code EMJS)

You need to register even if you don't want to order lunches.

Log in using the password and username you selected.

To confirm or change the information displayed in the class list

After logging in, under the **Profile menu tab** at the top, select **Manage Contact Info** in order to preview and change the contact info used for generating class contact lists; you may want this info to be different from the info you entered when you registered for an account. You can turn on/off whether or not any of this information is visible to the class by toggling the "Include on class list" option for each student. The class lists for your students' classes can be viewed under the Information menu tab **after** we verify that you are indeed in the class (this usually takes us a week or two to verify).

To view your class contact list

After logging in, click on the **Information menu tab** at the top. You should see your class list in the menu. Use this to contact your classmates to arrange playdates, teacher gifts, etc. These lists are only visible to people in your class. If you recently registered you might not have been verified yet. You can email us to alert us to the fact we still need to verify you if it is taking longer than you think it should: [mailto: emjs@hotlunches.net](mailto:emjs@hotlunches.net)