



LUNCHBOX HUB

ADDING A NEW STUDENT



HOW DO I ADD A NEW STUDENT?

1. Navigate to Students:

- Go to the Students section from the Account menu in Your Account.
- Click Add New to open the new Student form.

2. Fill in Student Details:

- First Name and Last Name: Enter the student's name.
- Location: Select child's classroom
- Status: Choose the status (Active/Inactive) for the student.

3. Submit the Form:

- After filling out the form, click Submit.
- The student will be added to your student list for selected school