

Hello Southwood Families,

In connection with The Learning Expo, Southwood School is excited to be partnering with Gateway Rasmussen to publish a collection of family recipes dear to the hearts of Southwood Students. We hope to have these available to purchase at The Learning Expo on March 21. Proceeds from sales will go towards funding Activity Clubs. **Please submit your recipes by February 15, 2019.**

Submitting a favourite family recipe can be easily done online following the steps below. You can also email your recipe to cmartin@hsd.ca or drop off a paper copy of the recipe at the office.

Visit: www.cookbookprinter.com

In top right corner login with:

General username: SouthwoodSchool

General password: cookbook

Click on Login button

On this new page, "Welcome to your online account," click on icon below that reads: "Add Recipe."

On this page - Scroll down the page until you find the tab(s):

"Recipe Information," fill in text boxes with title of recipe, name of person who donated a recipe etc.

"Recipe Notes" here you can type comments or stories, such as: "My family likes to eat this on Thanksgiving dinner," or leave it blank. It's optional.

Next, click on tab that reads "Recipe Section One."

On this page - Type one ingredient into each text box, type the instructions in the large box. Proofread making sure measurements are correct etc.

Click "Submit Recipe" button when the recipe is complete. It's located above ingredient text boxes.

Repeat process - Click on "Add Recipe." This is it!

*Note, some recipes have more than one section (ex. cake, custard & icing). In this case type each part of the recipe into Sections One, Sections Two & Sections Three if the recipe calls for this.