



**PURCHASE SCHOOL LUNCHES ONLINE AT WWW.ORDERLUNCHES.COM
IT'S THE FAST AND EASY WAY TO ENSURE YOUR KIDS EAT RIGHT AT SCHOOL!**

Orderlunches.com offers a secure, fast and easy to use, online ordering solution that provides the ability to view our school lunch menu, order, prepay, and manage your student(s) lunches online.

On 07/19/2011 registration and ordering will begin for new and returning families for school year 2011/2012

If you used the system last year, you will not need to complete a new Parent Profile, as this information has been retained; **however you will need to enter your student(s) profiles for the new year**

RETURNING PARENT TO THE SCHOOL

1. Login with your user name and password and click on "Profiles"
2. Scroll down to "How to Manage My Profiles" and enter School Password: **stripes24** and click "add school"
3. Enter Student/Staff Name and choose applicable "room/teacher/grade" from the drop down menu
4. Click "add profile" and repeat steps for each student you are adding
5. Go to "Order" to begin

NEW PARENT TO THE SCHOOL

1. Go to www.orderlunches.com to "register"
2. Complete Account Information and enter School Password: **stripes24**
3. Enter student(s) information – and select "room/teacher/grade" from the drop down menu
4. Click "add student profile" for each student you are registering and click "finished" ONLY after all students are added
5. Login with your user name and personal password that you set during registration; go to Order to begin

ORDERING SCHEDULE


MONTH	Order Start Date	Order End Date
Aug 10 – Sept 30	07/19/11	08/09/11
Oct 1 – Nov 30	09/20/11	9/30/11
Dec 1 – Jan 31	11/15/11	11/30/11
Feb 1 – Mar 31	01/17/12	01/31/12
Apr 1 – May 25	03/6/12	3/30/12

PROGRAM INFORMATION

Food Questions - Email: Yolanda Coleman of Back to the Garden at BacktotheGarden@stmga.org

Changes/Cancellations - changes, additions and cancellations can be made providing they are done during the ordering period each month. Credits will be applied to your next order.

Missed Lunches - Email Yolanda Coleman at Back to the Garden at BacktotheGarden@stmga.org by 9:00am to receive a credit toward your next order

- ✓  **Days** marked with this icon contain specific messages regarding field trips and/or no lunch days
- ✓ **Be sure to proceed to checkout** and process your payment credit card (Orders that are left in the shopping cart will NOT be processed and your student (s) will not be included on lunch reports if you do not complete your order)
- ✓ You will receive an email confirmation upon completion of your order



Payment Information -The lunch program accepts payment by Visa, MasterCard, or your debit card with a Visa or MasterCard logo

View the menu before you order - click on "view menu"

Print your order - click on "print my order"

View order history- Go to "my orders"

Minimum Order Fee – A minimum \$15 order at checkout, otherwise \$1.00 fee is charged. If your order change is an even exchange no minimum order fee is applied.

Thank you for using orderlunches.com!