Ordering Lunch in ParentsWeb

- 1. After logging into ParentsWeb, click **Student** on the left side of the page.
- 2. Click Lunch (see the image below, highlighted in white)

Note: You can change the view to 'Month' in the right hand corner, above the calendar.

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3. Click **Create Web Order** to begin ordering. This button is located above the calendar, next to your child's name. You will then see the image below.

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- Type the number of items to order for each student in the QTY column. The Total column displays the cost.
- Repeat for all dates and all students. The Grand Total is listed at the bottom.
- 6. Click Submit Order at the very bottom

PAYMENT

All lunches ordered by 5:00 pm on 8/30/19, will be charged to your FACTS account shortly thereafter. After clicking 'Submit', there is nothing further for you to do.

When ordering lunches after 5:00 pm on 8/30/19, you will be directed to another page to make your payment.

Please note that the discounted pricing also ends at 5:00 pm on 8/30/19



On your Lunch Calendar, will see that any lunch ordered for your child, is displayed in blue (see below)



