

# **Online Lunch Form Ordering Instructions**

Lunch orders are placed online on a monthly basis. The menu is open for orders every month from the 10<sup>th</sup> through the 20<sup>th</sup> EXCEPT for August's menu, which will be open from July 20<sup>th</sup> through July 30<sup>th</sup>. The newsletter will include reminders to place lunch orders. The system will stay open for 10 days - during which time you will need to log in and place your order if desired.

## **HOW TO LOG IN AND PLACE AN ORDER**

- Go to [www.orgsonline.com](http://www.orgsonline.com), our lunch ordering system.
- For new students or families that have never used the online system before please choose "Create New Account" and follow the step-by-step directions. Our School Code is **19slakenc.**
- For existing students, once you are on [www.orgsonline.com](http://www.orgsonline.com) enter your email address and password then hit "Submit" to enter the system. Your email and password will be the same as previous years.
- Once you have logged in, select the Lunch module by clicking on the link "Click Here to Access the Lunch System" which appears in the middle of your Dashboard Screen.
- On the Lunch Accounts Home Page on the left side of the screen are all the options regarding your students Lunch Account: View Amount Due, View Orders, View Payments, Place Lunch Order, etc.
- Please remember to add any NEW STUDENTS prior to placing an order.
- You will see a Message Board where important information regarding lunches/field trips/etc. will be posted. Please take a moment and read the Message Board prior to ordering.
- You need to place a separate order for each child. Once the online system is Open for Ordering, select "Place Order" and then make your selections.
- When you are finished ordering, review and confirm. You must process each order through until you see the order confirmation page. The system does not record an order until you see the confirmation page. For each child's order placed, you will receive an email confirmation. You may make changes to your order up until the system closes as needed. **THE SYSTEM WILL FINALIZE ORDERS ONLY WHEN PAYMENT IS RECEIVED. UNPAID ORDERS MAY BE CANCELLED.**
- You will have the ability to make an online payment to make it easier and more convenient for you. You will have this online payment ability by sending an electronic check through our 3<sup>rd</sup> party payment vendor (credit cards are not available). Select the "Pay now" option after you have confirmed your orders and enter your account information and the total amount due. You can choose to pay more than you owe. This excess will be available for your students to purchase lunches/snacks at the snack counter. This is a one-time payment for each ordering period and though your account information will be saved, it is not an auto-draft system. Each ordering period, you will be required to initiate the "Pay now" option to submit your amount due for that period. You will be charged a \$1.35 convenience fee if you choose to pay online.
- If you prefer to send in a check, please make it payable to SLCA and include your child's/children's names, grades, and the word "Lunch" on the memo line.

Please contact us with any questions at [slcalunch@gmail.com](mailto:slcalunch@gmail.com) or (704) 949-2332.

### **Lunch Coordinators:**

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