



St. Gabriel Catholic School

- Faith in our Future -

MACS has partnered with Orgs Online to streamline the lunch ordering process. Here are the benefits of this convenient system:

- Everything is done online!
- Your school's hot lunch menu is easily accessible on a secure website.
- Orders are paid for using electronic checks (no credit cards or paper checks).
- The system automatically calculates your total due at checkout.
- Families can view order history and payment records online anytime.
- Easy one-time registration.
- Minimal fees are associated with the program.
- Orders can be placed weekly or monthly to fit your schedule.
- Confirmation emails are sent when an order is submitted.
- Field trip reminders are posted so you don't accidentally order on those days.
- You can edit your order as long as the ordering window is still open.
- Daily items like milk, juice, fruit, snacks, and ice cream are available to order online or purchase at school.



To get started:

- Go to our [website](#)
- Click the link for Lunch under Quick Links
- (Or go directly to: www.orgsonline.com)

First-Time Users – Create Your Account

1. Select “Create New Account” on the left side of the screen.
2. Enter our school code: 419SGCSNC
3. Complete the account setup form to activate your Family Account.

Your account dashboard will include:

- Place Orders
- View Orders
- View Payments
- Update Account Info

How to Place a Lunch Order

1. Log in and select Place Order.
2. Submit a separate order for each student.
3. After submitting all orders, click Place Order at the bottom of the page.
4. A confirmation screen will appear—print it if desired.
5. You’ll also receive a confirmation email. Duplicate emails are okay; duplicate orders are not possible.

TIP: To check what you ordered, go to View Orders anytime.

How to Pay

- Your Current Balance will appear after placing all orders.
- Click Pay Now to complete payment via electronic check.
- Follow the on-screen prompts to submit your payment.

⚠ Important: Unpaid orders will NOT be processed.

\$ A \$1.25 convenience fee is added when a payment is made or funds are added.

To verify a payment, go to View Payments in your account.

Helpful Reminders

- You must complete each order until you see the Order Confirmation page.
- Submit a separate order for each child.
- Orders can be changed until the ordering period closes.
- If there’s a field trip, the system will remind you not to order lunch for that day.



Login Help

- Returning users log in with your email and password.
 - Forgot your password? Use “Forgot My Password” to have it sent to your email.
 - For login or tech issues, click “Get Help”—please don’t create a duplicate account.
- ! If you try to order after the cutoff date, the system will not accept your order.

ONLINE PAYMENTS AND CONVENIENCE FEES:

- Your account will be charged a convenience fee of \$1.25 per family (not per child) each time there is an electronic check transaction.
- Note: A “Convenience Fee”, covers processing fees charged to the lunch program when we accept online electronic payments.
- Order Confirmations will reflect any credit balance to your account.
- To avoid numerous convenience fees you may load a lump sum of money onto your account (no more than \$500.00 at a time). The only time you will be charged another convenience fee will be when you need to add more funds to your account. However, remember, account balances are zeroed out at the end of each school year. Unused remaining balances become contributions to the school lunch program. There are no refunds.
- To submit an order less than \$2.00 you must have funds in your account.

SYSTEM SECURITY AND CONTROLS

- Orgs Online does not store bank information. That information is only stored by the online payment processor as part of their transaction records.
- Note: The payment processor and its agents are required to comply with bank industry security provisions.
- Payment transactions are transmitted as encrypted data.

ORDERING PERIODS

- You will see an order form for each week of the month.
- Orders can be submitted for any week within the month by selecting that week's order form.
- Orders for each week must be submitted by Wednesday (at midnight) the week prior to ordering. The only exception is before Spring Break, Thanksgiving Break, or Christmas Break when the ordering period will be different. Please pay attention to deadline dates.
- Once ordering is closed for that week NO further orders can be placed or changed .