



Directions for on-line ordering

- 1) After logging into ParentsWeb, expand the **Student Information** menu.
- 2) Click **Lunch**.
A calendar displays indicating the items that may be ordered for your student.
- 3) Click **Create Web Order** to enter lunch orders for your student.
The dates for which you may order are displayed, listing menu items and price.
- 4) Type the number of items to order for the student in the **QTY** (quantity) column.
The **Total** column displays the cost. (**Please note:** when ordering extras select the item that says EXTRA after the description – there is \$1.50 charge for additional entrees). Sides are not listed because each student receives vegetable, fruit and milk with their lunch.
- 5) The **Grand Total** is listed at the bottom.
- 6) Click **Order Items**.
- 7) Repeat this process for each student.

Students will still be able to get extras if/when they are available by signing the charge lunch form. This will allow us to add the item to their lunch account. However, if you do not wish your student(s) to be able to charge extras, please let me know.

All orders must be received by 9 am Friday morning for the following week. If you are unable to make the deadline, please call or email the needed meal choices to me. Additions made online are not automatically reported to me.

We hope that you will find this program simple to use.

Thank you,

Jen Billmeier
Lunch Coordinator
Kingsway Christian School