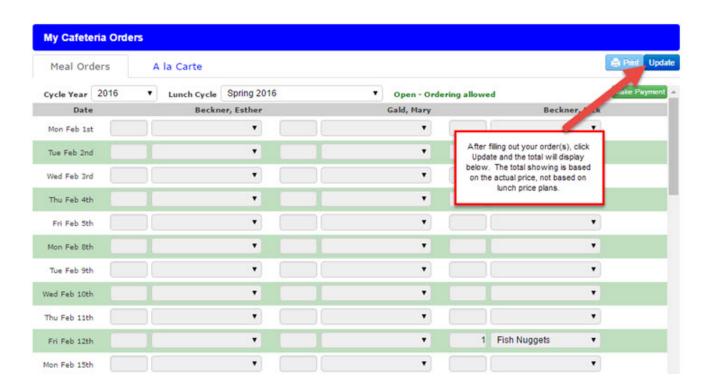
Ordering by Parents

If a cycle is set up and open for orders, parents can order lunches for their students by logging into their site.

To order meal items

Go to My Accounting | Cafeteria | Orders | Meal Orders tab.

- 1. Enter the quantity of meals to be ordered.
- 2. Select meal from drop-down.
- 3. Update when complete.
- 4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.



Click on the green Make Payment button to apply a lunch payment.

To order A la Carte

Go to My Accounting | Cafeteria | Orders | A la Carte tab.

- 1. Parents can click on blue count button to view list of available a la carte items.
- 2. Once window is open, parents can enter the quantity of meals for each student.
- 3. Update when complete.
- 4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.



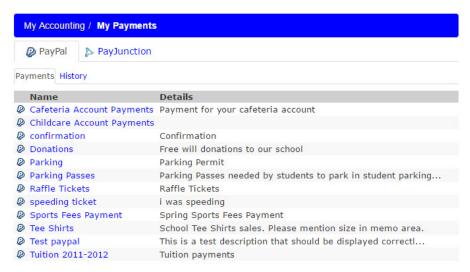
Only "Family 1" families can order for their children. If your children are in a split family and you do not see their names on the order list, please contact your school to rectify this if you are going to be the one making orders.

Parents are unable to order food from the menu on the same day; orders close at 12 GMT the night before.

My Accounting | My Payments

PayPal

Your school can set up specific payments that you can pay purchase/ pay into if you have your own Paypal account created.



Click on the blue Payment name link to purchase or pay into a specific area. From that window you will click Pay Now button at the bottom to get into your PayPal account to



The History tab will show you the list of PayPal payments you have made sorted by month/year.



The option to send payments into the school is available if needed, labeled "Lunch" with your child's name. Checks made payable to Howard Gardner MI Charter School.