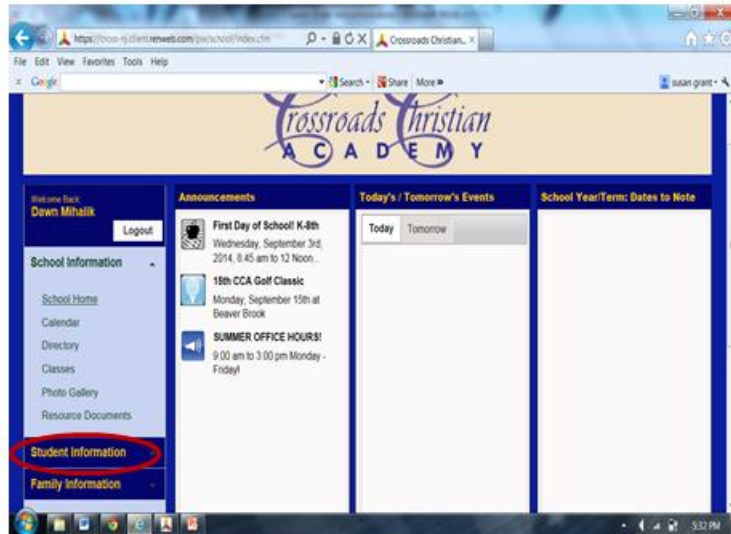


## How To Order Lunch Using Parents Web

1. After logging into ParentsWeb, expand the **Student Information** menu. See red circle



2. Click **lunch**. A calendar displays indicating the items that you may order for your students. There will be a separate tab for each student in your family.

3. At the bottom of the calendar, click **Create Web Order**



Anna Ava

Lunch for Ava

Format: Calendar Time frame: Week [Create Web Order](#)

Red = items ordered and not yet paid through web payment  
Blue = items ordered and paid through web payment

< Previous Week Date: 9/15/2014 Next Week > Print Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	15	16	17	18	19	20
Bagel Bar (\$3.00) Ham and Cheese Sandwich (\$3.00) Ham Sandwich (\$3.00) Yogurt Parfait (\$3.00) Pizza Como Cheese Slice (\$3.00) Pizza Como Pepperoni Slice (\$3.00) Second Slice Cheese (\$1.00) Second Slice Pepperoni (\$1.00) Chocolate Milk (\$0.50) Lemonade (\$0.50) Milk (\$0.50)	Chef Salad (\$3.00) Bagel Bar (\$3.00) Salad Bar only (\$3.00) Turkey Sandwich no cheese (\$3.00) Turkey Sandwich with cheese (\$3.00) Yogurt Parfait (\$3.00) Chocolate Milk (\$0.50) Lemonade (\$0.50) Milk (\$0.50) Water (\$0.50)	Broccoli and Chicken Stir Fry over Rice (\$3.00) Bagel Bar (\$3.00) Salad Bar only (\$3.00) Tuna Sandwich (\$3.00) Yogurt Parfait (\$3.00) Chocolate Milk (\$0.50) Lemonade (\$0.50) Milk (\$0.50) Water (\$0.50)	Chicken Nuggets (\$3.00) Bagel Bar (\$3.00) Egg salad sandwich (\$3.00) Salad Bar only (\$3.00) Yogurt Parfait (\$3.00) Chocolate Milk (\$0.50) Lemonade (\$0.50) Milk (\$0.50) Water (\$0.50)	Pizza Como Cheese Slice (\$3.00) Pizza Como Sausage Slice (\$3.00) Second Slice Cheese (\$1.00) Second Slice Sausage (\$1.00) Chocolate Milk (\$0.50) Lemonade (\$0.50) Milk (\$0.50) Water (\$0.50)		

4. The dates for which you may order are displayed, listing menu items and prices. **Note: To enable our lunch coordinator to purchase supplies and plan meals, you must complete your order one week prior to the month for which you are ordering.**

5. Type in the number of items for your student in the **QTY** (quantity) column. The **Total** column displays the cost for each child.

Anna Ava

### Lunch Ordering for Ava

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 06/02/2014			
Pizza Como Bacon Slice	3.00	1	3.00
Pizza Como Cheese Slice	3.00	0	0.00
Second Slice Bacon	1.00	0	0.00
Second Slice Cheese	1.00	0	0.00
Chocolate Milk	0.50	0	0.00
Lemonade	0.50	0	0.00
Milk	0.50	0	0.00
Water	0.50	0	0.00
Sub Total for Monday 06/02/2014			3.00
Lunch Items for Tuesday 06/03/2014			
Taco salad	3.00	0	0.00
Bagel Bar	3.00	0	0.00
Salad Bar only	3.00	0	0.00
Turkey Sandwich no cheese	3.00	0	0.00

6. The **Grand Total** is listed at the bottom, giving total for all your students.

The screenshot shows the ParentsWeb interface for a student named Ava. The main content area displays a table of lunch items for Friday 09/27/2013 and Monday 09/30/2013. The table includes columns for item name, quantity, and price. The 'Grand Total' field is circled in red, and the 'Order Items' button is also circled in red.

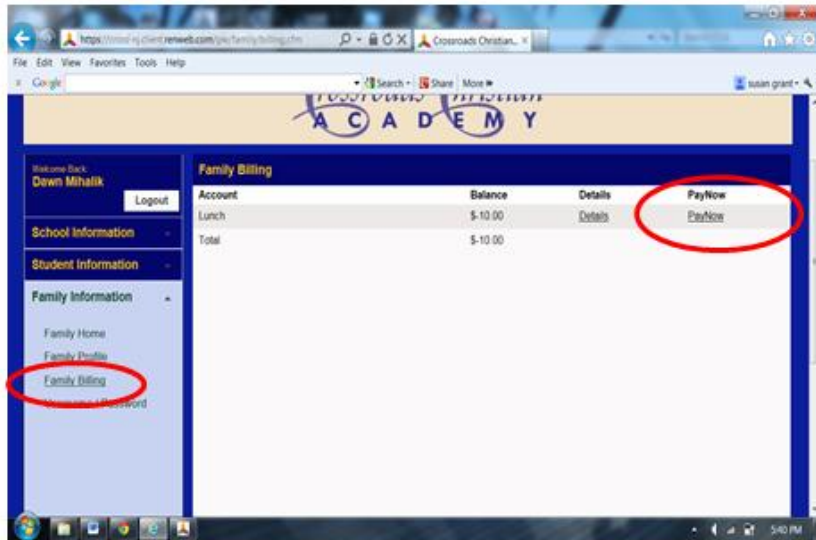
Item	Quantity	Price
Lemonade	0	0.00
Water	0	0.00
Sub Total for Friday 09/27/2013		
Lunch Items for Monday 09/30/2013		
Extra pizza slice cheese	1	1.00
Extra pizza slice pepperoni	1	1.00
Pizza Como Cheese	1	3.00
Pizza Como Pepperoni	1	3.00
Milk	0	0.00
Chocolate Milk	0	0.00
Lemonade	0	0.00
Water	0	0.00
Sub Total for Monday 09/30/2013		
Total for Ava:		29.00

Grand Total: 29.00  
 Order Items

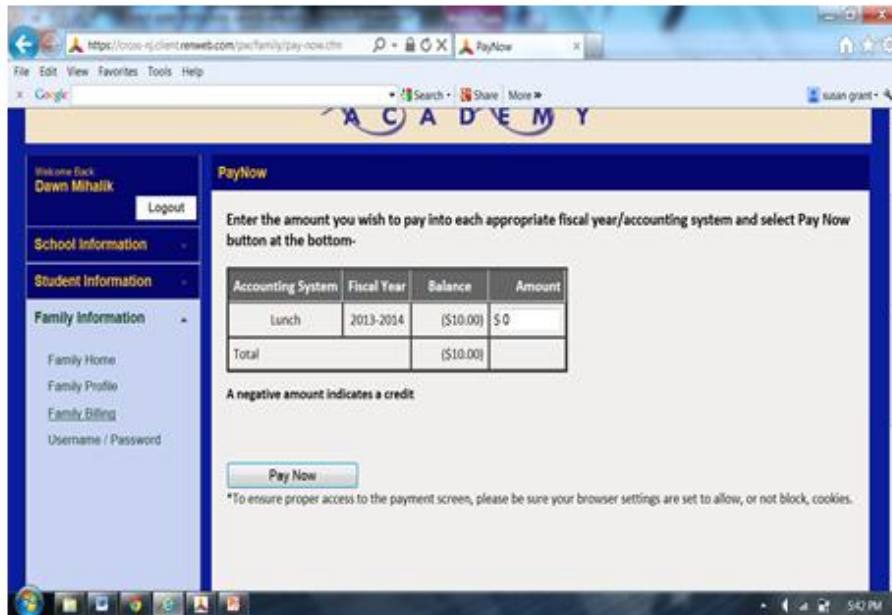
7. Click **Order Items**.

8. Note the totals and send a check to the school office prior to the first day of the month for which you have ordered. You may also pay with an electronic check or credit card online by selecting Family Billing.

9. Click on Family Billing, then Pay Now to make an online payment (see red circles)



10. Follow the prompts to make a payment.



**Please feel free to contact Raija Antonow at the school office 908-735-5501 with any questions you might have regarding the Lunch Program.**