


# How to Order School Lunches Online!

You may order hot lunch for your student(s) online following these simple instructions.

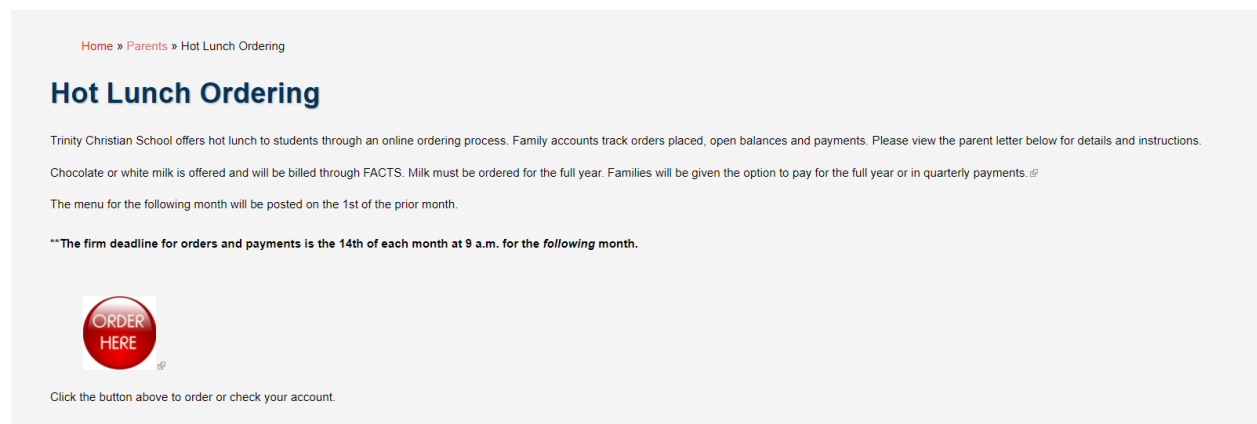
## IMPORTANT INFORMATION:

- The menu for the following month is posted the 1<sup>st</sup> of the month prior
- Order and payment deadline is by the end of the day the 14<sup>th</sup> of the month prior
- Please make note of any upcoming field trips and do not order if your child will be away
- We use a bracelet system to identify hot lunch recipients
- Prices are available at the order site

## SET UP FAMILY ACCOUNT & Payment

1. Go to our school website [www.trinitychristian.info](http://www.trinitychristian.info)
2. On the home page click on the icon 

3. You will be taken a page like this:



Home » Parents » Hot Lunch Ordering


### Hot Lunch Ordering

Trinity Christian School offers hot lunch to students through an online ordering process. Family accounts track orders placed, open balances and payments. Please view the parent letter below for details and instructions.

Chocolate or white milk is offered and will be billed through FACTS. Milk must be ordered for the full year. Families will be given the option to pay for the full year or in quarterly payments. <sup>SP</sup>

The menu for the following month will be posted on the 1st of the prior month.

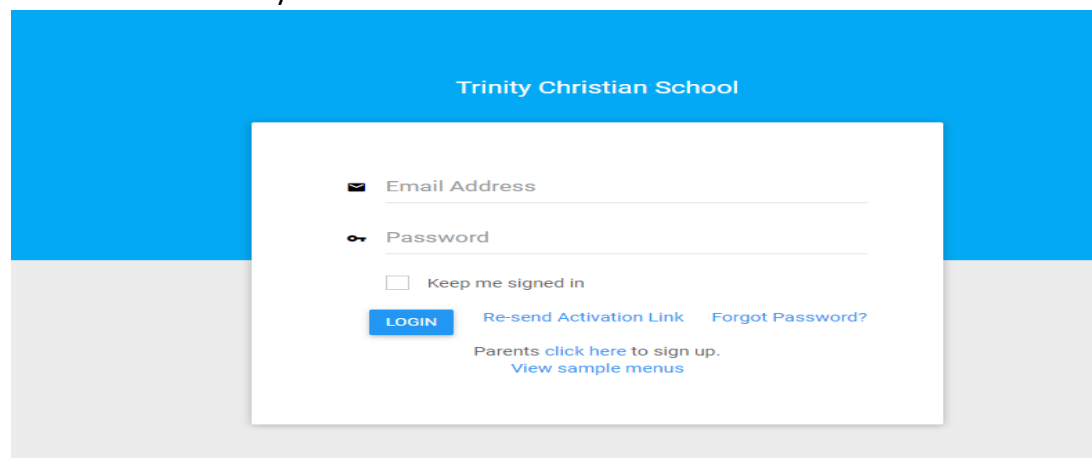
**\*\*The firm deadline for orders and payments is the 14th of each month at 9 a.m. for the following month.**



Click the button above to order or check your account.

4. Click on the red **ORDER HERE** button and you will be redirected to a page like this:

5. Click where it says “**CLICK HERE**” in blue



Trinity Christian School

Email Address

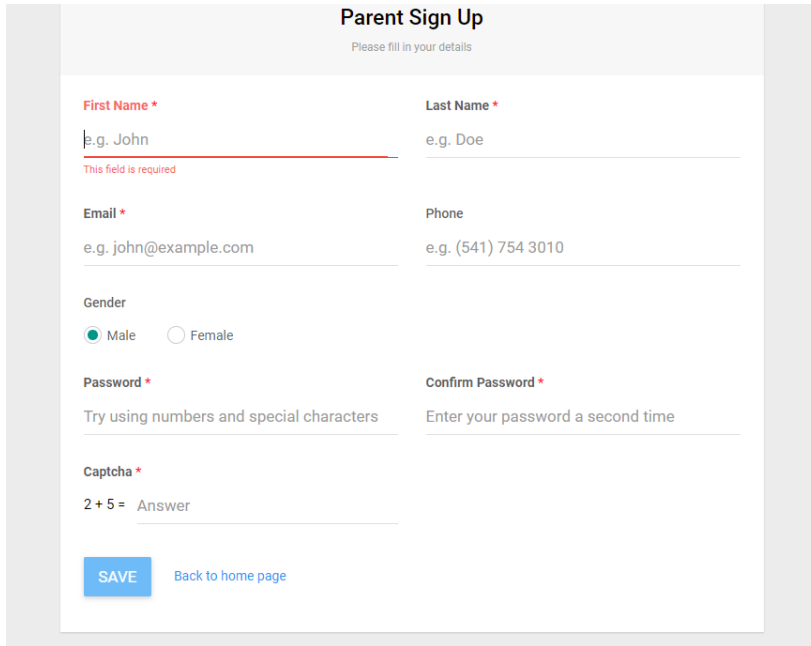
Password

Keep me signed in

[LOGIN](#) [Re-send Activation Link](#) [Forgot Password?](#)

Parents [click here to sign up.](#)  
[View sample menus](#)

6. Fill out the registration form that appears and submit. You will receive an email asking you to activate your account. Activate your account and log onto the website.



**Parent Sign Up**  
Please fill in your details

**First Name \***   
This field is required

**Last Name \***

**Email \***

**Phone**

**Gender**  
 Male  Female

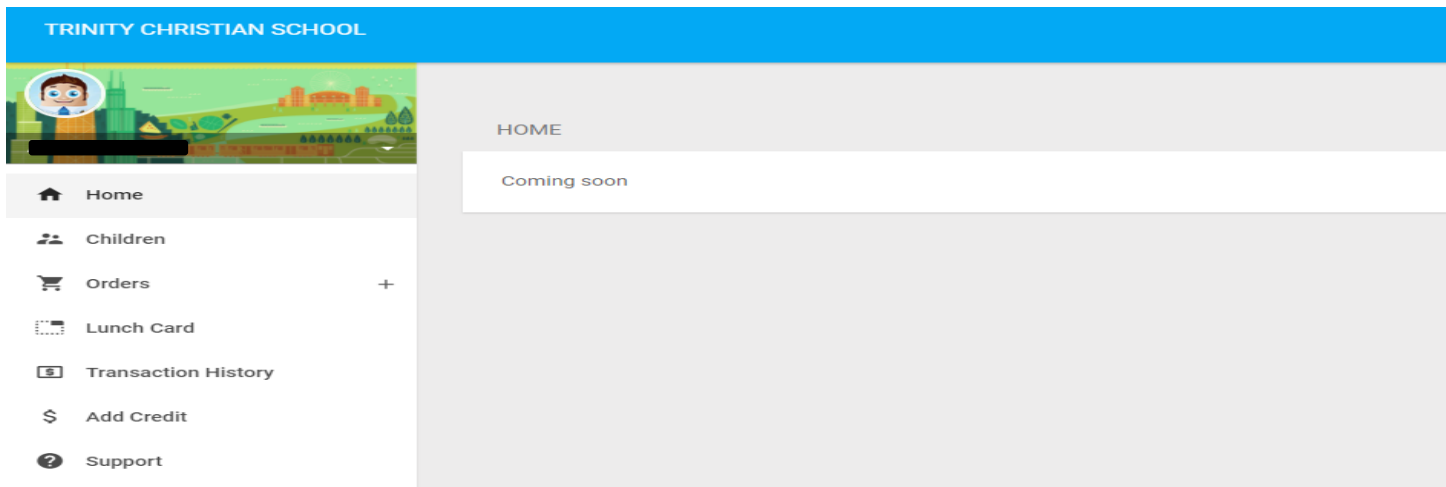
**Password \***

**Confirm Password \***

**Captcha \***  
2 + 5 =

[SAVE](#) [Back to home page](#)

7. When you log on you will see this page. Click on the CHILDREN tab on the left.

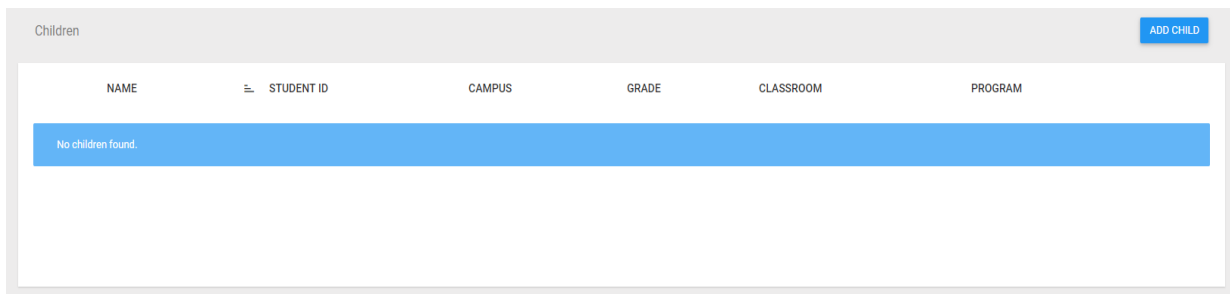


**TRINITY CHRISTIAN SCHOOL**

HOME  
Coming soon

- Home
- Children
- Orders +
- Lunch Card
- Transaction History
- Add Credit
- Support

8. You will see this page. Click on the blue **ADD CHILD** box in the upper right corner



Children [ADD CHILD](#)

| NAME               | STUDENT ID | CAMPUS | GRADE | CLASSROOM | PROGRAM |
|--------------------|------------|--------|-------|-----------|---------|
| No children found. |            |        |       |           |         |

9. Fill out the form with your child's information

**Create Child**

**First Name \*** e.g. John  
This field is required

**Last Name \*** e.g. Doe

**Campus Code \*** e.g. 10e **VERIFY CAMPUS**

**Default Drink**  
No drink items found.

IF YOUR CHILD HAS A FOOD ALLERGY PLEASE MAKE YOUR FOOD SERVICE PROVIDER AWARE **CREATE** **CANCEL**

Trinity Christian School campus code is 14a. After you enter the code, make sure you click verify campus. Once you do that be sure to select your child's grade level and appropriate classroom. **If you have not found out your child's teacher yet please wait until you do to register for hot lunch. It is up to you to put your child in the correct classroom.**

10. Once you have added all of your children and put them in their proper classrooms, you may begin ordering.

11. Choose ORDERS tab from the left, and then select NEW ORDER

Home

**Orders**

Children

Unconfirmed Orders **0**

Calendar

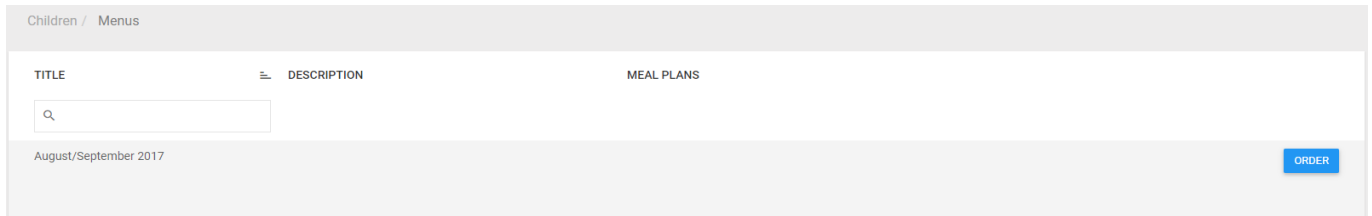
Lunch Card

12. You will be taken to this page where you will order for each child individually

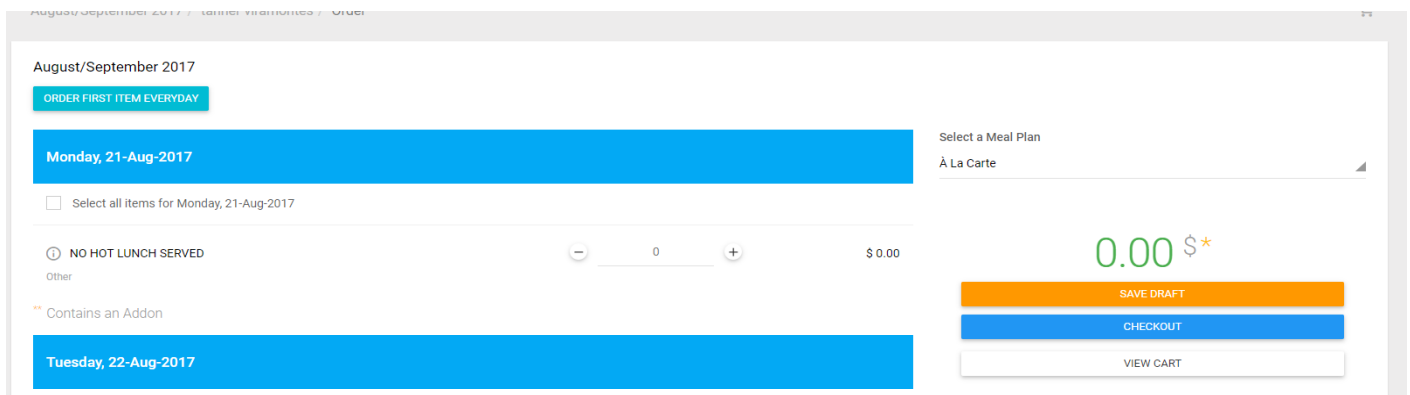
| CAMPUS                   | GRADE | CLASSROOM |              |
|--------------------------|-------|-----------|--------------|
| Trinity Christian School | K     | Arnold K  | <b>ORDER</b> |
| Trinity Christian School | 8     | Sowa 8A   | <b>ORDER</b> |

10 25 50 100 300

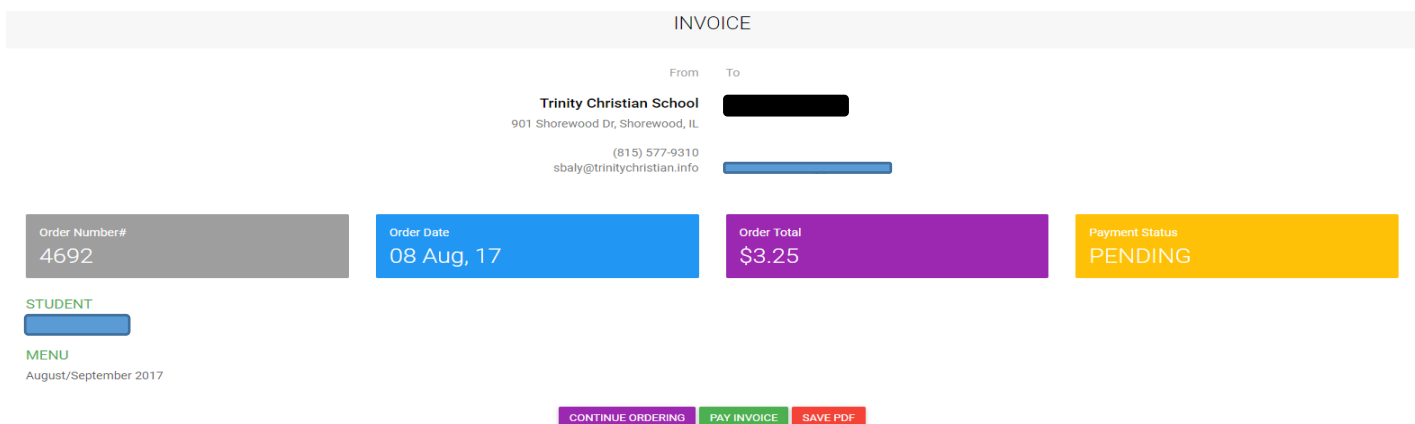
13. You will be taken to this page where you again will select **ORDER** next to the month you are ordering for. **For the initial order of the year you will select August/September 2018.** This has the last few days of August combined with the month of September.



14. If you have multiple children, after you are done with the first child you need to click the **CHECKOUT** button. This will save Child #1's order.



A pop-up will ask you if you are sure you want to save as a draft. Click YES. You will see this:



Click on the purple **CONTINUE ORDERING** button to move onto the next child. Select the next child and click on the blue **ORDER** button next to their name to make their selections. When you are done with the next child click on **CHECKOUT** again. Do this until you are done ordering for all your children.

15. When you are done ordering for all of your children and ready to checkout click on the green **PAY INVOICE** button on this screen.

INVOICE

From      To

**Trinity Christian School**

901 Shorewood Dr, Shorewood, IL

(815) 577-9310  
sbaly@trinitychristian.info

|                              |                                 |                              |                                  |
|------------------------------|---------------------------------|------------------------------|----------------------------------|
| Order Number#<br><b>4692</b> | Order Date<br><b>08 Aug, 17</b> | Order Total<br><b>\$3.25</b> | Payment Status<br><b>PENDING</b> |
|------------------------------|---------------------------------|------------------------------|----------------------------------|

**STUDENT**

**MENU**  
August/September 2017

[CONTINUE ORDERING](#) [PAY INVOICE](#) [SAVE PDF](#)

16. Click on the green **PAY ALL** button on this page. It should combine all of your orders for one payment.

Order Payment

| ORDER DETAILS  | CHOOSE PAYMENT METHOD | SUMMARY            |
|--|-----------------------|--------------------|
| <b>August/September 2017</b>   |                       |                    |
| <b>Order No. #4693</b>   |                       | <b>PAY ALL (3)</b> |
| Order Date: 08 Aug, 17    Amount: \$6.50    For: <input type="text"/>  | VIEW INVOICE          | <b>PAY \$6.50</b>  |
| <b>Order No. #4692</b>   |                       | <b>PAY \$3.25</b>  |
| Order Date: 08 Aug, 17    Amount: \$3.25    For: <input type="text"/>  | VIEW INVOICE          |                    |
| <b>Order No. #4517</b>   |                       | <b>PAY \$50.25</b> |
| Order Date: 07 Aug, 17    Amount: \$50.25    For: <input type="text"/> | VIEW INVOICE          |                    |

A pop-up will ask you if you want to pay for all orders for this menu... click YES.

17. You will see the payment screen. Choose ONLINE PAYMENT and click on the green **PROCEED** button.

Order Payment

ORDER DETAILS      CHOOSE PAYMENT METHOD      SUMMARY

**Choose a Payment Method**

Online Payment  
 Account Credit

**Transaction Details**

|                      |           |
|----------------------|-----------|
| <b>Due Amount:</b>   | \$60.00   |
| <b>Avl. Credits:</b> | - \$15.50 |
| <b>Total:</b>        | \$44.50   |
| <b>Convenience:</b>  | + \$0.00  |
| <b>Pay Amount:</b>   | \$44.50   |

**NOTE:** If you have multiple orders, this convenience fee will be allocated across those orders and may cause a variance of a few cents in the actual charge

**PROCEED**

[GO BACK TO ALL ORDERS](#)

18. Enter your payment information and complete your order. When you successfully pay you will get a message that looks like this:

Order Payment

ORDER DETAILS      CHOOSE PAYMENT METHOD      SUMMARY

**Payment Successful**

[GO BACK TO ALL ORDERS](#)

And you will also get a confirmation email. **IF YOU DO NOT GET THIS PAYMENT SUCCESSFUL MESSAGE AND A CONFIRMATION EMAIL YOUR ORDER DID NOT GO THROUGH AND YOUR CHILD WILL NOT GET HOT LUNCH. PLEASE MAKE SURE YOU COMPLETE ALL STEPS AND GET THIS MESSAGE AND THE EMAIL CONFIRMATION.**

Notes:

- You may cancel or edit an order any time before payment is made. You can go to “Orders” and select “Unconfirmed Orders“. From there, you can see the orders you have worked on but not paid for. All the way to the right there are 3 little dots. If you click on those you can select modify, pay or delete.
- You need to log in each month to place an order.
- After setting up everything for the first time, simply go to our website, click on the hot lunch ordering icon and LOG IN to your Family Account by entering your email and password.
- To make changes to your profile click the little down arrow next to your name on the login page. This is where you can change your email address, phone number and password. To make changes to your child’s information click the 3 little dots to the right of your child’s name in the children tab.
- If you happen to forget your password at some time in the future -- relax! Select the “Forgot Password?” option on the login page. You will be sent an email to help you reset your password.

- We cannot process your order if has not been fully submitted, paid and confirmed.
- If you attempt to order or pay after the cut-off date, the system will not accept your order.

We understand that this is new, not only for new families but existing families as well, so if you have any questions please feel free to contact Mrs. Jessica Biskup. She is the contact person for online hot lunch ordering. Her email address is [jbiskup@trinitychristian.info](mailto:jbiskup@trinitychristian.info).