How to Order School Lunches Online!

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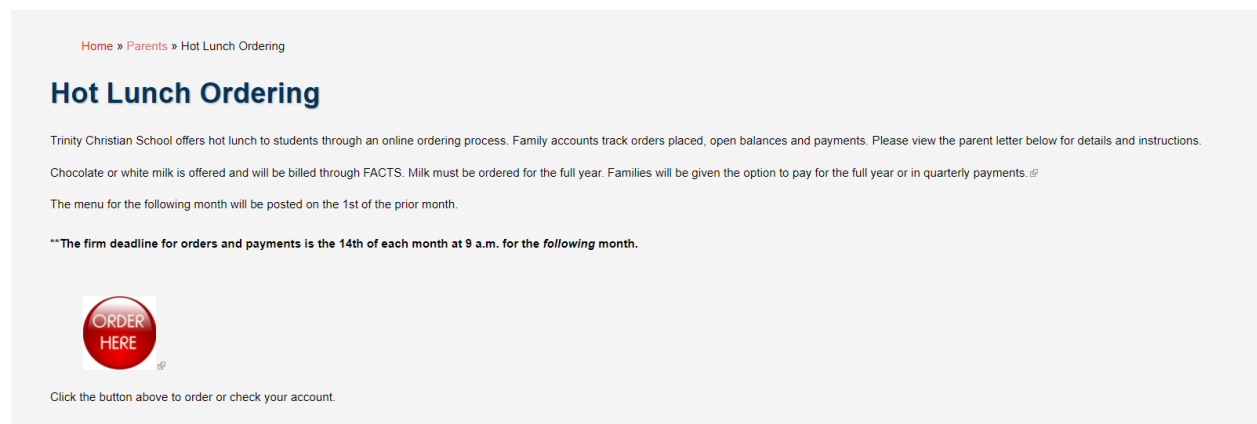
IMPORTANT INFORMATION:

- The menu for the following month is posted the 1st of the month prior
- Order and payment deadline is by the end of the day the 14th 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
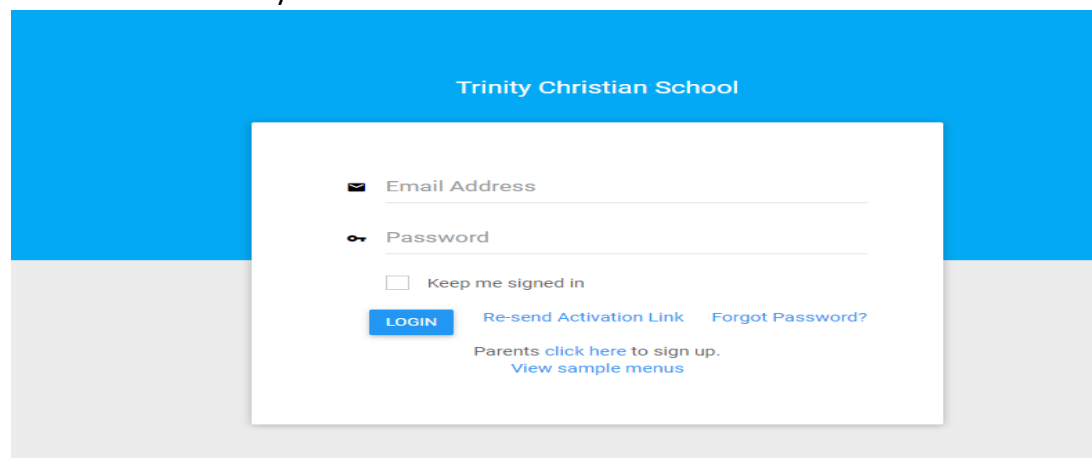
SET UP FAMILY ACCOUNT & Payment

1. Go to our school website www.trinitychristian.info
2. On the home page click on the icon ——————

3. You will be taken a page like this:

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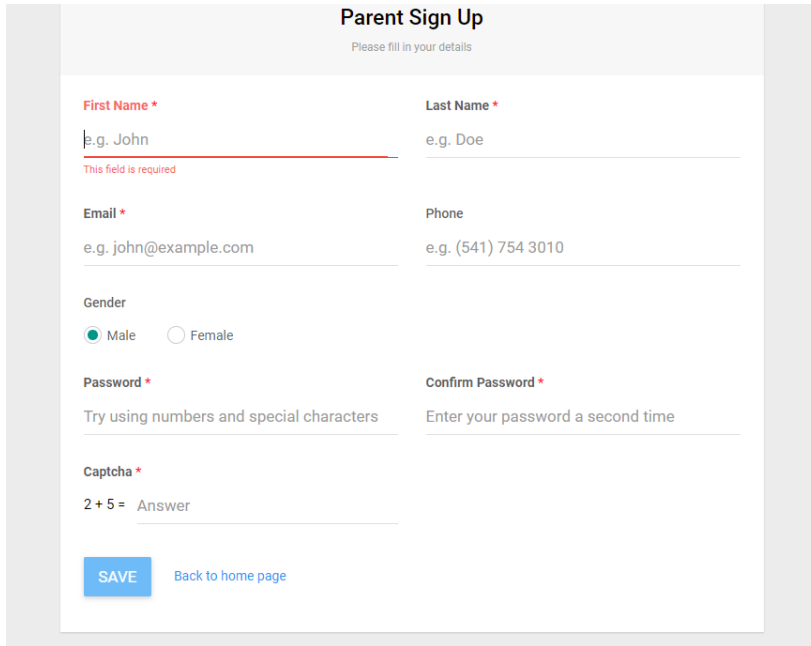
6. Fill out the registration form that appears and submit. You will receive an email asking you to activate your account. Activate your account and log onto the website.

Parent Sign Up
Please fill in your details

First Name *

e.g. John

This field is required

Last Name *

e.g. Doe

Email *

e.g. john@example.com

Phone

e.g. (541) 754 3010

Gender

● Male   ○ Female
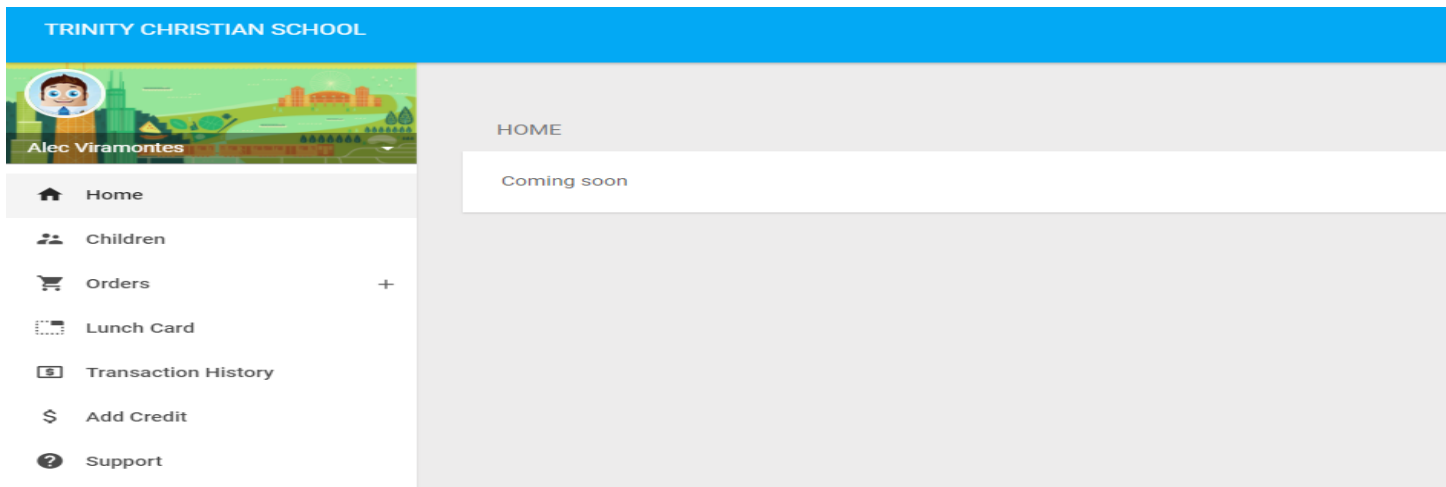
Password *

Try using numbers and special characters

Confirm Password *

Enter your password a second time

Captcha *

2 + 5 =   Answer

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

Alec Viramontes

🏠 Home
👥 Children
🛒 Orders   +
▢ Lunch Card
💲 Transaction History
$ Add Credit
❓ Support

HOME

Coming soon

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

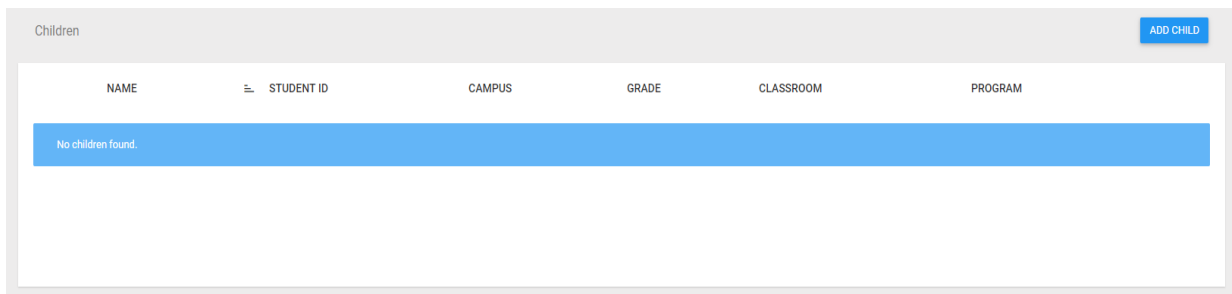Last Name *

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

👥 Children

🛒 Orders   +

▢ Lunch Card

🛒 Orders   —

New Order

My Orders

Unconfirmed Orders **0**

Calendar

12. You will be taken to this page where you will order for each child individually
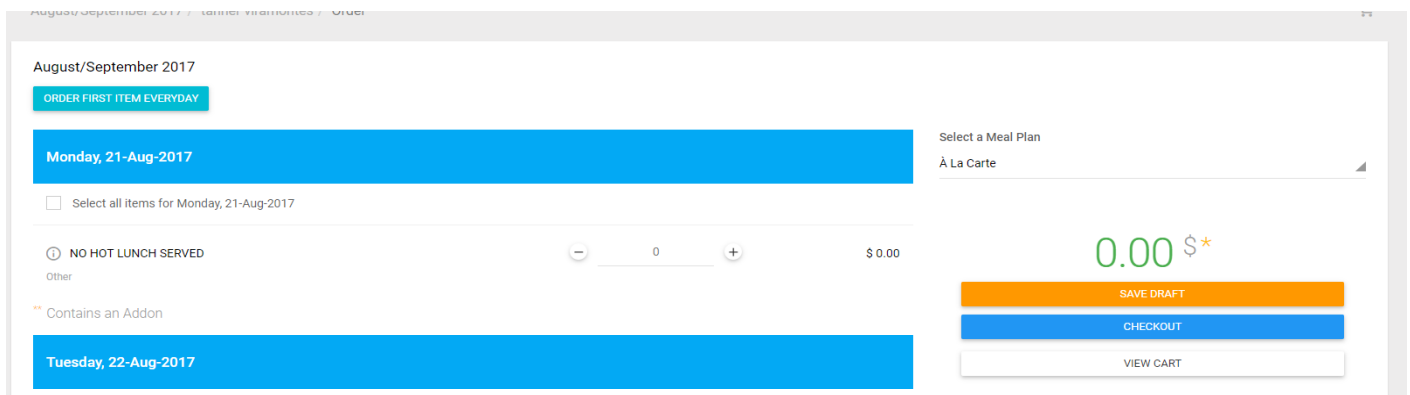
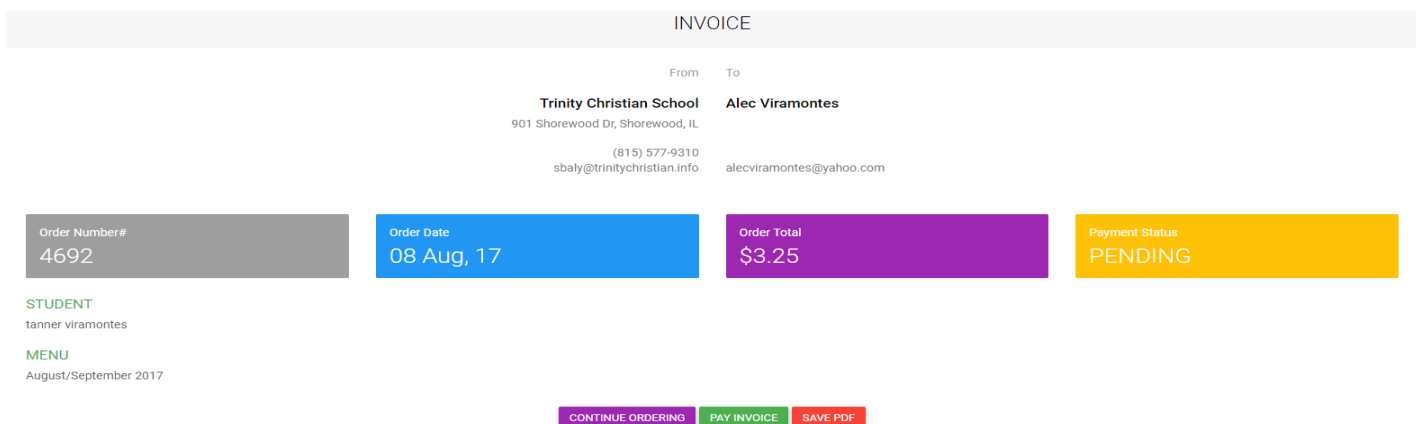| ≡ CAMPUS	GRADE	CLASSROOM	
All	All		
Trinity Christian School	K	Arnold K	ORDER
Trinity Christian School	8	Sowa 8A	ORDER
			10 25 50 100 300

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 2017.** This has the last few days of August combined with the month of September.

Children / Menus		
TITLE	DESCRIPTION	MEAL PLANS
August/September 2017		ORDER
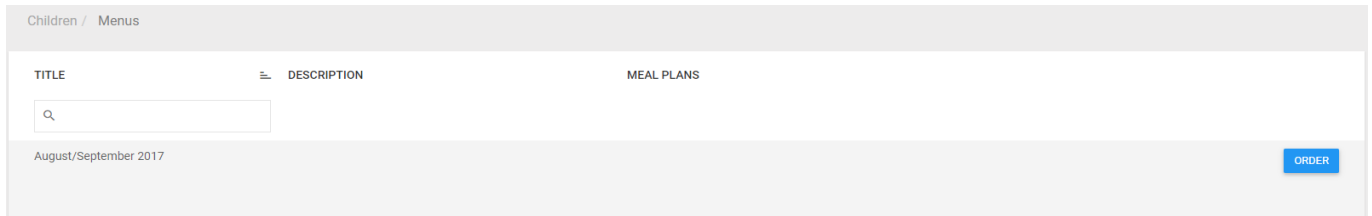
14. If you have multiple children, after you are done with the first child you need to click the CHECKOUT button. This will save Child #1's order.

August/September 2017 / tanner viramontes / Order

August/September 2017

ORDER FIRST ITEM EVERYDAY

Monday, 21-Aug-2017

☐ Select all items for Monday, 21-Aug-2017

ⓘ NO HOT LUNCH SERVED   −   0   + $ 0.00
Other

** Contains an Addon

Tuesday, 22-Aug-2017

Select a Meal Plan
À La Carte

0.00 $*

SAVE DRAFT
CHECKOUT
VIEW CART

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

INVOICE

From   To

Trinity Christian School   **Alec Viramontes**
901 Shorewood Dr, Shorewood, IL

(815) 577-9310
sbaly@trinitychristian.info   alecviramontes@yahoo.com

Order Number# 4692	Order Date 08 Aug, 17	Order Total $3.25	Payment Status PENDING

STUDENT
tanner viramontes

MENU
August/September 2017

CONTINUE ORDERING   PAY INVOICE   SAVE PDF

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.

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

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.

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

And you will also get a confirmation email. IF YOU DO NOT GET THIS PAYMENT SUCCESFUL 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.