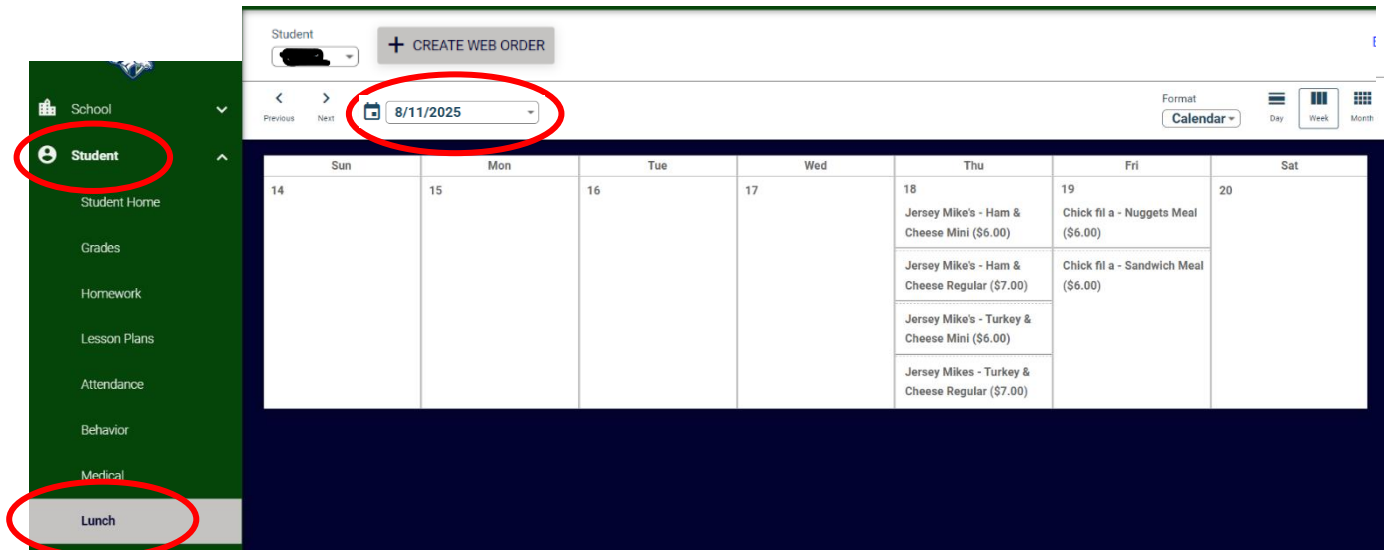


Crossroads Christian School

How to Place Lunch Orders for Thursdays and Fridays

1. Log into FACTS SIS Family Portal. Click the **Student** tab to expand that menu and choose **Lunch**. You will be able to order lunch for all of your children at the same time, without changing between students.
2. Check the date to make sure it is the correct week you want to order lunch.



3. Select **Create Web Order**. + CREATE WEB ORDER
The lunch ordering menu will appear (with all children listed) for the week.
4. Enter the number of meals in the QTY box for each item you are ordering. The total for each child will update automatically with a grand total at the bottom of the ordering page.

Lunch Ordering

Display Type: Classic Collapsible

Lunch Ordering for Student 1

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Thursday 08/18/2022			
Jersey Mike's - Ham & Cheese Mini	6.00	1	6.00
Jersey Mike's - Ham & Cheese Regular	7.00	0	0.00
Jersey Mike's - Turkey & Cheese Mini	6.00	0	0.00
Jersey Mikes - Turkey & Cheese Regular	7.00	0	0.00
Sub Total for Thursday 08/18/2022			6.00
Lunch Items for Friday 08/19/2022			
Chick fil a - Nuggets Meal	6.00	0	0.00
Chick fil a - Sandwich Meal	6.00	1	6.00
Sub Total for Friday 08/19/2022			6.00
Total for Student 1			12.00

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Repeat for each child in your family...

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Thursday 08/18/2022			
Jersey Mike's - Ham & Cheese Mini	6.00	0	0.00
Jersey Mike's - Ham & Cheese Regular	7.00	0	0.00
Jersey Mike's - Turkey & Cheese Mini	6.00	0	0.00
Jersey Mikes - Turkey & Cheese Regular	7.00	0	0.00
Sub Total for Thursday 08/18/2022			0.00
Lunch Items for Friday 08/19/2022			
Chick fil a - Nuggets Meal	6.00	1	6.00
Chick fil a - Sandwich Meal	6.00	0	0.00
Sub Total for Friday 08/19/2022			6.00
Total for Student 2			6.00

Grand Total 25.00

- When you have finished entering all orders, select the **Order Items** button. You will receive a message that states **Lunch Orders Created**.
- After your order has been submitted, you will be able to go back into the lunch calendar and see the lunches you have ordered. (Ordered items are in **bolder blue color**.)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	15	16	17	18	19	20
				Jersey Mike's - Ham & Cheese Mini (\$6.00)	Chick fil a - Nuggets Meal (\$6.00)	
				Jersey Mike's - Ham & Cheese Regular (\$7.00)	Chick fil a - Sandwich Meal (x1) (\$6.00)	
				Jersey Mike's - Turkey & Cheese Mini (\$6.00)		
				Jersey Mikes - Turkey & Cheese Regular (\$7.00)		

Change an Order

To change an order, select the **Create Web Order** button on the week that needs to be changed, update the quantity, make sure your grand total reflects your changes, and then select **Order Items** to update. **NOTE:** All changes must be completed by the end of the day on Monday.

- All orders must be submitted by the end of the day each Monday for orders that week.
- No changes can be made after Monday, as orders will be placed with vendors Tuesday morning.
- Orders for Jersey Mike's & Chick-Fil-A are charged to the account when the orders are finalized. If school is closed on a Thursday or Friday due to weather or other unexpected reasons, accounts will not be charged.
- Refunds will not be given for students who are not at school or do not want the ordered food.
- Add money to your student's account via the FACTS SIS Family Portal "Add Funds" option in the cafeteria section under prepay accounts or by sending in a check to the cafeteria at the beginning of the week or month; we will not accept cash in the lunch line on a daily basis.