



PURCHASE SCHOOL LUNCHES ONLINE AT WWW.ORDERLUNCHES.COM

IT'S THE FAST AND EASY WAY TO ENSURE YOUR KIDS EAT RIGHT AT SCHOOL!

St. John the Baptist School partners with **orderlunches.com** and Frankie's Deli to provide a secure, fast and easy-to-use online ordering system that allows parents to view our school lunch menu, order, prepay and manage student lunches on the web.

On or after 08/07/09 registration and ordering will begin.

If you used the system last year, you will not need to complete a new Parent Profile, as this information has been retained; **however you will need to re-enter your student (s) profile (s) for the new school year, per the instructions below. Any unused credits have been saved in your account**

NEW PARENT TO THE SCHOOL:

1. Go to www.orderlunches.com and click "register" at the top of the page
2. Complete Parent Account Information (be sure to create a "personal password")
3. Enter the following unique school password: **stjohns51** (click continue)
4. Enter student(s) information – and select "**room/teacher/grade**" from the drop down menu
5. Click "add student profile" for each child you are registering
6. Click the "finished button" after all student(s) have been added
7. Enter your user name (full email address) and personal password that you set during registration to login - go to select menu and start your order

RETURNING PARENT TO THE SCHOOL:

1. Login with your user name (full email address) and password
2. Click on "Profiles"
3. Scroll down to bottom of screen and under "my profiles"
4. Enter student first/last name
5. Enter unique school password: **stjohns51** and click "add new school"
6. Choose applicable "**room/teacher/grade**" from the drop down menu
7. Click "add profile" and repeat steps for each student you are adding
8. A message will advise you have successfully added profiles; go to select menu and start your order

If you have any questions, please email support@orderlunches.com or call toll free (800) 381-6511.

PAYMENT INFORMATION

The lunch program accepts payment by Visa, MasterCard, or your debit card with a Visa or MasterCard logo

FORGOTTEN/EMERGENCY LUNCHES

Students that forget lunches will be provided a school lunch if there are any extra meals available. This meal charge will be added directly to your shopping cart. On your next checkout this charge will be added to your order total.




MONTHLY MENU CYCLE SCHEDULE

Menus will be posted on a monthly basis and all orders must be placed 2 days prior to the lunch date

Menu Lunch Cycle Dates	Order Start Date
Aug 25 th – Sept 30 th	8/1
Oct	9/15/09
Nov	10/15/09
Dec	11/15/09
Jan	12/15/09
Feb	1/15/10
Mar	2/15/10
Apr	3/15/10
May - June	4/15/10

OTHER IMPORTANT INFORMATION

- . Orders that are left in the shopping cart will **NOT** be processed.
- . Days marked with  contain specific messages from our school.
- . Always view and/or print your child's order after submitting payment to ensure your order is accurate
- . Changes/Cancellations can only be processed for student lunch orders prior to the ordering deadline: 2 days
- . Changes/Cancellations that result in a credit to your account will be applied to your next order
- . No credits are available for missed lunches.
- . Minimum \$15 order at checkout, otherwise \$1.00 fee is charged. If your order change is a even exchange no minimum order fee is applied

FORGOT PASSWORD

- . Use the "Forgot Password" feature at the home page and a new temporary password will be emailed to you
- . Please do not attempt to re-register as this creates duplicate records and your menu WILL NOT BE SAVED.

FOOD SERVICE QUESTIONS

If you have any questions regarding St John the Baptist School food service, please feel free to contact: James by calling 707-294-2283

TECHNICAL SUPPORT

If you have any technical questions, please contact orderlunches.com customer support by sending an email to support@orderlunches.com or by calling the Orderlunches support line toll free 1-800-381-6511 during normal business hours, 8:00am-5:00pm Monday through Friday, Pacific Time.

Thank you for using orderlunches.com!