

INSTRUCTIONS FOR ORDERING HOT LUNCH

To place a hot lunch order:

- Login to ParentsWeb
- Click on Student Information
- Select Lunch and the current month lunch menu will display
- View hot lunch choices on the calendar, use the arrows to move between months.
- When you are ready to order**, scroll to the bottom of the calendar and click "Create Web Order" and the form for ordering will load.
- Scroll through the days and enter the quantity next to items you want to order. If you have multiple students, continue to scroll down until you have completed your order for each student. *Please keep in mind which student you are ordering for as you scroll down.* NOTE: Watch for notes at the top of each day. If we have been notified that a group will be out for lunch, there will be a notation. No changes or refunds will be made.
- When you are finished making your selections, please review your choices, scroll all the way to the bottom and click "Order Items". *It may take 30-45 seconds for the payment screen to load, please wait.*
- When the Payment screen loads, select your payment method (eCheck is preferred) and provide your account information. Click continue and then you must confirm authorization (the confirm button will display at the bottom of the page). A web order is created and payment confirmation number is provided.
- You will receive an email notification from noreply@renweb.com confirming payment. **If you do not receive a confirmation email, please email kcannon@gracetyler.org before attempting payment again.**
- Once your order is complete, you can immediately access each student's order on the calendar. Items ordered will appear with quantities and prices highlighted in blue. If you have more than one student, use the tabs at the top to view each student's order. **IF YOUR ORDER APPEARS in RED or BLACK, email kcannon@gracetyler.org to get assistance with your incomplete order.**

When lunch ordering is CLOSED, the calendar will be available but the "Create Web Order" button at the bottom of the calendar will be gone.