

RETURNING USERS (WITH NO CHANGES FROM LAST YEAR)

Welcome to Online Lunch Ordering for Lake Norman Charter School!

LNC's PTO lunch program uses [Orgs Online Software Services](#) for our lunch order program. All lunch orders must be placed and paid for online.

1. Go to <http://www.orgsonline.com>
2. Use your login name and password from last year (select "Forgot My Password" or "Get Help", if needed)
3. You will continue to receive a reminder email at the beginning and end of each ordering period if you previously answered "Yes, I want to receive email notifications." You can change or confirm your answer under "Update My Info."
4. Your student's name will still be listed in your account from last year. Do not add your returning student(s) into the system. If you don't see your student, use the "switch schools" link (if available).

Each family will have one "Family Account" for all of your students where you can place orders, view orders, view payments, update account, etc. You will use your "Family Account" to access each school using the "Switch Schools" link on the left side of the screen. The school page that you are currently under is seen in the blue box at the top of the screen.

NOTE: Each school offers different items and/or vendors on different days. All orders MUST be placed and paid for at the school your child attends.

How To Submit a Lunch Order:

1. Log into your account and select either "Online Lunch System" on the left side of the screen or "Click Here To Access The Lunch System" in the navy blue box on the dashboard (both options take you to the same place)

2. Review all information posted in the Message Board.
3. Select “Place/Edit Lunch Order” and submit a separate order for each student in your family.
4. Once you have entered in your student’s order information, you will see a “Review Order” page. (If you have students at multiple schools, you will have to “switch schools” as appropriate)
5. Review your student’s order then select the “Submit Order” button to confirm the order. You must follow the automated prompts for each order until you see the “Order Confirmation” page.
6. The “Order Confirmation” page will display on-screen after you submit each student’s order. Be sure to submit an order for all students at that school before selecting “Pay Now.”
7. Select the “Pay Now” button located at the top left of the screen once all orders at that school have been submitted and confirmed to authorize your electronic check or credit card payment.

IMPORTANT: Parents of students at multiple schools: Repeat steps 1-7 for each school. To change between schools click “Switch Schools” on the left side of the page. The school page that you are currently under is seen in the blue box at the top of the screen.

NOTE: Families with students at multiple schools will place and pay for lunch orders at each school. ALL orders must be placed and paid for by the end of each order period.