

PTO LUNCH ORDER PROGRAM

NEW FAMILIES – HOW TO SET UP AN ACCOUNT AND PLACE YOUR ORDER

We use an on-line ordering system, so the first step is to set up an account. Keep in mind, you are ordering by individual date, so you can choose when and what to order based on your child's preferences and your budget. Here is what to do:

To set up your account, first go to www.orgsonline.com.

- Under the login button, select "Create a New Account" to set up your account and choose your login information to create your Family Account. Each school (high, middle and elementary) has a separate menu but each family will have only **one** "Family Account" for all students.
- You will have school options: add your school. If you have children at more than one school, you will create a multi school set-up. Note: that you will still only have one profile (family account), it will just give you the option to switch schools for each child's order. **(The Elementary School Code is: 454LNESNCNC, Middle School is 244LNMSNCNC, and High School is 243LNHSNCNC).**
- If you have multiple children at the same school, it would be under the same order.
- Once registered, you will see a menu/dashboard - you must click on "ACCESS THE LUNCH SYSTEM," this will take you to a menu with dates and options. Simply select your menu choice(s) for each available date and follow the prompts to place your order.
- It is important that all lunch orders are placed online for each child at the school your child attends because the lunch items and vendor delivery dates are different at each school. **The name of the school is located at the top of the page once you log into the system so double check that you are in the correct school for each student ordering lunch.**

IMPORTANT: After you create your order you are **NOT** finished. You must then also "**PAY**" for your order. You can set up payment information in your profile and it will save your information for future orderings if you choose. If you forget this important last step, your order will be deleted at the end of the ordering period and no order will be officially placed.

THE LAST DAY TO ORDER HOT LUNCHES IS MONDAY, OCTOBER 26.

If you miss the order period window, then you must pack your child's lunch every day for the next period. Keep in mind, the lunch system is run entirely by volunteers. The PTO cannot accommodate requests (both adds and changes) after the deadline.

Families love this program and it's a great option to packing lunches everyday.....we would encourage everyone to give it a try!

For more information on the Lunch Program and how to set-up your OrgsOnline account/student profiles, go to: <https://www.Incharter.org/Page/249>

If you have any questions, please let us know:

High School - hslunches@Incharter.org

Middle School - mslunches@Incharter.org

Elementary School - eslunches@Incharter.org