

## Lunch Ordering Instructions

New families, or families who have never purchased lunch before, can set up an account by going to Statesville Christian School's homepage ([www.statesvillechristian.org](http://www.statesvillechristian.org)). On the homepage, select the **Parents** tab, then select **Orgs Online School Lunch System - Code 704873scs**, which will take you to the OrgsOnline page. To set up your family account, choose **Create New Account**. You will need to type in the school code on this page (**704873scs**). Set up the new account using one or two users. Click **yes** to send notifications. When finished, click review registration. If all of the information looks correct, then click complete registration. You will have to scroll down the terms and conditions to accept terms. Click **Accept**, then click record your choice. You will then see the dashboard. Now you need to register your student(s). Click on **Manage Family Members**. Click on **Add a New Student**. Next, type in your student's info then click **Update Information**. You will then see your student listed.

At this point, please immediately email Valerie Walker at [vwalker@statesvillechristian.org](mailto:vwalker@statesvillechristian.org) so that she can assign your student to the appropriate grade and lunch period. *When you email her, please let her know your child's first and last name and what grade they are in.* **You will not be able to begin ordering lunches until your student has been assigned.** Once you have received notification from her that your student is registered in the system, you can come back to this site and click on **Online Lunch System**.

Each month when you are ready to place your child's lunch order, access the menu through our school's homepage the same way as when you created an account. Once you are on the OrgsOnline page, enter your email address in the **Access My Account** box. You will enter your password on the next page and select **Sign In**. On the following page, select **Online Lunch System** (which is found in the **Lunch** box). You are finally on the page to order lunches!

After you have completed your order(s), you will be able to select **Review** to review your order(s), and then select **Submit Order**. As you enter orders, the total amount due is listed in the **Family Balance** box. When you have entered all orders, you can select **View Amount Due** to see a recap of the current order. The last step is to select the **Pay Now** option and enter payment information. **You must choose the Pay Now option to complete your order. We are unable to submit any unpaid orders to our lunch vendors.**

Lunch orders will become available around the 1st of each month and remain open approximately two weeks, with August and September being exceptions. You will receive an email when the system comes open and then a reminder email before it closes.

### A few tips to remember:

- Make sure you place one order per child
- Do not select "Pay Now" until all orders are placed
- If you encounter a login problem, use the "Get Help" option
- **No order will be accepted after the ordering period's deadline**
- Only one month is accessible during an ordering period
- Take note of all field trips and class trips! Do not order lunch for your child on those days as we cannot give credits or refunds once ordered