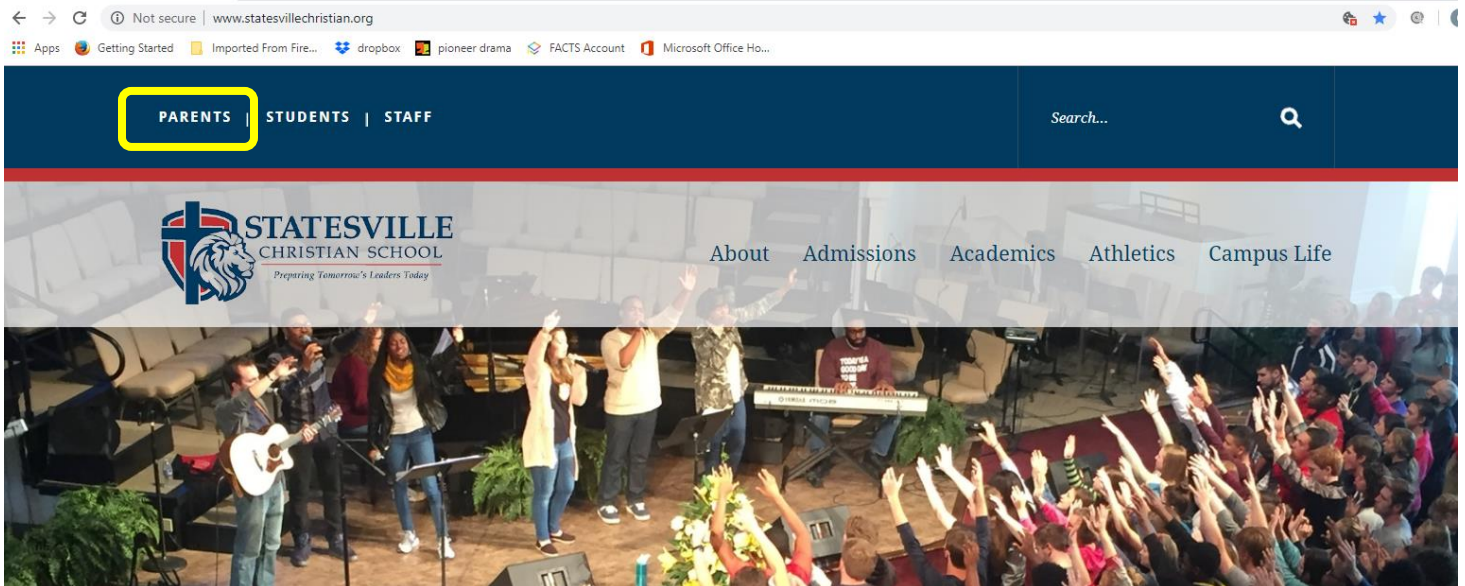
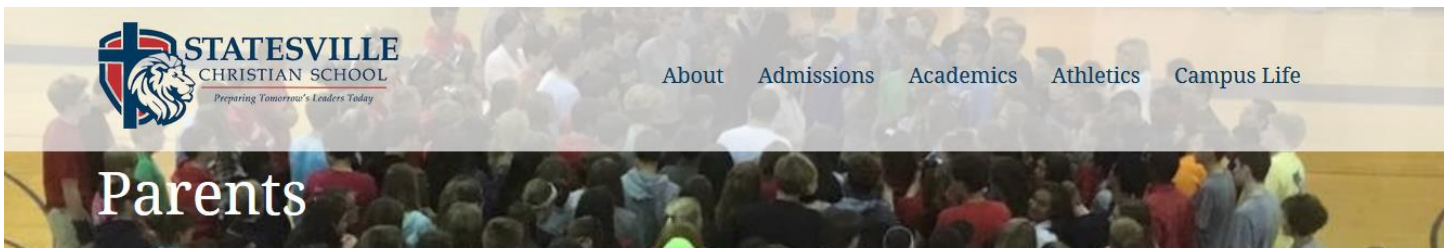


## Step-by-Step Lunch Ordering Instructions

1. Go to the school website (<http://www.statesvillechristian.org/>) and click on the Resources tab then Parent resources.



2. Click on Orgs Online School Lunch System - Code: 704873scs.



HOME > [PARENTS](#)

[ParentsWeb - District Code SV-NC](#)

[ParentsWeb Overview Video \(Password - ParentsWeb\)](#)

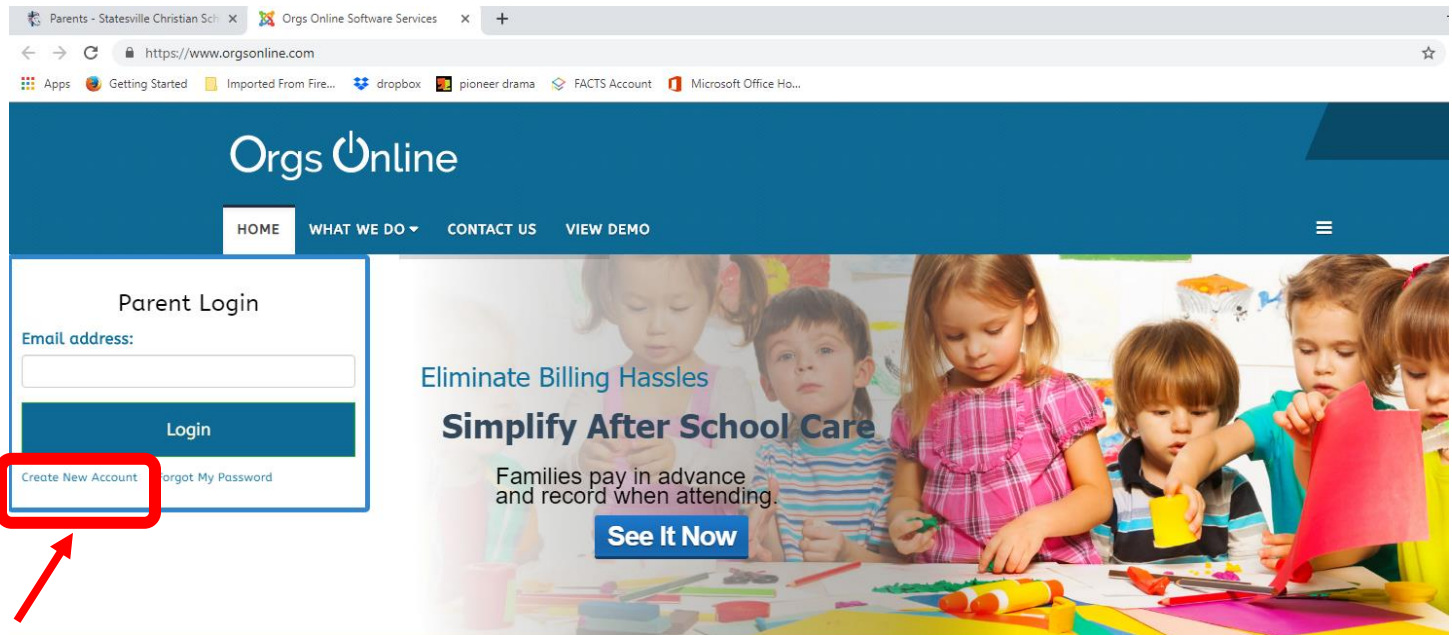
[Orgs Online School Lunch System - Code: 704873scs](#)

[Lunch Ordering Instructions](#)

[SCRIP - Code: 704873SCS](#)

## Step-by-Step Lunch Ordering Instructions

### 3. Create a new account on the Orgs Online system.



### 4. Type in the information needed to create a new account. **The school code is 704873SCS.** Then press continue.

A screenshot of the Orgs Online 'SETUP A NEW ACCOUNT' page. The page has a blue header with the Orgs Online logo. On the left is a sidebar with links: 'Login', 'Forgotten Password?', 'Setup A New Account', and 'Get Help!'. Below these links is a 'COMODO SECURE' badge. The main content area is titled 'SETUP A NEW ACCOUNT' and 'Welcome!'. It contains a form with the following fields: 'First Name' (filled with 'Larry'), 'Last Name' (filled with 'Lion'), 'Phone' (filled with '(704) 873-9511'), 'Email Address' (filled with 'carrieskennedy89@gmail.com'), and 'School Code' (filled with '704873SCS'). There is a 'What is my school code?' button next to the School Code field. At the bottom of the form is a 'Continue' button. Below the form, there is a 'Privacy Policy' link and a copyright notice: 'Copyright ©2002-2019 Orgs Online, LLC. All Rights Reserved.'

## Step-by-Step Lunch Ordering Instructions

5. Set up the new account. You can put one or two users. Click **yes** to send notifications. When finished click review registration.


Parents - Statesville Christian School x Orgs Online

https://fm.orgsonline.com/m\_newaccount.aspx

Apps Getting Started Imported From Fire... dropbox pioneer drama FACTS Account Microsoft Office Ho...

### Orgs Online<sup>®</sup>

- Login
- Forgotten Password?
- + Setup A New Account
- Get Help!



#### SETUP A NEW ACCOUNT

##### User 1 Login Information

Periodic emails containing News & Notices are issued by your school's program administrator.

You can choose not to receive these by selecting **NO** below.

If you select **NO**, you are declining to receive the emailed News & Notices sent by administrators & coordinators.

☒ Yes, I want to receive email notifications.

☐ No, I do not want to receive email notifications.

School: Statesville Christian School

User 1 First Name: Larry

User 1 Last Name: Lion

User 2 First Name: Enter Parent 2 First Name

User 2 Last Name: Enter Parent 2 Last Name

Phone Number: (704) 873-9511

State: North Carolina

Zip: 28625

Email Address: carrieskennedy89@gmail.com

Confirm Email: carrieskennedy89@gmail.com

Password: .....

Confirm Password: .....

Security Question: What is your mother's maiden name?

Security Answer: Bumgarner


☐ Create A Second User Account

[Back](#) [Review Registration](#)

6. If all the information looks correct, then click complete registration.

### Orgs Online<sup>®</sup>

- Login
- Forgotten Password?
- + Setup A New Account
- Get Help!



#### SETUP A NEW ACCOUNT

[Change Your Answers](#)

##### Account Registration

Select School: Statesville Christian School

User 1 First Name: Larry

User 1 Last Name: Lion

User 2 First Name:

User 2 Last Name:

Phone Number: 7048739511

State: North Carolina

Zip: 28625

##### User 1 Login Information

Email Address: carrieskennedy89@gmail.com

Password: 1Shaygirl

[Complete Registration](#)

[Privacy Policy](#)

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## Step-by-Step Lunch Ordering Instructions

7. You will have to scroll down the terms and conditions to accept the terms. Click Accept then click record your choice.

been declared invalid or unenforceable.

**Survival**  
This User Agreement shall benefit and be binding on the respective successors in interest, heirs, executors, administrators and assigns of Orgs Online.

**Consent to Breach Not Waiver**  
No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent is in writing issued by Orgs Online. Any consent by Orgs Online to, or waiver of, a breach, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any different or subsequent breach.

**Cumulative Remedies**  
Remedies for breach of this User Agreement are cumulative and may be exercised concurrently or separately. The exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

**Headings**  
The Section headings used herein are for convenience and reference purposes only and are not intended to define, limit or describe the scope or intent of any provision of this User Agreement and shall have no meaning or effect upon the interpretation of this User Agreement.

**Account Deactivation**  
Account activity is monitored for compliance with the Terms and Conditions of Use. In the event that nonconformity is discovered, an offending User's account will be deactivated without notice at the sole discretion of Orgs Online. If after having accessed and used Services you (the User) at some future time no longer agree to comply with the Terms and Conditions of Use, you hereby agree to immediately notify Orgs Online (by email or phone) to inform Orgs Online that you no longer accept and agree to the Terms and Conditions of Use, and upon receipt of your notice your account will be immediately deactivated and your records frozen for reference at future dates for administrative or other necessary purposes.

**Acceptance**  
By accessing and using Services, you (the User) are accepting this User Agreement and its governing Terms and Conditions of Use, you are attesting and affirming that you have read the Terms and Conditions of Use, that you understand them, and that you agree to be bound by these Terms and Conditions of Use. If you do not agree to the Terms and Conditions of Use regarding your use of this Service, you will not be permitted to use this Service.

Mark The Box Below to Accept or Reject This User Agreement Then Submit

☒ I **Accept** The Terms & Conditions of Use

☐ I **Decline** The Terms & Conditions of Use

[Record Your Choice](#)

8. You will then see the dashboard. Now you need to register your student. Click on Manage Family Members.

Orgs Online<sup>®</sup>

L. Lion

Statesville Christian School

Log Out

Dashboard

Update My Info

**Manage Family Members**

View All Users

Request Dual School

Get Help

User Agreement

Online Lunch System

COMODO

SECURE

DASHBOARD

You Are Currently Logged In To Statesville Christian School

ONLINE LUNCH SYSTEM

Balance: \$0.00

Click Here To Access The Lunch System →

Select your service from the menu on the left side of the screen

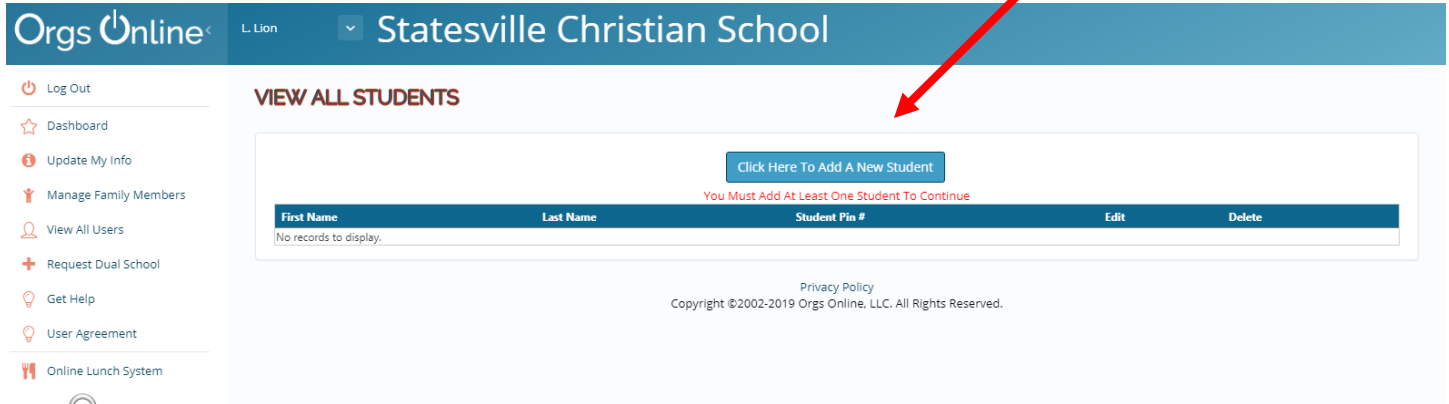
Your active services are listed in the space below

Privacy Policy

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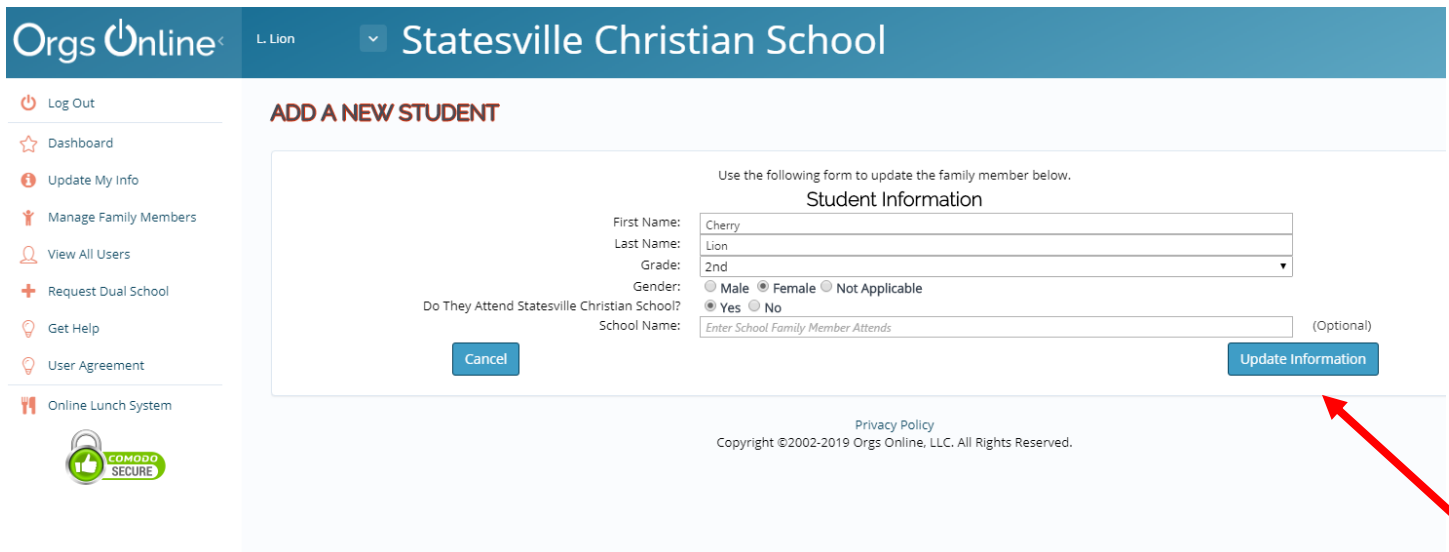
## Step-by-Step Lunch Ordering Instructions

9. Click on Add a new Student.



The screenshot shows the 'VIEW ALL STUDENTS' page. A red arrow points to a button labeled 'Click Here To Add A New Student.' Below this button is a red error message: 'You Must Add At Least One Student To Continue'. Below the error message is a table with the following headers: 'First Name', 'Last Name', 'Student Pin #', 'Edit', and 'Delete'. The table body contains the text 'No records to display.' At the bottom of the page, there is a 'Privacy Policy' link and a copyright notice: 'Copyright ©2002-2019 Orgs Online, LLC. All Rights Reserved.'

10. Next, type in your student's info. Then click Update Information.



The screenshot shows the 'ADD A NEW STUDENT' form. The form is titled 'Student Information' and contains the following fields: 'First Name' (Cherry), 'Last Name' (Lion), 'Grade' (2nd), 'Gender' (Male, Female, Not Applicable), 'Do They Attend Statesville Christian School?' (Yes, No), and 'School Name' (Enter School Family Member Attends). There are 'Cancel' and 'Update Information' buttons. A red arrow points to the 'Update Information' button. At the bottom of the page, there is a 'Privacy Policy' link and a copyright notice: 'Copyright ©2002-2019 Orgs Online, LLC. All Rights Reserved.'



## Step-by-Step Lunch Ordering Instructions

11. You will then see your student listed. **At this point, you will need to contact Jessica Shea to assign your student to the correct age group before you can go on with your order.** Email her at [jshea@statesvillechristian.org](mailto:jshea@statesvillechristian.org) and include in your email the students name, and grade. **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.**

Orgs Online<sup>®</sup> L. Lion Statesville Christian School

Log Out Dashboard Update My Info Manage Family Members View All Users Request Dual School Get Help User Agreement

**Online Lunch System**

VIEW ALL STUDENTS

Click Here To Add A New Student

First Name	Last Name	Student Pin #	Edit	Delete
Cherry	Lion			

Privacy Policy  
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12. Click Place/Edit order

Orgs Online<sup>®</sup> L. Lion Statesville Christian School

Current Balance \$0.00 Current Credit  
Pay Now

Log Out Family Manager Dashboard Place/Edit Lunch Order

DASHBOARD

My Lunch Accounts  
My Current Balance:\$0.00

Order Form	Ordering Start	Ordering End	
August Lunch Order	7/22/2019	8/7/2019	Place/Edit Order

Message Board

13. Choose the correct student from the drop-down menu that you want to order for. You can only do one student at a time. Then click Start Order.

Orgs Online<sup>®</sup> L. Lion Statesville Christian School

Current Balance \$0.00 Current Credit  
Pay Now

Log Out Family Manager Dashboard Place/Edit Lunch Order View Amount Due

SELECT YOUR STUDENT

Selected Form: August Lunch Order  
Student: Cherry Lion

Start Order

Privacy Policy  
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## Step-by-Step Lunch Ordering Instructions

14. Now you will see your child's lunches for each available to order. Enter the quantity for each item you need. If you are wanting a salad, you must enter a quantity for the salad, and then the dressing order will show up. Make sure to choose your dressing before completing the order.

Orgs Online<sup>®</sup>
L. Lion
Statesville Christian School

Current Balance  
\$0.00 Current Credit  
Pay Now

Log Out  
Family Manager  
Dashboard  
Place/Edit Lunch Order  
View Amount Due  
View Payments  
View Orders  
Orders On Hold  
Emergency Lunches  
Print Orders by Family  
Print Orders by Student  
Get Help

ORDER FORM: AUGUST LUNCH ORDER  
STUDENT: CHERRY LION

8/15/2019 Thursday - Rice Fun (1)		Price	Quantity
<b>Main Entree</b>			
Groucho's Angel Salad - fresh turkey on top of a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="Enter Quantity"/>	
<b>Dressing</b>			
Groucho's Just Cheese - green salad with 4 oz. of assorted cheese bites	\$6.25	<input type="text" value="Enter Quantity"/>	
<b>Dressing</b>			
Groucho's My Wife's Salad Bowl - piles of fresh ham, turkey, bacon, cheddar, & cubed cheese served on a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="1"/>	
<b>Dressing</b>			
<input checked="" type="checkbox"/> Ranch - \$0.00			
<input type="checkbox"/> Italian - \$0.00			
<input type="checkbox"/> "45" - \$0.00			
<input type="checkbox"/> Fat Free "95" - \$0.00			
<input type="checkbox"/> Honey Mustard - \$0.00			
8/16/2019 Friday - PTF Pizza 1		Price	Quantity
<b>Main Entree</b>			
Groucho's Angel Salad - fresh turkey on top of a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="Enter Quantity"/>	
<b>Dressing</b>			
Groucho's Just Cheese - green salad with 4 oz. of assorted cheese bites	\$6.25	<input type="text" value="Enter Quantity"/>	
<b>Dressing</b>			

15. Once you have selected all your lunch choices, scroll to the bottom, and click Place Order.

☐ Fat Free "95" - \$0.00  
☐ Honey Mustard - \$0.00

Groucho's Feta Salad - bed of lettuce, tomato, & cucumber topped with 4 oz feta cheese	\$6.25	<input type="text" value="Enter Quantity"/>
<b>Dressing</b>		
Groucho's My Wife's Salad Bowl - piles of fresh ham, turkey, bacon, cheddar, & cubed cheese served on a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="Enter Quantity"/>
<b>Dressing</b>		
8/30/2019 Friday - PTF Pizza 3		Price
<b>Main Entree</b>		Quantity
Groucho's Angel Salad - fresh turkey on top of a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="Enter Quantity"/>
<b>Dressing</b>		
Groucho's Feta Salad - bed of lettuce, tomato, & cucumber topped with 4 oz feta cheese	\$6.25	<input type="text" value="Enter Quantity"/>
<b>Dressing</b>		
Groucho's My Wife's Salad Bowl - piles of fresh ham, turkey, bacon, cheddar, & cubed cheese served on a bed of lettuce, tomato, & cucumber	\$6.25	<input type="text" value="Enter Quantity"/>
<b>Dressing</b>		

Cancel
Place Order

## Step-by-Step Lunch Ordering Instructions

16. If you have another student to order for, click Place a New Order. If you are finished, then click Pay Now.

**Orgs Online < Statesville Christian School**

**YOUR ORDER HAS BEEN SUBMITTED**

An Order Was Received But Is On-Hold Pending Payment  
Orders On-Hold Will NOT Be Served Unless Payment Is Received By The Order Due Date

To Submit Payment Click The PAY NOW link At The Top Of The Screen  
After Payment Is Submitted The Order Will Be Released For Serving

[Click Here To Submit Payment](#)

Order Form: August Lunch Order  
Student: Cherry Lion  
Total: \$27.75  
Date Placed: 7/22/2019 11:35:34 AM

An Order Confirmation has been sent to your email address.  
Student: Cherry Lion

Date	Item	Price	Quantity	Choices	Total
8/15/2019	Groucho's MWSB	\$6.25	1	Ranch	\$6.25
8/20/2019	Chips and Queso	\$2.75	1		\$2.75
8/23/2019	Groucho's Just Bacon	\$6.25	1		\$6.25
8/28/2019	Groucho's MWSB	\$6.25	1		\$6.25
8/29/2019	Groucho's Angel Salad	\$6.25	1		\$6.25
	<b>Total:</b>				<b>\$27.75</b>

**Total Amount Due: \$27.75**

However, payment must be authorized before orders are filled.

[Print Order](#) [Change Order](#) [Place A New Order](#)

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17. You must pay for the order for it to go through the system. Click on Pay with Electronic Check. ***Make sure that you have placed an order for each of your students before you pay so that you will only be charged one processing fee.***

**Orgs Online < Statesville Christian School (Online Lunch System)**

**ONLINE PAYMENT SYSTEM**

SELECT YOUR PAYMENT METHOD


You can pay your bill online using your checking account.

[Pay With Electronic Check](#)  
This payment method is just like writing a check! All you need is your bank routing number and account number



## Step-by-Step Lunch Ordering Instructions

18. Type in your bank account information the first time you use the system. Once you have entered it, you can save the account and use it for the rest of the year. Make sure you pay the full amount before submitting your order. Once your information is typed in, click next. Follow the prompts to complete your order.

 < Statesville Christian School (Online Lunch System)

Current Balance  
\$27.75 Current Balance

Log Out

Return

ONLINE PAYMENT SYSTEM

PAY BY ELECTRONIC CHECK

Make a payment from your bank account. Simply select a bank account that you have previously used, or use another account and fill in the bank account information below.  
Note: Payments made using invalid bank information will be charged a returned check fee.

Current Balance: \$27.75

☒ Pay Full Amount \$27.75

ENTER YOUR BANK INFORMATION

☐ Use A Saved Account

Click The Green Plus Sign Below to use a saved account.

☒ Use Another Bank Account

Account Type: Checking

Nickname

First Name

Last Name

Address

City

Zip Code

If you have any other questions, please contact the office at 704-873-9511 or email Jessica Shea ([jshea@statesvillechristian.org](mailto:jshea@statesvillechristian.org)) for further help.

Lunch orders will become available around the 1<sup>st</sup> of each month and remain open for 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