

# Placing Orders Through ParentsWeb

## No headers

Parents can log into ParentsWeb and order lunch for their students. As soon as their order is submitted through ParentsWeb, it displays in RenWeb. If the order is changed in RenWeb, the change is immediately reflected on ParentsWeb.

1. After logging into ParentsWeb, expand the **Student Information** menu.
2. Click **Lunch**.  
A calendar displays indicating the items that the parent may order for his or her students.

**Lunch Menu For: Alexandria**

< June, 2010 >						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Meat loaf, Green beans, Mashed potatoes (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Bean Fingers, Green Beans, Mashed Potatoes (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Hamburger, Fries, Apple sauce (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Orange Chicken, Rice, Beans, Vegetables (\$5.00)	
6	7	8	9	10	11	12
Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Fajitas, Rice, Beans, Fruit (\$5.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Baked Chicken, Mashed Potatoes, Green beans (\$5.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Chicken Salad, Sandwich, Chips, Jelly (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Turkey Club, Chips, Fruit cup (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Fish Sticks, Tater Tot, Beans, Macaroni and Cheese, Orange (\$4.00)		
13	14	15	16	17	18	19
Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Meat loaf, Green beans, Mashed potatoes (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Meat loaf, Green beans, Mashed potatoes (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Hamburger, Fries, Apple sauce (\$4.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Orange Chicken, Rice, Mixed Vegetables (\$5.00)	Hot lunch (\$4.00) Breakfast (\$3.00) Drink (\$0.75) Snack (\$1.00) Pizza, Green Beans, Salad (\$4.00)		

3. Click **Create Web Order** to enter the lunch orders for the student.  
The dates for which the parent may order are displayed, listing menu items and price.
4. Type the number of items to order for the student in the **QTY** (quantity) column.  
The **Total** column displays the cost.
5. The **Grand Total** is listed at the bottom.
6. Click **Order Items**.

**Lunch**

Item	Price	QTY	Total
<b>Sub Total for Wednesday 07/28/2010</b>			
0.00			
<b>Lunch Items for Thursday 07/29/2010</b>			
Breakfast	3.00	1	3.00
Drink	0.75	1	0.75
Hot lunch	4.00	0	0.00
Snack	1.00	1	1.00
Chicken Sandwich, Fries, Fruit cup	4.00	0	0.00
<b>Sub Total for Thursday 07/29/2010</b>			
4.75			
<b>Lunch Items for Friday 07/30/2010</b>			
Breakfast	3.00	1	3.00
Drink	0.75	1	0.75
Hot lunch	4.00	0	0.00
Snack	1.00	0	0.00
Pizza, Green Beans, Salad	4.00	1	4.00
<b>Sub Total for Friday 07/30/2010</b>			
7.75			
<b>Total for Alexandria:</b>			
12.50			

Note: Cannot order for Steve at this time due to differences in payment processing for this student's school. Order Separately for this student.

Grand Total 12.50  
Order Items

Welcome Back:  
Bob Wilbers

Logout

School Information

Student Information

Family Information



Family Home

Family Profile

Family Billing

Re-enrollment

Change Password



## Family Billing

Enter the amount you wish to pay into each appropriate fiscal year/accounting system and select Pay Now button at the bottom.

Accounting System	Fiscal Year	Balance	Payment Amount
Lunch	2009-2010	\$43.00	\$ 1
Tuition	2009-2010	\$1,500.00	\$ 1
Total		\$1,543.00	

A negative amount indicates a credit

Pay Now