

Pre-order Lunch Online} Step-by-Step Instructions

These instructions will explain how to pre-order meals online from a parent/guardian account.

Step 1: Sign in to your parent account.

Step 2: Scroll to the bottom of your Home screen (underneath your finance balances). The dates that have been opened for pre-ordering will appear as buttons. Click on a date to place an order for that day.

Step 3: Place a check mark for any menu item that you wish to order for your child/children.

Step 4: Once the menu items have been selected, click the Submit Order button.

Step 5: If an order has been placed, the button for that day will now display the total amount due.

(Sample Pre-order Buttons)

Dates open for lunch preorders.				
Tue 07/22/2014 0=\$0	Wed 07/23/2014 0=\$0	Thu 07/24/2014 0=\$0	Fri 07/25/2014 0=\$0	Mon 07/28/2014 0=\$0
Tue 07/29/2014 0=\$0	Wed 07/30/2014 0=\$0	Thu 07/31/2014 0=\$0		

Step #2

(Sample Pre-order Form)

07/28/2014 (future date - pre-orders)	Baked chicken, corn, apple slices, roll, salad bar, cookie milk					Order cost	Special Orders
	▼ Chicken caesar salad, carrot sticks, bananas, roll, fruit bar, cake						
	▼▼ Personal pan pizza, lemon green beans, fruit salad, roll, salad bar, brownie						
	▼▼ ▼ milk						
	▼▼ ▼ Juice						
	▼▼	▼	▼	▼	▼		
Bill Jordan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	Step #3
Nancy Jordan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	
Mrs. Hellen Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	

Step #3

Submit order for Monday 07/28/2014

Step #4

Dates open for lunch preorders.				
Tue 07/22/2014 0=\$0	Wed 07/23/2014 0=\$0	Thu 07/24/2014 0=\$0	Fri 07/25/2014 0=\$0	Mon 07/28/2014 2=\$5.80
Tue 07/29/2014 0=\$0	Wed 07/30/2014 0=\$0	Thu 07/31/2014 0=\$0		

Step #5

Please Note:

- If you would like to change an order or remove an order, click on the button for the day that you would like to change. When the ordering form appears, make any changes to the order by removing or adding check marks. Click 'Submit Order' again to complete the change process.
- If a specific day is not clickable, it is because the school has locked the pre-orders and no changes can be made online.

Thank you for using FastDirect to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

Sincerely,
The FastDirect Team