



## Purchase School Lunches Online

*Ordering lunches has never been easier!*

**Cologne Academy** has partnered with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

**Registration and Ordering starts on: August 16th- August 23<sup>rd</sup> 2016**

### Important Note Before You Begin:

**IF you are eligible for free or reduced meals**, register first & **do not add items to your shopping cart**. Please email [ckerber@cologneacademy.org](mailto:ckerber@cologneacademy.org) so your status can be updated. Once your status is updated you will receive a confirmation email and can begin ordering.

### GET STARTED

#### New Parents

1. **Go To:** [www.orderlunches.com](http://www.orderlunches.com) - (please bookmark this page)
2. **Click on Register:** Password is: **cologne227**, add account, profile(s) information
3. **Sign In** - Welcome page displays with Program Info (Order Schedule, Rules etc.)
4. Click Order at Top of Nav Bar & go to: August/September
5. Click the Order link on the calendar to begin –First Date is: August 30th
6. Check out & pay – Please be sure to complete the check-out process. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.

#### Returning Parents

1. **Go To:** [www.orderlunches.com](http://www.orderlunches.com) - (please bookmark this page)
2. Sign In with your username & password. If you forgot your user/password please contact orderlunches before making a new account.
3. Choose student that needs location, add their grade for the new school year & click "update profile"
4. If a student has graduated, select their name & click "remove profile"
5. Once all profiles are updated – Click on the Order link to begin ordering.

### QUESTIONS

**FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations):** email [ckerber@cologneacademy.org](mailto:ckerber@cologneacademy.org) or call 952-466-2276 and they'll get back to you right away.



**TECHNICAL SUPPORT (help navigating the site):** email [support@orderlunches.com](mailto:support@orderlunches.com).

**PAYMENT INFORMATION** The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover or Personal Check.

**Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

**Check Payments** Make checks payable to: **Cologne Academy** and send to **the main office with your student**.

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- **Changes or additional orders:** You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment is recorded, you will be able to order/make changes providing the ordering period is still open.

**ANNUAL REGISTRATION FEE:** A \$15.00 fee is charged with your first only so that we can offer our lunch program online.

*Thank you for participating in our school lunch program!*