

Boonli Quickstart Guide

Cologne Academy has partnered with BOONLI to provide a secure, fast and easy-to-use online ordering system that allows parents and guardians to order lunches, pay for school fees, activities & more.

If you are a new family, create a new account at Boonli.com. Our school password is **cologne227**

Returning families do not need to create a new account. Simply login to your account and update your student profiles.

Update Profiles

Profiles need to be updated to reflect this year's teacher/grade assignment.

To update existing profiles:

- click on the 3 white lines in upper left corner
- Select **"My Account"** and then **"User Profiles"**
- When finished click **"Update Profile"**
- Select Grade/Teacher assignment from "location" dropdown menu
- Click Update
- Repeat for any additional profiles, if necessary
- Middle School Students should select their grade, not a teacher

If you have a profile that you wish to remove:

- Click on profile name in the right column to activate profile
- Click Remove Profile

User Profiles

User profiles are required to allow you to order for one or more individuals. To modify a profile, click on the name from the profile list.

If a user profile is no longer needed AND no orders have been placed, you may remove the profile.

YOUR USER PROFILES
Click name to select profile

One or more profiles below need a location before orders can be placed.

Sean Cooke (Need location)

User Profiles

First Name

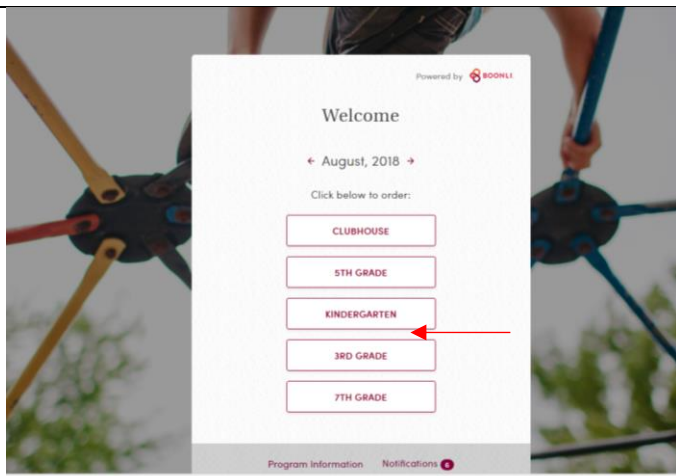
Last Name

Location

Birth Date (optional)

ORDERING

Cologne Academy Fees



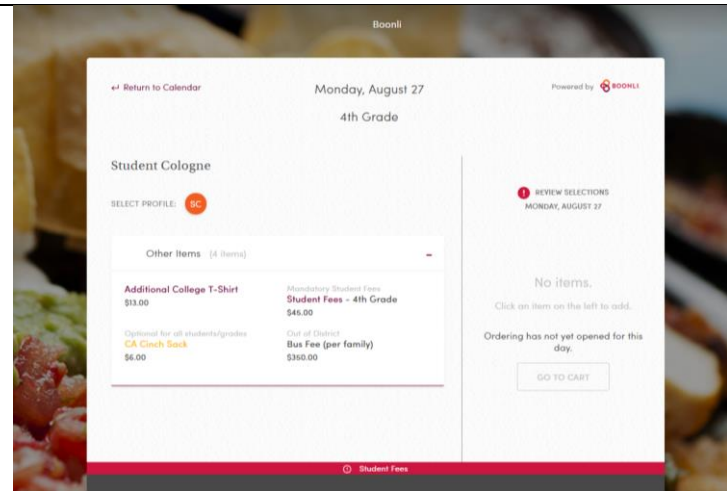
Making choices is even easier

The new welcome menu makes it easy to find just what you're looking for.

Click your MENU selection to start ordering!

To order and pay for T-Shirts, PE Clothes, Technology Fees, CA Cinch Sacks, and Bus Fees:

- Click **your child's grade Student Fees**
- Click Gym Uniform options (grades 5-8)



- Click on the item name to select
 - Selections will be added to the order overview column on the right
 - To order more than one of a single item, adjust the QTY in the right column
 - Once you have made all of your selections, click Add to Cart
 - If you have more than 1 child, the next screen will ask if you would like to copy these selections. Click any appropriate boxes
 - If you are ready to check out, click on your cart
- OR
- You can now go back to the home page and click on the Lunch menus to continue ordering

Fee Checklist 2018-2019

Grades K-3	Student Fees Includes College T-Shirt, Technology & Paper Fees	\$50 per student
Grades 4-8	Student Fees Includes College T-shirt, Technology & Paper Fees & CA Planner	\$55 per student
Grades 5-8	Phys. Ed. Uniform Shirt:	\$15 per student
Grades 5-8	Phys. Ed. Uniform Shorts:	\$15 per student
Optional	CA Cinch Sack	\$6 each
Optional	Additional College T-Shirt	\$15 each
Out of District	Bus Fee To find your district, see: http://pollfinder.sos.state.mn.us/ *There is no charge for families that reside within District 108 Boundaries with the exception of the Village of Cologne Neighborhood. Contact the office if would like busing in the Village Neighborhood (\$180 per family)	\$360 per family

Lunches

Lunch Ordering will open on August 15



New format makes it easy to view daily activity

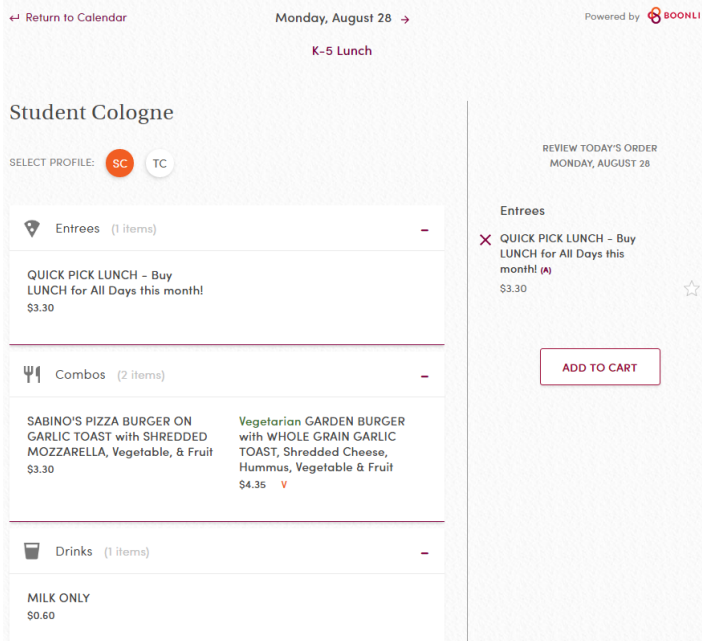
- Any white circles you see means you can place an order, or make edits to that day.
- A grey circle means you can no longer place an order for that day since the ordering period has passed.

Color-Coded for Ease

- All blue dots show you at-a-glance how many items are in your cart.
- All red dots show important notifications such as a holiday/day off
- Orange dots show total numbers of users with an order that day.

To view all items being offered for the month, click on "Menu at a Glance in the upper left

To view **your orders** in a calendar view, click "View/print Orders? In the upper left



- Click on a date to display menu
- Click on the item name to select
- Selections will be added to the order overview column on the right

COPY option – to copy your selection to all days offered in the menu cycle:

- Once the item has been selected and added to the overview column on the right, click the gray star
- Once all items have been added, click Add to Cart

If you have more than 1 child:

- The next screen will ask if you would like to copy these selections. Click any appropriate boxes
- If you would like to order something different for your other child(ren), click on their initial bubble toward the upper left to change profiles

← Continue Ordering Powered by BOONLI

Your Cart

Please review your order.

Student Cologne Remove All

Cologne Academy Fees (2 items) -

MONDAY, AUGUST 28 \$26.00

Mandatory All Grades
College T-Shirt - YM (10-12) (A) Edit Remove

Mandatory: Grades 5-8
Physical Ed. T-Shirt - YL (14-16) (A)

K-5 Lunch (24 items) -

MONDAY, AUGUST 28 \$3.30

QUICK PICK LUNCH - Buy LUNCH for All Days this month! (A) Edit Remove

TUESDAY, AUGUST 29 \$3.30

QUICK PICK LUNCH - Buy LUNCH for All Days this month! (A) Edit Remove

ORDER TOTAL

Order Subtotal: \$105.20

Total: \$105.20

CHECKOUT

Once you are ready to checkout, click on your cart in the upper right.

- A complete overview is displayed
- Make any adjustments, if necessary
- Click Checkout

← Return to Cart Powered by BOONLI

Confirm Order

Select Payment Method

New Credit Card

Non-card Payment

Non-card Payment Details

IMPORTANT! Please be sure all items have been added to your cart for all users. You will be unable to place another order until your payment has been received by your program administrator.

Make Paper Check Payable to: Cologne Academy and send to school office

Enter Payment Type:

ORDER SUMMARY

Order Subtotal: \$105.20

Total: \$105.20

PAY \$105.20

- Select your payment type
- If you select Credit Card, you will have the option to save your credit card to your profile for your future purchases
- If you would like to pay by check, select Non-card payment
 - Note: if paying by check/cash, your order will be submitted. **However, you will not be able to place another order until your payment has been received by the school**
- A confirmation page will display and an email confirmation is sent immediately

Parent Cologne

Account Sign Out

Home

Order History

Edit/View Profiles

Program Information

Help

What's New

Demo Boonli Beta

Powered by BOONLI

Order History

Parent Cologne (Generated 09/18/2017)

Order ID	Transaction Date	Payment Type	Status	Order Details	Total
292431-1004	08/07/2017 10:16 AM PDT	Credit	Processed	View	-\$6.75
292431-1003	08/07/2017 10:14 AM PDT	None	Processed	View	\$0.00
292431-1002	08/07/2017 10:14 AM PDT	Credit	Processed	View	-\$4.25
292431-1001	08/07/2017 10:13 AM PDT	Visa	Paid	View	\$72.50

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You can always view your confirmation in your Order History

- Click on the 3-bar menu in the upper left