HOW TO ORDER LUNCH

IMPORTANT NOTE: You MUST be logged in as the PARENT to order lunch

- To order lunch in the Renweb Home App:
  - Log in
  - Select the "Student" section.
  - If you have multiple children, select the correct student at the bottom of the screen above the icons.
  - Select "Lunch"
  - Click on the correct day on the calendar and click which lunch item you want to order.
  - If you click next, you are taken through the days of the week and you can place multiple day's orders. If you are only ordering for one day, you are finished at this point and you may logout.
  - Return to the home screen and go back to the student section and select another student and begin the process again for your other child(ren) if necessary.

- To order lunch on Parents Web (https://nc-ga.client.renweb.com)
  - Log in
  - Select "Student Information" from the left hand side directory.
  - Select "Lunch" from the left hand side directory.
  - Select the correct student from tabs at the top.
  - Click the "Create Web Order" Button
  - Find the item you want to order and change the quantity to one.
    As you scroll down this list, several days are available to order, and each of your students are listed separately.
  - Scroll down to the bottom and click "Order Items"

- To Modify a Lunch Order
  - An order can be changed any time before the actual day the item is served.
  - Once in Facts → Student → Lunch, click "Create a New Web Order" in order to access your existing order.
  - From there, you can make corrections and resubmit the entire order.
  - This process will NOT duplicate the former order or payment. The new order will simply REPLACE the previous order.