



## SCS Lunch Ordering Now Online!

We are happy to introduce our online lunch ordering program for the 2017-18 school year. The lunch menu is now available through RenWeb, with orders and payments being made electronically from the RenWeb website or smartphone app. Ordering online is easy! **See the instructions below for more information.**

**Note: Elementary and Middle School lunches must be ordered by noon the day before the desired date.** High School students may purchase lunch during their lunch period, but must use funds from their online account. Please note that cash sales will no longer be accepted in the lunchroom. Deposits to lunch accounts can be made online via RenWeb or by check or cash delivered to the Front Desk or Business Office. Payments are no longer accepted in the lunch line for either purchases or payments on account.

### ELEMENTARY SCHOOL

All lunches must be pre-ordered for elementary students as usual, but are now ordered and paid online through RenWeb. No paper menus will be distributed. Milk tickets can be purchased at the front desk as in the past.

*See instructions below for the ordering process.*

### MIDDLE SCHOOL

All lunches must be pre-ordered for middle school students as usual, but are now ordered and paid online through RenWeb. No paper menus will be distributed. Middle school students may also purchase snacks and drinks during lunch as usual. However, in order to make "point of sale" purchases in the lunchroom, students will need to have a prepaid credit in their lunch account. Cash is no longer accepted for purchases.

*Pre-ordering meals and adding funds to lunch accounts are separate processes in RenWeb. See instructions below for how to pre-order meals and how to add funds on account.*

### HIGH SCHOOL

Pre-ordering lunches is welcomed, but optional for high school students. All pre-orders are now ordered and paid online through RenWeb. No paper menus will be distributed. High school students may purchase lunches, snacks, and drinks during their lunch period as usual. However, in order to make "point of sale" purchases in the lunchroom, students will need to have a prepaid credit in their lunch account. Cash is no longer accepted for purchases, but deposits may be made at the front desk or in the business office via cash or checks.

*Pre-ordering meals and adding funds to lunch accounts are separate processes in RenWeb. See instructions below for how to pre-order meals and how to add funds on account.*

*See step-by-step instructions on next page >*

## HOW TO PRE-ORDER MEALS

### Ordering Via RenWeb Website

1. Login to your RenWeb account ([click here for login help](#))
2. Go to "**Student Information**" section and click "**Lunch**"
3. Dropdown the "**Time Frame**" box and change it to "**Month**" (*optional*)
4. Click "**Create Web Order**" button
5. **Indicate Quantity "1"** for each item you wish to order. (*Your children will be listed oldest to youngest, just keep scrolling down to past the last day of the month to see your next child.*)
6. At the bottom of the page, click "**Order Items**"
7. Fill in your **credit/debit card or bank account** information and click "**Submit**"

### Ordering Via RenWeb App

1. Login to the RenWeb app
2. Go to "**Student**" section and tap "**Lunch**" Select the **first day of the month** to view the menu options
3. **Tap each item** you wish to order. (*Your children will be listed oldest to youngest, just keep scrolling down to past the last day of the month to see your next child.*)
4. Select "**Done**" in the upper left corner
5. Select "**Pay Now**"
6. Fill in your **credit/debit card or bank account** information and click "**Submit**"

## HOW TO ADD FUNDS TO LUNCH ACCOUNT REGISTER

This is only for "Point of Sale" purchases for middle & high school students.

### Adding Funds via RenWeb Website

1. Login to your RenWeb account. ([click here for login help](#))
2. Go to "**Family Information**" section and click "**Family Billing**"
3. Click "**Pay Now**"
4. **Enter the dollar amount** you wish to add to the account.
5. Click "**Pay Now**"
6. Fill in your **credit/debit card or bank account** information and click "**Submit**"

### Adding Funds via RenWeb App

1. Login to your RenWeb app
2. Go to "**Family**" section and click "**Accounting**"
3. Select "**Make Payment**"
4. Tap "**Amount**" and **enter the dollar amount** you wish to add to the account.
5. Select "**Done**"
6. Select "**Pay Now**"
7. Fill in your **credit/debit card or bank account** information and click "**Submit**"

Note: Funds are added to a family account shared by all siblings. They cannot be split into separate student accounts. Lunch entrees are \$3.50, meals are \$4.50 and snacks and drinks range from \$.50 to \$1.25.