

# How to Pre-Order

Step 1. Log into your account. [School Payment Portal](#)

Step 2. There will be a new button to pre-order the meals. Click on Meal Pre-Order then Select Meals to the left of the student(s) name.

Step 3. Select the date and meal selection from a drop down menu. "Complete Meal" is what is posted on the menu. [School Lunch Menu](#). Vegetarian Menu Coming soon.

Step 4. Click Save.

Please referer to the images below to guide you.

## Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

Meal Pre-Order

## Student Pre-Order

The ability to pre-order meals is available for the students listed below.

LastName	
<a href="#">Select Meals</a>	██████████

### Meal Pre-Order Selections

Select the meal for each day you wish to pre-order for this student and click the **Save Selections** button at the bottom right of this page. Click the **Cancel** button to keep your existing selections and not make any changes.

Name: [REDACTED]

Date	Meal Selection
10/02/2017	No Selection <input type="button" value="v"/>
10/03/2017	No Selection <input type="button" value="v"/>
10/04/2017	No Selection <input type="button" value="v"/>
10/05/2017	No Selection <input type="button" value="v"/>
10/06/2017	No Selection <input type="button" value="v"/>

Date	Meal Selection
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10/02/2017	<div style="border: 1px solid black; padding: 5px;"><p>No Selection</p><p>Complete Meal</p><p>Teacher Complete Meal</p><p>Vegetarian Lunch</p></div>
10/03/2017	
10/04/2017	No Selection <input type="button" value="v"/>
10/05/2017	No Selection <input type="button" value="v"/>
10/06/2017	No Selection <input type="button" value="v"/>

When they are finished with the meal selections they need to click on the Save Selections button at the lower right of the page.

12/21/2017 No Selection

Cancel

Save Selections