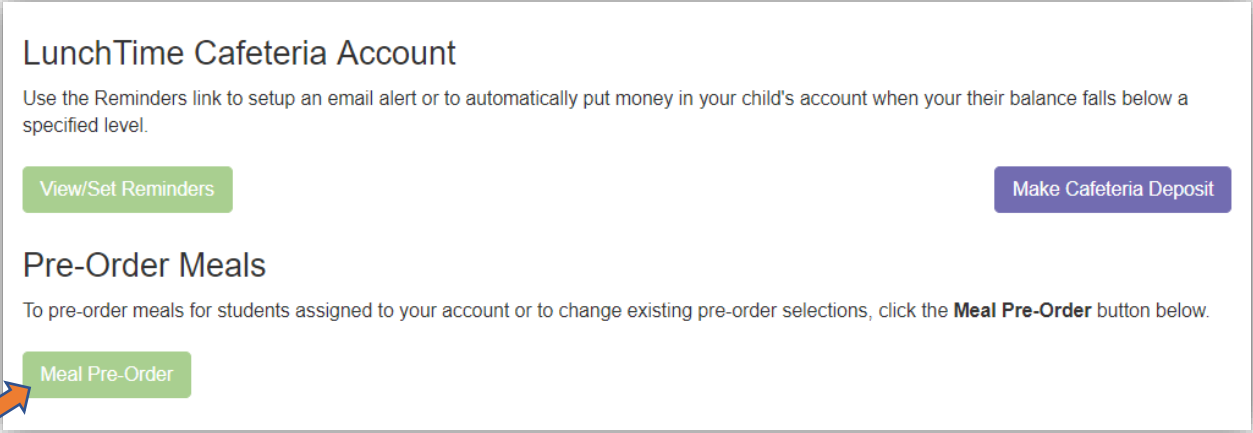


Parent's Guide to Pre-Order

Once you have logged into the payment portal, you will click on the **Meal Pre-Order** button



LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#) [Make Cafeteria Deposit](#)

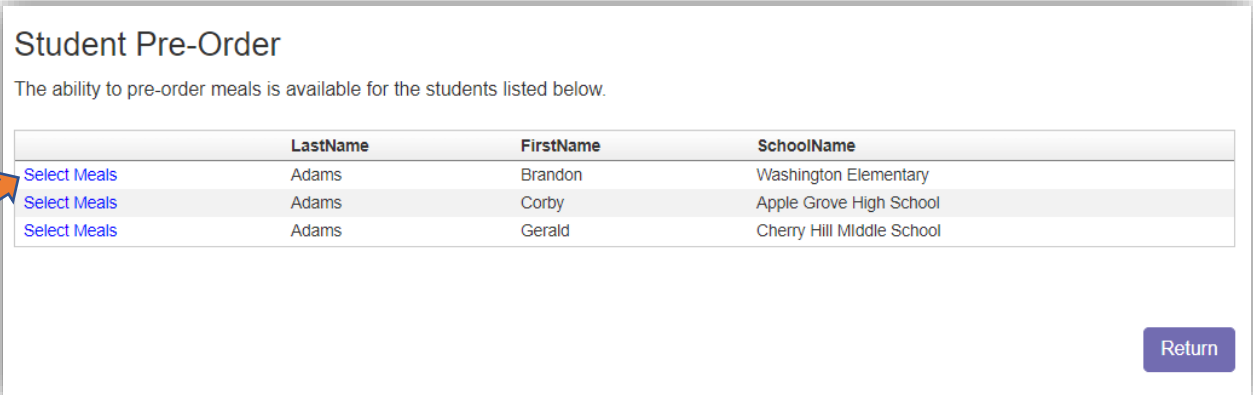
Pre-Order Meals

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](#)

You will need to repeat steps 1-4 for each student on the account:

1. Click on **Select Meals** to proceed to the selections window.



Student Pre-Order

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

	LastName	FirstName	SchoolName
Select Meals	Adams	Brandon	Washington Elementary
Select Meals	Adams	Corby	Apple Grove High School
Select Meals	Adams	Gerald	Cherry Hill Middle School

[Return](#)

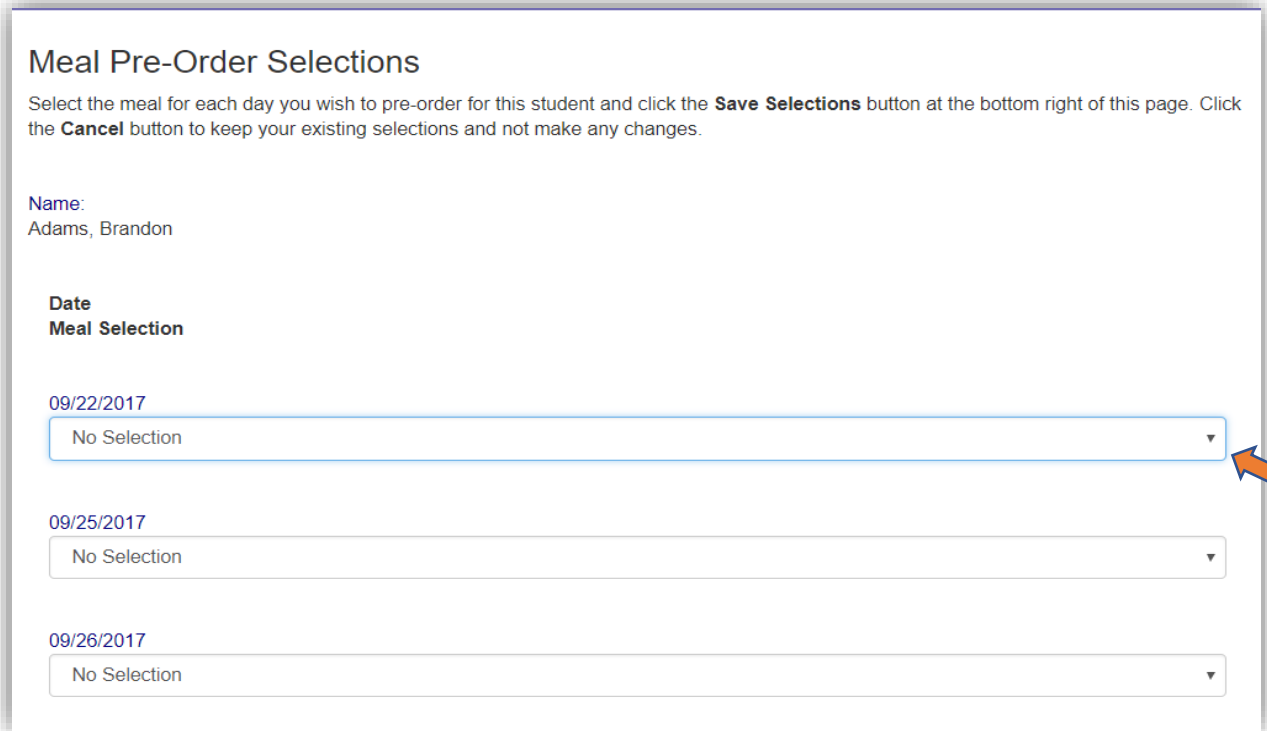
2. Click the dropdown list under each date

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:
Adams, Brandon

Date	Meal Selection
09/22/2017	No Selection
09/25/2017	No Selection
09/26/2017	No Selection



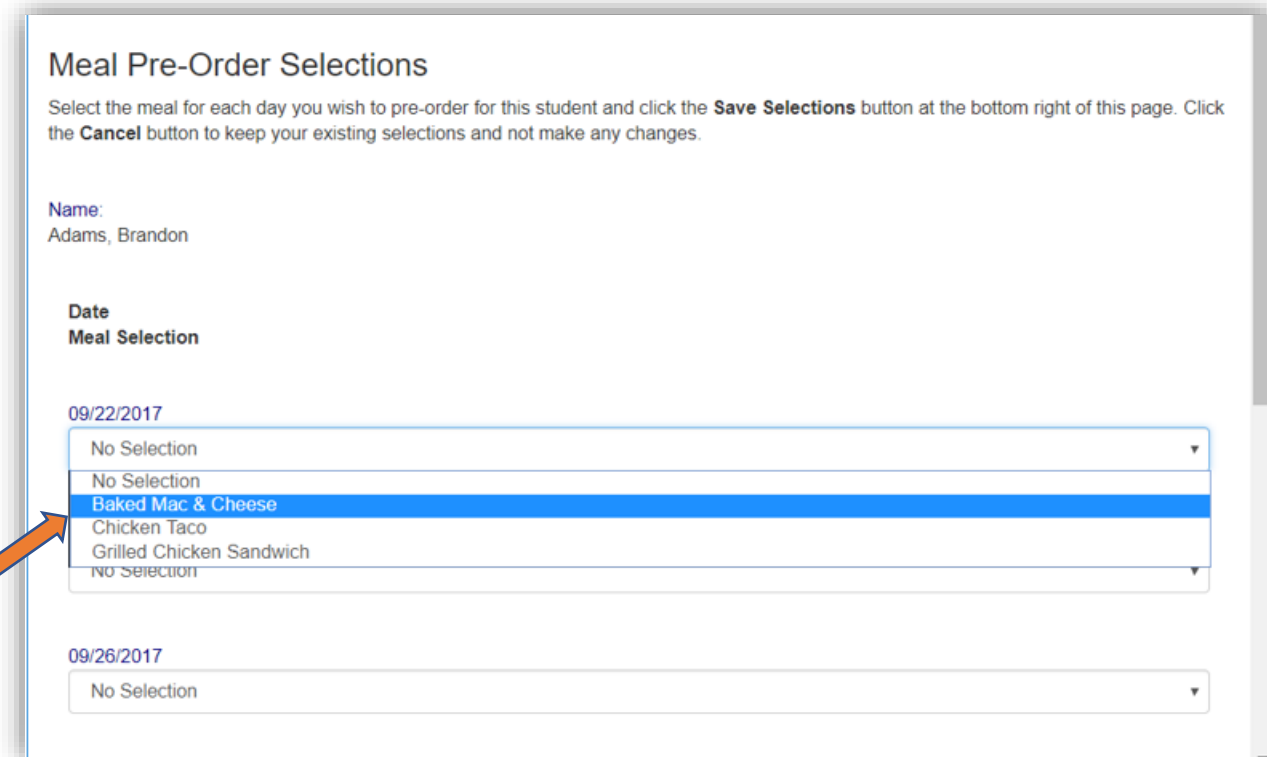
3. Select the preferred option for each date.

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:
Adams, Brandon

Date	Meal Selection
09/22/2017	<ul style="list-style-type: none">No SelectionNo SelectionBaked Mac & CheeseChicken TacoGrilled Chicken SandwichNo Selection
09/26/2017	No Selection



4. Click **Save Selections** when finished.

The screenshot shows a form with three date-based dropdown menus. The first two are for 09/27/2017 and 09/28/2017, both showing 'No Selection'. The third is for 09/29/2017, showing 'Baked Mac & Cheese'. At the bottom left is a green 'Cancel' button, and at the bottom right is a blue 'Save Selections' button, which is highlighted by an orange arrow.

Date	Selection
09/27/2017	No Selection
09/28/2017	No Selection
09/29/2017	Baked Mac & Cheese

Buttons: Cancel (green), Save Selections (blue, highlighted by orange arrow)