

## Family Portal - Prepaid Lunch Orders (Method 2)

<b>Purpose</b>	Schools who require payment for lunch at the time parents place orders in FACTS Family Portal can share this information to help parents understand the process.
<b>Related Articles</b>	<a href="#">Configure Family Portal for Lunch Ordering</a> <a href="#">Family Portal - Lunch Orders (Method 1)</a>

## Family Portal Lunch Calendar

Parents may log into **Family Portal** and order lunch for their students. As soon as their order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

Order lunch
Order status

The screenshot shows the Family Portal interface for 'The First Academy' (2020-2021). The user is logged in as 'Ross'. The main content is a calendar for the week of 1/8/2021. The calendar displays lunch items for each day, with a color-coded status: Red (not yet paid), Blue (paid), and Green (changed by school). A legend on the right explains these colors. A sidebar on the left contains navigation options, with 'Lunch' selected. A callout 'View lunch calendar' points to the 'Lunch' option in the sidebar.


Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4 Cheeseburger, Fries, Corn (\$4.25)	5 Cheeseburger, Fries, Corn (\$4.25)	6 Chicken Nugget, Corn, Mash Potatoes (\$5.00)	7 Cheeseburger, Fries, Corn (\$4.25)	8 Chicken Nugget, Corn, Mash Potatoes (\$5.00)	9
	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	
	Chips (\$0.50)	Chips (\$0.50)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Chips (\$0.50)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)
	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Hot Lunch (\$5.00)	Milk-Strawberry (\$0.75)
	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Hot Lunch (\$5.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Pizza (\$2.00)	Pizza (\$2.00)
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Pizza (\$2.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Hot Lunch (x1) (\$5.00)	Cheeseburger, Fries, Corn (\$4.25)
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Cheeseburger, Fries, Corn (x2) (\$8.50)	Hot Lunch (x1) (\$5.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x2) (\$2.50)	Ice Cream Sandwich (x2) (\$2.50)
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)		


### Note

- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment

- **Green** - items ordered and paid through web payment, then modified by school

## Place a lunch order

1. In your Internet browser, navigate to <https://factsmgmt.com> and click **Family Login**.
2. Select **FACTS Family Portal**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.  
The **Lunch Order Form** expands listing each date an order may be placed.


Lunch Ordering

### Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	\$0.00
Hot Lunch	\$5.00	<input type="text"/>	\$0.00
Ice Cream Sandwich	\$1.25	<input type="text"/>	\$0.00
Milk-Strawberry	\$0.75	<input type="text"/>	\$0.00
Pizza	\$2.00	<input type="text"/>	\$0.00
Spaghetti and Toast	\$3.00	<input type="text"/>	\$0.00
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	\$0.00
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	\$0.00

*Quantity may include items previously ordered.*

**Grand Total: \$4.75**

8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.

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10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
  11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
  12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to you: **Payment@cryptpay3.com School Lunch Payment Received**.

**Tip**

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- When parents order through Family Portal, only the first meal per student is discounted. Schools may discount additional meals per student by making adjustments in Cafeteria Orders.