



# Family Portal Lunch Ordering 2022-2023

**potential**  
CHRISTIAN ACADEMY

# Reminders:

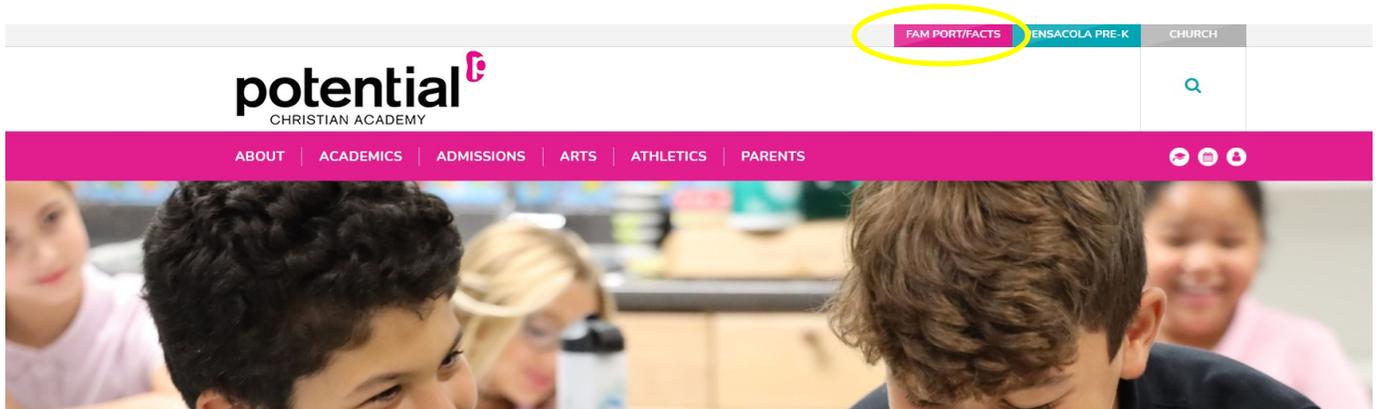
- Prior to ordering lunch, please clear all cookies and web browsing history on your web browser in order to avoid any errors.
- Parents must use the Family Portal login for the parent who is the financially-responsible party on FACTS Tuition Management.
- Should you have any issues ordering, please take a screenshot of the error message and email it directly to [laura.cruz@ilovepca.com](mailto:laura.cruz@ilovepca.com) so that the problem can be corrected.
- Lunches will be charged as soon as the order is placed. (Charges will not be billed on the 5th or the 20th as with other expenses).
- There is a limited timeframe each month in which you must place your order. Online lunch menu ordering will be available for pre-purchase through the Friday of the week prior to the start of the new month. A monthly email will be sent out reminding you of those dates. After that date, there will be a \$5 flat late fee charged to your account.
- Pre-paid lunches will only be credited if the order is canceled within 3-5 business days prior to the cancellation date OR a school-mandated class closure is in effect due to Covid. Please email [laura.cruz@ilovepca.com](mailto:laura.cruz@ilovepca.com) for the cancellation request.

***FOOD ALLERGY NOTICE:*** Please be advised that food served at the school may contain these ingredients: milk, eggs, wheat, soy, peanuts, tree nuts or fish.

# LUNCH ORDERING ●

The PCA Family Portal can be found on the top right corner of our website:

[www.ilovepca.com](http://www.ilovepca.com)



1. After logging into Family Portal, click Student Information.
2. Click Lunch. The Lunch calendar displays.
3. Click Create Web Order to create a lunch order for the student. The Lunch Order Form displays, listing each student in the family.

The screenshot displays the Family Portal interface for a student named Gabrielle. A yellow box highlights the '+ CREATE WEB ORDER' button. The calendar shows lunch items for 8/16/2019. The items are organized by day of the week (Sun to Sat) and include details such as item name and price.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	13 FS #2 Turkey/Cheese Sub (\$2.50) FS #4 Hot Meatball Sub (\$2.50) FS #5 Chicken Salad/Cheese Sub (\$2.50) FS #6 Hot Italian Sub (\$2.50) FS Chef Salad (\$2.50) FS Chocolate Chip Cookie (\$0.50)	14 Eggs and Bacon (\$2.50) HH Cheese Pizza (\$2.50) HH Chicken Howie Roll (\$2.50) HH Salad (\$2.50) HH Steak Howie Roll (\$2.50) HH Steak/Cheese Calzone (\$2.50) HH Turkey Club Calzone (\$2.50) HH Veggie Calzone (\$2.50)	15 SRS BBQ Chicken Sandwich (\$2.50) SRS BBQ Sandwich (\$2.50) SRS Chicken Tenders (\$2.50) SRS Dog (\$2.50) SRS Grilled Chicken Salad (\$2.50) SRS Mac-N-Cheese (\$2.50)	16 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	17

Lunch Ordering

# LUNCH ORDER FORM

Gabrielle Allison (\$2.50)

George Abraham (\$0.00) **4**

Lunch Items for Friday 08/16/2019 (\$0.00) **5**

Lunch Item	Price	Quantity	Total
CFA Chicken Nuggets, 4 Pack	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chicken Nuggets, 8 Pack	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chicken Sandwich	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Chilled, Grilled Sub	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Cool Wrap-Half	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Small Fruit Cup	\$1.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Small Side Salad	\$1.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
CFA Spicy Chicken Sandwich	\$4.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>

Lunch Items for Monday 08/19/2019 (\$0.00)

Silas Abraham (\$0.00)

*Quantity may include items previously ordered.*

## GRAND TOTAL: \$2.50

**SUBMIT ORDER**

- 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.
- Click the date to place an order. The Lunch Item list expands.
- Type the number of items to order for the student in the Quantity column. The Total column displays the cost.
- Repeat for all dates and all students. The Grand Total is listed at the bottom.
- Click Submit Order. The charges will now display for the student on their Family Portal to be paid on the Financial screen.