

Elementary-Middle School Lunch Program Information 2020-2021

- Orders must be placed through your FACTS Family Portal account within the time frame given.
- Payment for lunches must be made when the lunch orders are placed on Family Portal using a credit card or echeck.
- If you have ordered pizza for your child and they are either sick or will not be at school for lunch on that day, please call the office by 9:00 am and instruct us to cancel your child's lunch. This includes if your child is absent or leaving early.
- Instructions for ordering are included below.
- Please call the school office (886-0937) or email Mrs. Wells (mwells@gcswarriors.org) if you have any questions as you work through the process.

Lunch Ordering Instructions

1. From gcswarriors.org, click the **"Family Portal"** link (blue box) on homepage and log in.
2. Select **"Student Information"** on the left side of the screen.
3. Select **"Lunch"**.
4. To view lunch menu, select **Format: Calendar** and **Time Frame: Month**
5. Select current month. You can print the calendar for the month from this screen.
6. Click the orange button **" + Create Web Order "** at the top left of the screen.
7. Select the date to order pizza.
8. Press Enter after the last item and view the grand total at the bottom of the screen.
9. Click on **"Order Items"**.
10. The next screen will ask you to provide payment information. You may use a credit card or an echeck.
11. Click **"Submit"** and then **"Pay."** You will receive a confirmation email that the orders were placed and the payment was successful. If you do not receive this email, your order was not fully submitted and/or paid for.
12. After your order is placed and paid for, please check the lunch calendar - the item you ordered should show up in blue font. If not, then the order was not fully submitted.

Red = ordered and not yet paid through web payment

Blue = ordered and paid through web payment