

Family Portal Ordering - Parent View

Parents may log into **Family Portal** and order lunch for their students.

[ST. ANNE FAMILY PORTAL LINK](#)

SAT-TX (DISTRICT CODE)
ST. ANNE TOMBALL - TX

St. Anne Catholic School - Tomball

Student: [Name] + CREATE WEB ORDER

Month: September 2022

Calendar: [Date]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Legend: Red - items ordered and not yet paid for; Blue - items ordered and paid through vba; Green - items ordered, paid, and changed to

2 slices CHEESE - Full Year Order (Sep-May-29 Fridays) (\$2.00)
2 slices CHEESE - HALF Year Order (Sep-Dec-12 Fridays) (\$2.00)
2 slices PEPPERONI - Full Year Order (Sep-May-29 Fridays) (\$2.00)
2 slices PEPPERONI - HALF Year Order (Sep-Dec-12 Fridays) (\$2.00)
3 slices CHEESE - Full Year Order (Sep-May-29 Fridays) (\$3.00)
3 slices CHEESE - HALF Year Order (Sep-Dec-12 Fridays) (\$3.00)
3 slices PEPPERONI - Full Year Order (Sep-May-29 Fridays) (\$3.00)
3 slices PEPPERONI - HALF Year Order (Sep-Dec-12 Fridays) (\$3.00)
September / Cheese - 3 slices - (4 Days) (\$24.00)
September / Pepperoni - 2 slices - (4 Days) (\$24.00)
September / Pepperoni - 3 slices - (4 Days) (\$24.00)
September / Cheese - 2 slices - (4 Days) (\$24.00)

satx.client.renweb.com/pwr/

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.
4. 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.
5. Click the date to place an order.
The **Lunch Item** list expands.
6. Type the number of items to order for the student in the **Quantity** column.
The **Total** column displays the cost.
7. Repeat for all dates and all students.
The **Grand Total** is listed at the bottom.
8. Click **Submit Order**.
The charges will now display for the student on their Family Portal to be paid on the **Financial** screen.

Lunch Order Form

Student: [Name] (\$64.00)

Lunch Items for Friday 09/09/2022 (\$64.00)

Lunch Item	Price	Quantity	Total
2 slices CHEESE - Full Year Order (Sep-May-29 Fridays)	\$2.00	1	\$2.00
2 slices CHEESE - HALF Year Order (Sep-Dec-12 Fridays)	\$2.00	1	\$2.00
2 slices PEPPERONI - Full Year Order (Sep-May-29 Fridays)	\$2.00	1	\$2.00
2 slices PEPPERONI - HALF Year Order (Sep-Dec-12 Fridays)	\$2.00	1	\$2.00
3 slices CHEESE - Full Year Order (Sep-May-29 Fridays)	\$3.00	1	\$3.00
3 slices CHEESE - HALF Year Order (Sep-Dec-12 Fridays)	\$3.00	1	\$3.00
3 slices PEPPERONI - Full Year Order (Sep-May-29 Fridays)	\$3.00	1	\$3.00
3 slices PEPPERONI - HALF Year Order (Sep-Dec-12 Fridays)	\$3.00	1	\$3.00
September / Cheese - 3 slices - (4 Days)	\$24.00	1	\$24.00
September / Pepperoni - 2 slices - (4 Days)	\$24.00	1	\$24.00
September / Pepperoni - 3 slices - (4 Days)	\$24.00	1	\$24.00
September / Cheese - 2 slices - (4 Days)	\$24.00	1	\$24.00

Grand Total: \$168.00

Submit Order