

Dear Parents,

We will continue our lunch ordering online this new school year! You will not be able to pay online yet. This online ordering process should be easier for you and me both, because it will give you an online record of what you ordered for your child/children. Here are the instructions: (you will have to do this on a computer; if you have a Renweb app on your phone, you will not be able to access the ordering process):

1. Go to the school website (fwcschool.org) and click on the Parents' Web icon.
2. Log on to your family's home page.
3. Click on "**Student Information**" on the left-hand side. You should see a tab that says "**Lunch**", also on the left-hand side.
4. Click on the "**Lunch**" tab. A calendar should appear with our hot lunch options. Scroll to the bottom of the calendar, and there is a box that says "**Create Web Order**". Click on that box.
5. Make your selections for the month for your child/children. When you get to the bottom, you will get a grand total amount and a box that says "**Order Items**".
6. **PLEASE DOUBLE CHECK ITEMS and TOTAL BEFORE** clicking "**Order Items**". Once "**Order Items**" is clicked, that order is processed and cannot be changed.
7. Click on the "**Order Items**" box to complete your order. It should give you a message "**Web Order Created: total value of unprocessed items is \$_____**".
8. Send a check to me @ at the school for that amount (Made out to WCS-LUNCH ACCT), and you are done!

Once you have finished with your order, you should be able to see your child's/children's order(s) on the calendar in **red** for the month.

NO ORDER WILL BE CONSIDERED COMPLETE UNTIL PAYMENT IS RECEIVED.

Please let me know if you have any questions or cannot get it to work for you.

Blessings!!
Tonya Hatfield
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733-9984

PS The online ordering process should be up and running by 8:00 today (Monday).