



## NORWOOD PUBLIC SCHOOL PARENT TEACHER ORGANIZATION

Dear Parents,

We have had some questions about the lunch ordering system, so here are detailed instructions:

LAST DAY TO ORDER LUNCH ONLINE: *Sept. 8, 2009* (note: this is the first day of school - don't delay!)  
LAST DAY FOR CHECK PAYMENTS: *SEPT. 9, 2009* by 3:00 PM

### Before Ordering

You must open an account with the Norwood PTO

### Ordering Lunches

- 1) Login to your PTO Account
- 2) Go to ADD A Child Input each of your children's names, grades and homeroom teachers (hit SUBMIT after each; names will appear on the bottom)
- 2) GO TO Order Lunches. For each child and for each day, choose the item(s) you want to order and the quantity of each. You can order multiple items in a day, example a bottled water and a food item or 2 different food items. Hit SUBMIT after each child/day and then Order Lunches to continue with the next day/child.
- 3) When you are finished with each day/child, you should review your order. To do this go to View Orders in the menu panel Then Select Ordering Period. (If you need to change an order, go back to Order lunches and change your order.)
- 4) After Reviewing your order, Hit Finalize button.

### **YOUR TRANSACTION WILL NOT BE PROCESSED UNTIL YOU HIT THE FINALIZE BUTTON!**

5) PRINT YOUR RECEIPT to do this, go to View Orders in the menu panel. Print your receipt and submit it with your check payment. Please write checks payable to the **Norwood PTO Class of 2010**. REMEMBER Write one check for the entire order.

There are two ways you can submit payment: Send your check and receipt printout an envelope either 1) to your child's homeroom teacher or 2) drop it in the lunch drawer located across from the front office marked Lunches. Don't forget to send in your check!!  
That's It, You're Done!!

### New System Feature - View Orders

View Orders allows you access to your lunch orders 24/7. Forgot whether you ordered lunch for a certain day? Look it up here! Wondering if we received your check payment? Go to View Orders and check the status: "Verified" means your check payment has been received.

If you have any questions regarding online ordering contact: [lunch@norwoodpto.com](mailto:lunch@norwoodpto.com)

Thank you!