



ONLINE MEAL ORDERING

Agamim Classical Academy utilizes the OrgsOnline system to place meal orders. All breakfast and lunch orders must be placed online using the website order form. If you do not have access to a computer or the internet, feel free to let us know and we can get you a computer to use at the school. Many libraries also offer free internet access. The cost for breakfast is \$2.00 and the cost for lunch is \$3.65.

To place an order:

- 1) Go to www.orgsonline.com and sign in using the user name and password that you created.
- 2) Click on the **Lunch** button to enter the meal ordering section of the website. **NOTE:** *Even though it says Lunch, you will have the ability to order breakfast through this selection, as well.*



- 3) Click on **Place Lunch Order** and submit a separate order for each student



4) **On each school day, you will have four options:**

- * A breakfast option
- * Two lunch options (one standard option and one vegetarian option)
- * An option to order milk only for lunch

Please note that lunch and breakfast meals come with a milk, so you'd only want to select "milk only" if your child wants an extra milk or your child wants milk only with no meal.

- 5) Once you are done making your selections, select the **Review Order** button at the bottom of the page and then click **Submit Order** once it's ready to submit. You'll know the order was submitted as you will see a Confirmation page and you will also receive an email to the email address you provided when you set up the account. If you do not see these screens, your order has not been submitted.

- 6) Once the order is submitted, the amount due will be added to the **Current Balance** on your family account.

After you have submitted all orders and are ready to pay, click the "Pay Now" button to pay via credit card or ACH (withdrawal from a bank account). If you will be paying via check or cash, do NOT click "Pay Now." Once you provide the cash or check to the office, we will update the system for you.

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PAYMENT:

- We allow cash, check, credit card, or ACH payments (automatic withdrawal from your bank account). There will be no added cost for paying by check or cash, but there will be convenience fees for credit card and ACH to help cover the cost associated with offering these options and credit card surcharges. The fee will be \$2.00 for ACH and \$4.00 for credit card.
- If submitting a check, please make sure your child's name is listed in the memo line with a note that the check is for meal ordering
- If submitting money, please provide in a baggie or envelope with the child's name on the outside, noting that it is for the meal program. We do not keep change on site, so please make sure it's exact change only.

HELPFUL TIPS:

- Please submit a separate order for each student, even if they are ordering the same meal(s)
- If you get duplicate emails, don't worry! The system will only record one order per student. Although, if you had made changes, you may want to log in and double check what you ordered to make sure it's correct and edit if need be.
- If you attempt to place an order after the cut-off date, the system will not accept the order. Please reach out to the front office for assistance
- To see what you ordered, select the "View Orders" option. You will see exactly what the system recorded for each student. You can view and print your orders at any time.

Please contact the front office with any questions at info@agamim.org or (952) 856-2531. Thank you!