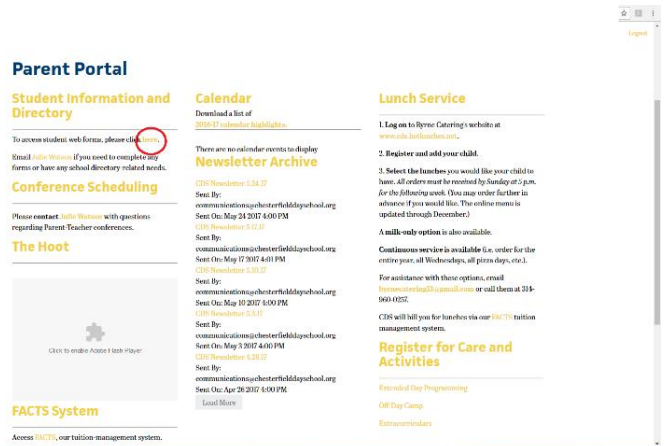
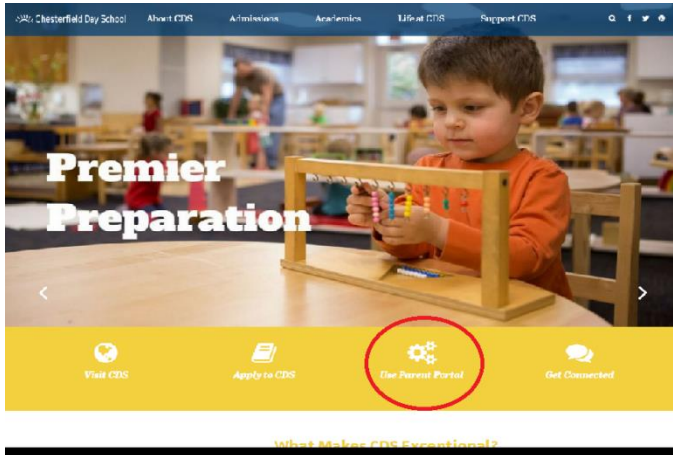
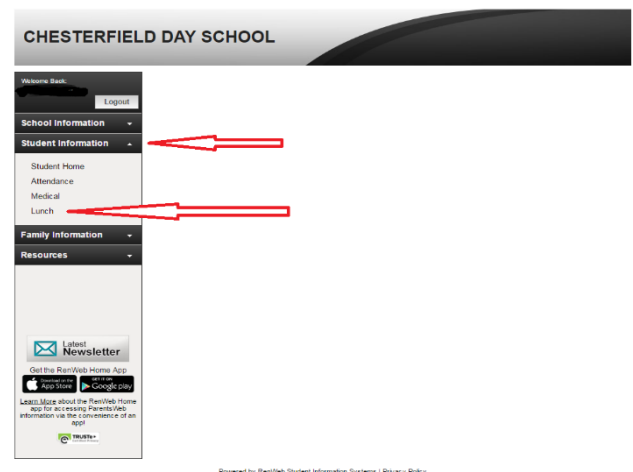
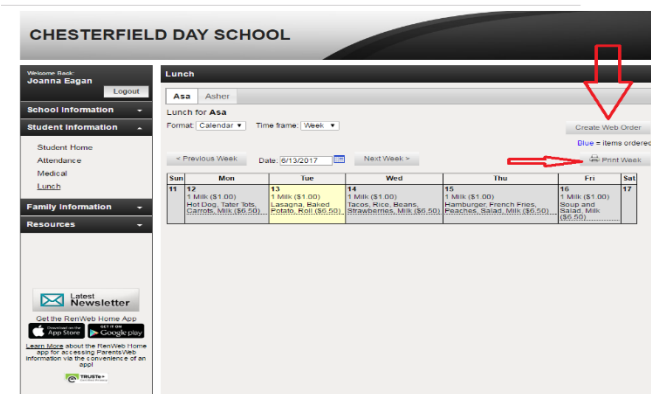


ParentsWeb Lunch Ordering How-To

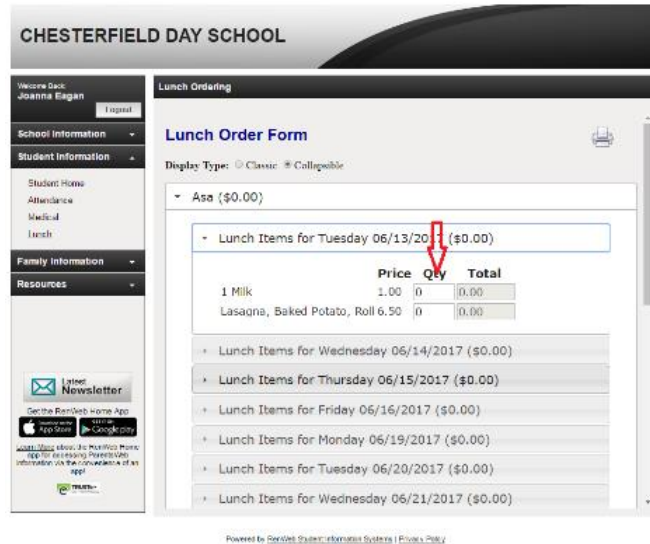
1. Go to chesterfielddayschool.org and click on Parent's Portal.
2. Scroll down and click on "here" to be directed to ParentsWeb.



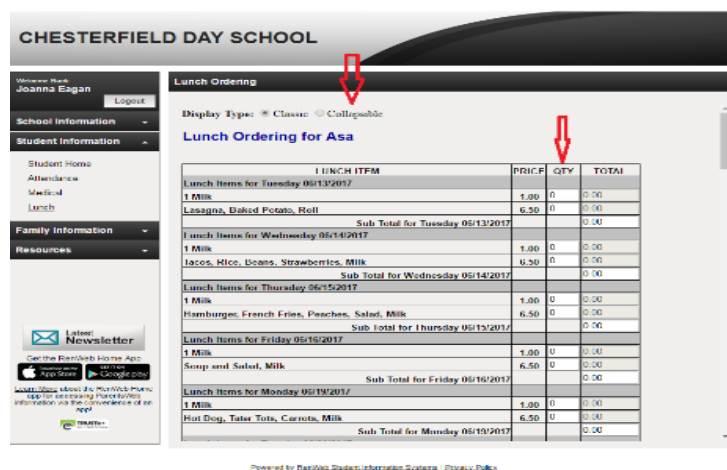
3. Once logged into ParentsWeb, click on the Student Information Tab.
4. Under Student Information, click Lunch.
5. After you have clicked Lunch, you will see your child (s) name at the top. Whichever name is highlighted is the child you are ordering for.
6. You will see a calendar view of lunch for the week. You can click on "Time Frame" to see a month, day, or week view.
7. On the right hand corner, click "Create Web Order."
8. You can also change the display settings by clicking "Classic" or "Collapsible" depending on preference.



9. Each day is listed with the items under. Update the quantity for as many as you'd like to purchase for that INDIVIDUAL student.
10. If you scroll down and have multiple children enrolled, you can order for that student as well.



11. You can also change the display settings by clicking “Classic” or “Collapsible” depending on preference.
12. Each day is listed with the items under. Update the quantity for as many as you'd like to purchase for that INDIVIDUAL student.



13. If you scroll down and have multiple children enrolled, you can order for that student as well.

14. When you have selected the items for the month, it will give you a grand total at the bottom. Click 'Order Items.'

* Once you have ordered, the lunch items you ordered turn blue.

CHESTERFIELD DAY SCHOOL

Welcome Back
Joanna Eagan

Lunch Ordering

- Lunch Items for Friday 06/23/2017 (\$0.00)
- Lunch Items for Monday 06/26/2017 (\$0.00)
- Lunch Items for Tuesday 06/27/2017 (\$0.00)
- Lunch Items for Wednesday 06/28/2017 (\$0.00)
- Lunch Items for Thursday 06/29/2017 (\$0.00)
- Lunch Items for Friday 06/30/2017 (\$0.00)
- Lunch Items for Sunday 07/02/2017 (\$0.00)
- Lunch Items for Monday 07/03/2017 (\$0.00)
- Lunch Items for Tuesday 07/04/2017 (\$0.00)

Asher (\$0.00)

Grand Total: \$7.50

Order Items

CHESTERFIELD DAY SCHOOL

Welcome Back
Joanna Eagan

Lunch

Asa Asher

Lunch for Asa

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)	1 Milk (\$1.00) 1 Slice Pizza 1 Potatoes, Nuts (\$6.50)

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