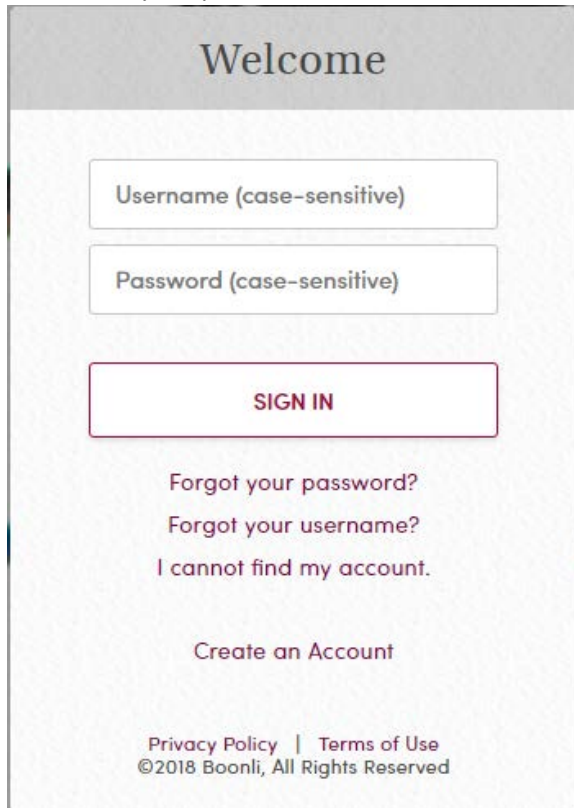


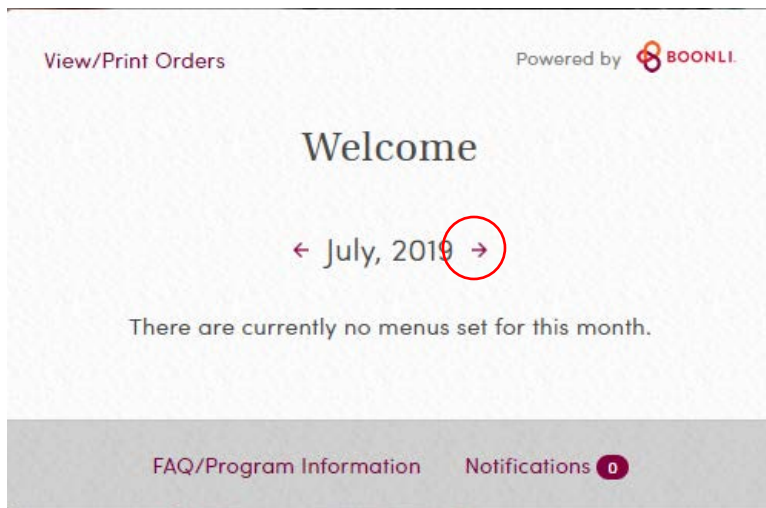
Help Guide: Ordering Catered Lunch 2019 – 20 School Year

- 1) Login to your Boonli account (used for catered lunch) through the site <http://unionacademy.boonli.com> (If you are returning, use the same login information you used in previous years for catered lunch. If you do not remember your password, use the links on the site and please **do not create a new account.**)



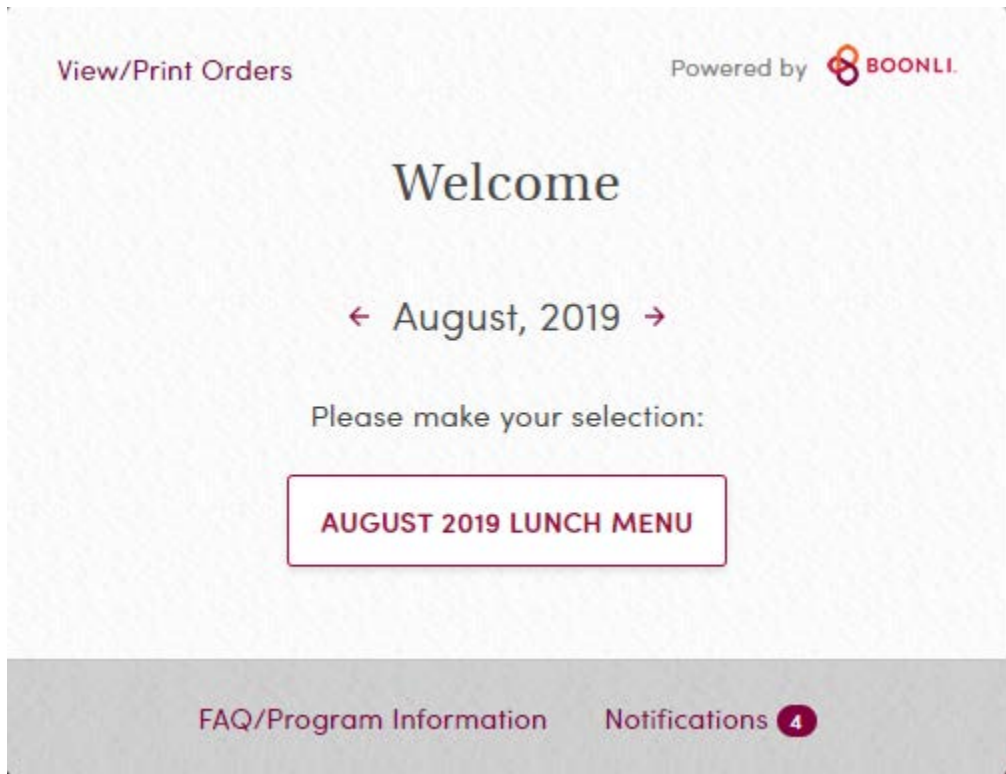
The screenshot shows the Boonli login interface. At the top, there is a grey header with the word "Welcome" in white. Below the header, there are two input fields: "Username (case-sensitive)" and "Password (case-sensitive)". A red "SIGN IN" button is positioned below the password field. Underneath the button, there are three links: "Forgot your password?", "Forgot your username?", and "I cannot find my account.". At the bottom of the form area, there is a link for "Create an Account". The footer contains the text "Privacy Policy | Terms of Use" and "©2018 Boonli, All Rights Reserved".

- 2) Once logged in, you will first see July's calendar to order After School. Please see the help guide for After School. If you are just ordering lunch, use the right arrow next to July, 2019 to advance to August 2019.



The screenshot shows the Boonli dashboard. At the top left, there is a link for "View/Print Orders". At the top right, it says "Powered by" followed by the Boonli logo. The main heading is "Welcome". Below the heading, there is a navigation bar with "← July, 2019 →". The right arrow is circled in red. Below the navigation bar, there is a message: "There are currently no menus set for this month.". At the bottom of the dashboard, there are two links: "FAQ/Program Information" and "Notifications" with a red circle containing the number "0".


3) Choose the Catered Lunch August 2018 menu.




4) Each day ordering will be available, you will see a circle. The first day for catered lunch is August 6th. Click that day to begin ordering.



5) Once you click a day, a menu similar to below will come up. Click on each item you'd like to order.

 A La Carte (10 items) -

Lunch Basket Wrap Chicken Pita \$3.50	Lunch Basket Wrap Philly Cheesesteak \$3.50
Lunch Basket Wrap Baked Potato \$2.50	Lunch Basket Wrap Harvest Salad \$3.75
UA APPLE \$0.50	UA CARROTS \$1.00
UA CHIPS \$0.75	UA FROZEN YOGURT \$0.50
UA FRUIT CUP \$0.50	UA PBandJ, MILK and FRUIT \$2.00







 Drinks (3 items) -

UA DRINK \$1.00	UA MILK - CHOCOLATE \$0.25
UA MILK - WHITE \$0.25	

6) Once you have made your selections, on the right of the screen you should see a summary for that day.

REVIEW SELECTIONS
WEDNESDAY, AUGUST 8

A La Carte

 UA APPLE (A) \$0.50	Qty: 1 	
 UA PB&J, MILK and FRUIT (A) \$2.00	Qty: 1 	

SAVE AND GO TO NEXT DAY

Save and Go To Cart

Save and Go To Calendar

- 7) You can choose the "Save and Go To Next Day" to cycle through all days in the month to order lunch for your child.

Remember: You must go to the cart (top right corner) and pay for all of your items. If you do not pay, the order will not process and your child will not have catered lunch for that month.