

FALCONS

LUNCH PREORDER



EASY STEPS TO ORDER SCHOOL LUNCHES

ALL PREORDERS MUST BE COMPLETED BY THE 15TH OF THE MONTH PRIOR.

1



SIGN IN TO THE DIGITAL ACADEMY

Log in to the Digital Academy on either the desktop or mobile site. ****Desktop preferred!****

2



NAVIGATE TO THE CAFETERIA SECTION

On the dashboard, locate the Cafeteria Section. This is typically found on the right side of the desktop screen or within the alerts tab in the mobile app.

3



VIEW THE MENU

Select "Show Full Calendar" to view the entire month's menu. **You will order by the month for your child(ren).**

4



CHOOSE THE MEALS

Click the Order Button to place an order. You will see a list of meal options displayed with checkboxes next to each child's name. Check the appropriate box next to the meal item you want to order for each child.

5



CHECKOUT AND PAY

After selecting the items, click Checkout. Follow the prompts until you reach the screen with the Process Order Button. It is very important that you click Process Order to finalize the transaction, even if there is no charge for the meal.

6



YOU'RE ALL SET!

You will receive an email confirmation once the order is successfully placed. If you do not receive this confirmation, it's advisable to repeat the process to ensure the order went through.