

## Directions for placing Lunch and Philly Pretzel Day Orders:

- 1) In your Internet browser, navigate to [www.factsmgt.com](http://www.factsmgt.com) and click on **Parent Log in**.
- 2) Select **FACTS Family Portal**.
- 3) Type in our school's district code (**OLS-NY**), your username, and password.
- 4) When the Family Portal displays... (click on ☰ if the left navigation menu does not display).
- 5) Click **Student**, then select **Lunch**.  
 -To the right of your screen select **Calendar** for the **Format** option and select the tab that says Month for the view.  
 -You will then pick the month to view; it will display all the options for the month.  
 -Dates on the calendar that have no options are days that lunch is not offered.
- 6) **Click +CREATE WEB ORDER**
- 7) Click the name of the student for which you wish to place an order.  
 -The Lunch Order Form expands listing each date an order may be placed.
- 8) Click the date to place an order.
- 9) Select the lunch option you would like for that day by filling in the **Quantity Column**.  
 Don't forget to order for Philly Pretzel Day.
- 10) Repeat for all dates and **all students**.  
 -The **Grand Total** is listed at the bottom.
- 11) Click **Submit Order**. The Online Lunch Payment screen displays after you place your order.

### Tips:

- We suggest parents use Google Chrome or Firefox to place lunch orders.
- Do not leave the order or payment screen until the transaction is complete, which may take several seconds.
- Lunch options that appear in RED on your calendar are orders that did not go through. These are orders not placed or paid for. You must go back and click +create web order to finish the order.

Student:  + CREATE WEB ORDER

SAMPLE SCREEN SHOT OF STEPS 5 & 6

Format: Calendar - Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
	8 Monday: Option 1 - Meatball Sandwich (\$6.50) Monday: Option 2 - French Toast (\$6.50) Monday: Option 3 - Garden Salad w/Grilled Chicken (\$6.50)	9 Tuesday: Option 1 - Penne Ala Vodka (No Meat) (\$6.00) Tuesday: Option 2 - Chicken Roll (\$6.00)	10 Wednesday: Option 1 - Hamburger (\$6.50) Wednesday: Option 2 - Cheese burger (\$6.50) Wednesday: Option 3 - Veggie burger (\$6.50)	11	12	13
14	15 Monday: Option 1 - Meatball Sandwich (\$6.50) Monday: Option 2 - French Toast (\$6.50) Monday: Option 3 - Garden Salad w/Grilled Chicken (\$6.50)	16 Tuesday: Option 1 - Penne Ala Vodka (No Meat) (\$6.00) Tuesday: Option 2 - Chicken Roll (\$6.00)	17 Wednesday: Option 1 - Hamburger (\$6.50) Wednesday: Option 2 - Cheese burger (\$6.50) Wednesday: Option 3 - Veggie burger (\$6.50)	18 Thursday: Option 1 - Chicken Fingers (\$6.50) Thursday: Option 2 - Cheese Quesadilla (\$6.50) Thursday: Option 3 - Garden Salad w/Grilled Chicken (\$6.50)	19 Friday: Option 1 - Bagel w/Batter (\$3.00) Friday: Option 2 - Bagel w/Cream Cheese (\$3.00)	20 Philly Pretzel Day - Shuck November 19th ONLY (\$1.50)
21	22 Monday: Option 1 - Meatball Sandwich (\$6.50) Monday: Option 2 - French Toast (\$6.50) Monday: Option 3 - Garden Salad w/Grilled Chicken (\$6.50)	23 Tuesday: Option 1 - Penne Ala Vodka (No Meat) (\$6.00) Tuesday: Option 2 - Chicken Roll (\$6.00)	24	25	26	27
28	29 Monday: Option 1 - Meatball Sandwich (\$6.50) Monday: Option 2 - French Toast (\$6.50) Monday: Option 3 - Garden Salad w/Grilled Chicken (\$6.50)	30 Tuesday: Option 1 - Penne Ala Vodka (No Meat) (\$6.00) Tuesday: Option 2 - Chicken Roll (\$6.00)	1	2		

Format: Calendar - Day Week Month

SAMPLE SCREEN SHOT OF THE LUNCH ORDER FORM.  
Click on each date to open the options for ordering.

Lunch Ordering

Lunch Order Form

Lunch Items for Monday 11/06/2023 (\$0.00)

Lunch Item	Price	Quantity	Total
Monday: Option 1 - Meatball Sandwich	\$6.50	<input type="text"/>	\$0.00
Monday: Option 2 - French Toast	\$6.50	<input type="text"/>	\$0.00
Monday: Option 3 - Garden Salad w/Grilled Chicken	\$6.50	<input type="text"/>	\$0.00

Lunch Items for Tuesday 11/07/2023 (\$0.00)

Lunch Items for Wednesday 11/08/2023 (\$0.00)

Lunch Items for Monday 11/13/2023 (\$0.00)

Lunch Items for Tuesday 11/14/2023 (\$0.00)

Lunch Items for Wednesday 11/15/2023 (\$0.00)

Lunch Items for Thursday 11/16/2023 (\$0.00)

Lunch Items for Friday 11/17/2023 (\$0.00)

Lunch Items for Monday 11/20/2023 (\$0.00)

Lunch Items for Tuesday 11/21/2023 (\$0.00)

Grand Total: \$0.00

Quantity may include items previously ordered

Submit Order

Once you have placed your order, you will see the options you paid for highlighted in blue on this calendar.