



VALLEY CHRISTIAN SCHOOLS

Dear VCS Families –

Ordering lunches is made easy through FACTS (RenWeb). You may log into Family Portal and order lunch for your students. As soon as the order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

Lunch orders are due each Thursday at midnight for the following week. You may order for the week or the month.

Lunch credits will only be given for circumstances out of your control.

Below are the EASY step by step directions and the portal will open on July 24th!

Order lunch

Order status

View lunch calendar

The First Academy

Student: Ross + CREATE WEB ORDER

1/8/2021

Format: Calendar

Legend:

- Red - Items ordered and not yet paid through web payment
- Blue - Items ordered and paid through web payment
- Green - Items ordered, paid, and changed by school

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Cheeseburger, Fries, Corn (\$4.25)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	
	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	
	Chips (\$0.50)	Chips (\$0.50)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Chips (\$0.50)	Green Beans / Mashed Potatoes / Roast (\$6.00)	
	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Hot Lunch (\$5.00)	
	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Hot Lunch (\$5.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Milk-Strawberry (\$0.75)	
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Pizza (\$2.00)	Pizza (\$2.00)	
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Cheeseburger, Fries, Corn (x2) (\$8.50)	Hot Lunch (x1) (\$5.00)	Cheeseburger, Fries, Corn (\$4.25)	
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Green Beans - Mashed Potatoes - Roast (\$6.23)	
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Ice Cream Sandwich (x2) (\$2.50)	



Note

- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment
- **Green** - items ordered and paid through web payment, then modified by school


Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Parent Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (VCHS-AZ), your username, and password.



4. When Family Portal displays, click **I** if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.

The **Lunch Order Form** expands listing each date an order may be placed.

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	<input type="text" value="1"/>	<input type="text" value="\$4.25"/>
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Chips	\$0.50	<input type="text" value="1"/>	<input type="text" value="\$0.50"/>
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	<input type="text" value="\$0.00"/>
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Hot Lunch	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Ice Cream Sandwich	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Milk-Strawberry	\$0.75	<input type="text"/>	<input type="text" value="\$0.00"/>
Pizza	\$2.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Spaghetti and Toast	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

8. Click the date to place an order.
 9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
 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.
 12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.
- An email confirmation of your payment will be sent to you:
Payment@cryptpay3.com School Lunch Payment Received.

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.

- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- Please contact Tiffani Sproul with any questions: tsproul@valleychristianaz.org