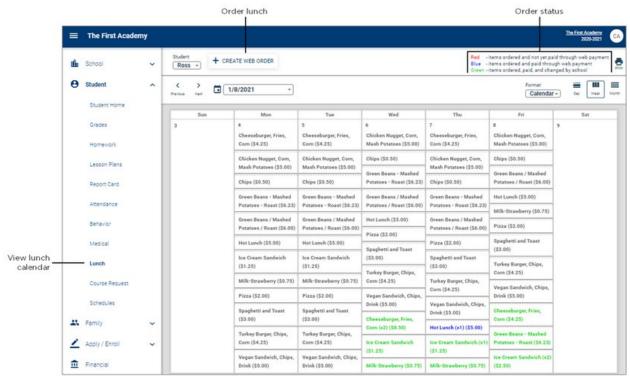Dear VCS Families –

Below are the easy steps for ordering hot lunches for your student(s). Orders are due every Thursday at midnight for the following weeks lunch orders. You can order for the week or for the month.  Please keep in mind your child's extracurricular activities when placing lunch orders as we are not able to give refunds in these situations (only for extenuating circumstances beyond your control).

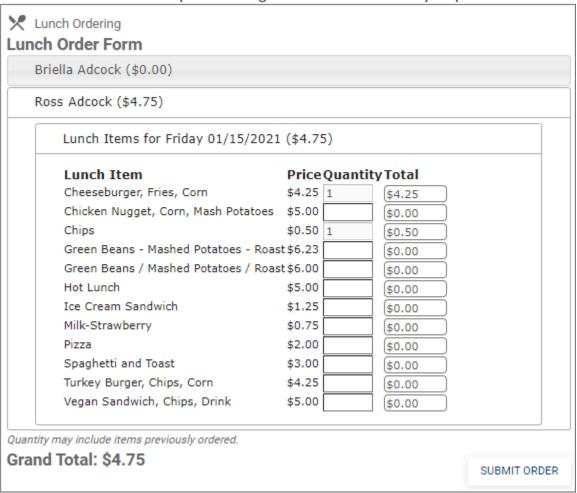The lunch system will open for ordering on Friday, July 26th , 2024.



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 ☰ 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 | 1 | $4.25 |
| Chicken Nugget, Corn, Mash Potatoes | $5.00 | | $0.00 |
| Chips | $0.50 | 1 | $0.50 |
| Green Beans - Mashed Potatoes - Roast | $6.23 | | $0.00 |
| Green Beans / Mashed Potatoes / Roast | $6.00 | | $0.00 |
| Hot Lunch | $5.00 | | $0.00 |
| Ice Cream Sandwich | $1.25 | | $0.00 |
| Milk-Strawberry | $0.75 | | $0.00 |
| Pizza | $2.00 | | $0.00 |
| Spaghetti and Toast | $3.00 | | $0.00 |
| Turkey Burger, Chips, Corn | $4.25 | | $0.00 |
| Vegan Sandwich, Chips, Drink | $5.00 | | $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