

Woodland Christian Elementary School

Online Lunch Program Instructions

The elementary lunch program has been set up through RenWeb's ParentsWeb, a private and secure parents' portal that will allow parents to order and pay for their elementary students lunches and milk. This gives parents control of what their child is ordering and eating. Orders can be made as far as two weeks or more in advance! Lunch orders for the upcoming week must be placed by 8:30 a.m. Monday morning. After the lunch and or milk order has been made you pay for just the lunches ordered. If the student is absent they will not be charged for the lunch. Just follow the steps below:

First access our easy-to-use **RenWeb ParentsWeb**:

- Go to Internet Explorer and type in the address of our school website at www.woodlandchristian.org.
- Click on "ParentsWeb" found on the homepage under the parents tab then click on "to register".
- Log in as follows: (you must have provided your email address in order to log on to RenWeb Parents Web)
 1. Click on the "First-time Users" tab if you have not logged into RenWeb before.
 2. Type in your email address that you provided to the school.
 3. Click on the New Parent Login button. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school). Our District Code is "WOOD-CA".
 4. Type in the Password assigned.
 5. If you want to avoid re-keying your email address each time you log in, tell the system to remember your email address so you need only enter your password to log into the ParentsWeb in the future.
 6. Click on the Parent Login button.

The following examples are from the new ParentsWeb 2.0 High Speed Internet Access.

TO ORDER LUNCHES:

- Click on "**Student Information**", **select child** at the top.
- At the bottom right border of the Lunch Menu click "**Lunch Calendar & Order**".
- Scroll to bottom and click "**Create Web Order**".
- Place your order for each day you would like lunches, when finished scroll to bottom and click "**Order Items**". The next window will display "**Web Orders Created: Total value of unprocessed ordered items is \$....**" The total amount of your order will also be displayed. **Your lunch and/or milk items have NOT been ordered until you click on [PayNow](#) and complete the payment process.**
- ***If you have multiple children in WCS make sure that you scroll to the bottom and click "Order Items".***
- Orders must be placed no later than 8:30 am on Monday morning. Orders need to be place up to two weeks in advance.

TO PAY:

- Click on [PayNow](#) it will take to the payment screen.
- [Make Payment](#) displays your address information, and you can then select whether you want to pay using a checking account, savings account, credit card or debit card. Your lunch items ordered are not processed until you complete and submit payment. If you do not complete the payment process you child will not have a lunch and/or milk.
- Once you input your bank or credit card information, your payment is reflected immediately in your account. You have the option of printing a receipt. Your information is not saved.

There's no need to qualify in advance or register for the service. Simply provide your credit/debit card or bank account information each time you [PayNow](#), and your transaction is approved before it is recorded against your family account balance.

PLEASE NOTE: All of your enrolled children will be listed in the *Create Web Order* area. Reminder, this lunch ordering system is for elementary students only.

On Minimum Days you can order milk only for your child but they will need to bring a lunch if they will be in Extended Care. School lunches are NOT available on Minimum Days.

- Please contact the elementary school office, at 530.666.6615, with any questions •