

## 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 **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.
- 5) Click **+CREATE WEB ORDER**.
- 6) 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. Simply click on each gray tab to expand the options for each day.

**ORDER FORM**

Click on each gray tab for the menu to expand

Grand Total: \$0.00

- 7) Click the date to place an order.
- 8) 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.
- 9) Repeat for all dates and **all students**. The **Grand Total** will be listed at the bottom.
- 10) Click **Submit Order**. The Online Lunch Payment screen displays after you place your order.
- 11) Enter Payment information and click submit. Please wait a few seconds for the payment transaction to complete. An email confirmation will be sent to you.

## HELPFUL TIPS ...

- We suggest that 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** get processed. These are orders that are NOT placed or paid for. You must go back and click "+ Create Web Order" to finish the order.
- Items that appear in **BLUE** on your calendar are orders that have been successfully placed.
- Lunch questions should be directed to: [lunch@olscafp.org](mailto:lunch@olscafp.org)

Click here to Order Lunch

Sample Screenshot for Steps 4 & 5

Our Lady of the Snows Catholic Academy

Student **+ CREATE WEB ORDER**

Format: Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	<p>Monday: Option 1 - Macaroni and Cheese (\$7.00)</p> <p>Monday: Option 2 - Meatball Sandwich (\$6.00)</p> <p>Monday: Option 3 - Garden Salad w/ Grilled Chicken (\$6.00)</p>	<p>Tuesday: Option 1 - Penne Alla Vodka (No Meat) w/Bread (\$6.00)</p> <p>Tuesday: Option 2- Chicken Roll w/Dipping Sauce on the side (\$6.00)</p> <p>Tuesday: Option 3- Garden Salad w/Grilled chicken (\$6.00)</p>	<p>Wednesday: Pizza Day (Cheese-\$3.00 per slice) (\$3.00)</p>	<p>Thursday: Option 1- Chicken Fingers w/French Fries (\$7.00)</p> <p>Thursday: Option 2- Baked Ziti w/Bread (\$6.00)</p> <p>Thursday: Option 3- Garden Salad w/Grilled Chicken (\$6.00)</p>	<p>1/2 Day - No Lunch</p>	8
9	No School	<p>Tuesday: Option 1- Penne Alla Vodka (No Meat) w/Bread (\$6.00)</p> <p>Tuesday: Option 2- Chicken Roll w/Dipping Sauce on the side (\$6.00)</p>	<p>Wednesday: Pizza Day (Cheese-\$3.00 per slice) (\$3.00)</p>	<p>Thursday: Option 1- Chicken Fingers w/French Fries (\$7.00)</p> <p>Thursday: Option 2- Baked Ziti w/Bread (\$6.00)</p> <p>Thursday: Option 3- Garden Salad w/Grilled Chicken (\$6.00)</p>	<p>Friday: Option 1- Bagel w/Butter (\$3.00)</p> <p>Friday: Option 2- Bagel w/Cream Cheese (\$3.00)</p> <p>Friday: Option 3- Bagel w/Nothing on</p>	15