



FBCA Online Lunch Ordering Site

Our school lunch order form is now online, and all orders should be placed using the website order form. To place lunch order, go to www.crusadersonline.org/student-life/lunch-program.cfm and click the link that says, “to place lunch order.” This will take you to the login page for the OrgsOnline.com, where you will create a user account.

To create a new user account, select the “Create New Account” option. When asked, enter the school’s code: **498FBCAFL** and provide the info requested to activate your account.

How to Submit an Order (after you have added all or your students’ names to your account)

1. Click the Lunch Ordering Box → choose the week → place order
 - a. Choose student name → start order
 - b. Make the week selection → place order
 - c. Click on one option →
 - i. Submit Payment – to complete order
 - ii. Print Order – to print order
 - iii. Change Order – to make changes to your current order
 - iv. Place New Order - to add other students to order before payment. You will need to submit a separate order fore each student’s lunch for each week.
2. Select Submit Payment after all orders have been chosen.
 - a. Select your payment option → Pay with electronic check → next
 - b. Enter your checking info for your 1st visit. You will be able to save account info.
 - c. You will see your total + \$1.50 convenience fee (helps pay for the payments service fees) and your bank account that will be charged → Submit payment/Back
3. After your order has been paid and processed, you will see a green “**Payment Successful**” message. Then, you will be able to go back to the start page to review your payments, see orders for each student and the dates of the orders placed.

Be sure to process your order all the way through until you see the Order Confirmation page. Do not stop until you see this: “**Payment Successful**” or your order will not be completed. The system does not recognize an order until you see this confirmation page.

If you attempt to order after the cut-off date for a week (Wednesdays for the following weeks lunches) the system will not accept your order for that week’s lunches.