FBCA Online Lunch Ordering Site

Our School-Lunch order form is now online. Lunch orders should be placed online using the website order form (we will still accept paper orders also for cash or check-sent in with your scholar if need be). To place lunch orders, go to **Crusadersonline.org** and click on the **LUNCH PROGRAM** link under Student Life or from the homepage under Quick Links. This will take you to the login page for the OrgsOnline.com Software Service-the service that is hosting our lunch ordering system.

To order lunches you will need to create a user account with OrgsOnline.com. To create a new 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 of your scholars to your account)

1. Click on the **Lunch Ordering box-**choose the week**-> place order**
   - choose which scholar**-> start order**
   - make that week's selections**-> place order**
   - click on one option**-> submit payment (**at top)**/ Print Order** (bottom)**/ Change   order** (bottom)**/Place New Order** (bottom) this tab will allow you to add your other scholars   to the order before you make your payment**.**

2. Select **Submit Payment** after you have reviewed the orders you have chosen.
   - select your payment option **-> Pay with electronic check**
   - use saved account or use another account (enter checking info for your 1st visit)**-> next**.
   - you will see your total, a $1.50 convenience fee (helps pay for the payment service's fees)
     and your bank account that will be charged **-> Submit payment/Back.**

3. After your orders have been paid and processed, you will see a green "**Payment Successful**" message.   Then you will also be able to go back to the start page and review your payments, see orders for each scholar and the dates of the orders placed.

** If ordering via cell phone, and you do not see the **Submit Payment** link, click the "Menu" icon that looks like **≡** and usually appears toward the top of a smartphone screen.

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.

One last note, 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 lunch/lunches.

Forgotten Password

If you forget your password, select the **Forgot My Password** option to have your password immediately sent to you. An automated attendant will send your password to the email address listed in your account. If you do not receive that email, then select the **Get Help** option to submit a Trouble Report.