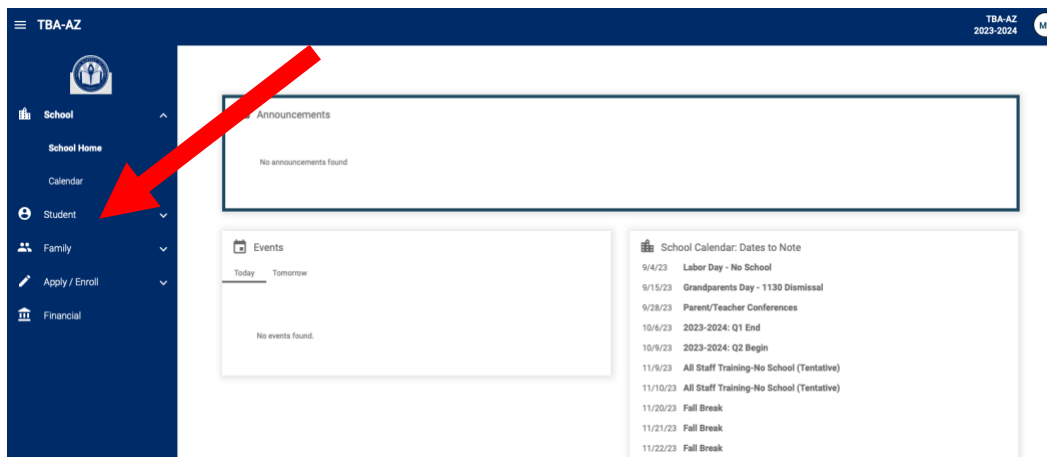


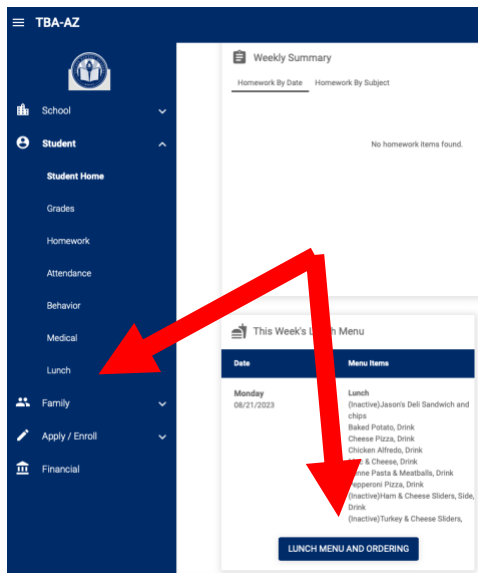


How to Order Lunches through your FACTS Family Portal

1. Go to the FACTS website link: [FACTS Family Portal](#). The link can be found on our school website as well under the “Online Tools Tab”: [TBA Website](#).
2. Log into your **Family Portal** – you will need the **District Code** which is **TBA-AZ**; and your **User Name** and **Password**.
3. Once you are logged into your **Family Portal**, on the left side column, select “**Student**”.



4. Select “**Lunch**” or “**Lunch Menu and Ordering**”.



- Next, you will see your student(s) name at the top of the white screen. Below your student's name, you will see a date dropdown menu. **Please select to correct date that you intend to order your student's lunch for.** Please note that lunch ordering will only be open for one week at a time. Each Friday, the following week will be opened for lunch order.


The screenshot shows the TBA-AZ student portal. On the left is a navigation menu with options like School, Student, Student Home, Grades, Homework, Attendance, Behavior, Medical, and Lunch. The main content area shows a student's name, a date dropdown menu set to 8/25/2023, and a grid of lunch items for the week of 8/20-8/26. A red arrow points to the '+ CREATE WEB ORDER' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21 (Inactive)Jason's Deli Sandwich and chips (\$5.00)	22 (Inactive)Jason's Deli Sandwich and chips (\$5.00)	23 (Inactive)Jason's Deli Sandwich and chips (\$5.00)	24 (Inactive)Jason's Deli Sandwich and chips (\$5.00)	25 (Inactive)Jason's Deli Sandwich and chips (\$5.00)	26
	Baked Potato, Drink (\$6.00)	Baked Potato, Drink (\$6.00)	Baked Potato, Drink (\$6.00)	Baked Potato, Drink (\$6.00)	Baked Potato, Drink (\$6.00)	
	Cheese Pizza, Drink (\$6.00)	Cheese Pizza, Drink (\$6.00)	Cheese Pizza, Drink (\$6.00)	Cheese Pizza, Drink (\$6.00)	Cheese Pizza, Drink (\$6.00)	
	Chicken Alfredo, Drink (\$6.00)	Chicken Alfredo, Drink (\$6.00)	Chicken Alfredo, Drink (\$6.00)	Chicken Alfredo, Drink (\$6.00)	Chicken Alfredo, Drink (\$6.00)	
	Mac & Cheese, Drink (\$6.00)	Mac & Cheese, Drink (\$6.00)	Mac & Cheese, Drink (\$6.00)	Mac & Cheese, Drink (\$6.00)	Mac & Cheese, Drink (\$6.00)	
	Penne Pasta & Meatballs, Drink (\$6.00)	Penne Pasta & Meatballs, Drink (\$6.00)	Penne Pasta & Meatballs, Drink (\$6.00)	Penne Pasta & Meatballs, Drink (\$6.00)	Penne Pasta & Meatballs, Drink (\$6.00)	
	Pepperoni Pizza, Drink (\$6.00)	Pepperoni Pizza, Drink (\$6.00)	Pepperoni Pizza, Drink (\$6.00)	Pepperoni Pizza, Drink (\$6.00)	Pepperoni Pizza, Drink (\$6.00)	

- Next select **(+CREATE WEB ORDER)**, then you will see **"Lunch Ordering"**. Select your student's name, and the dates that are available to order will be shown.

The screenshot shows the 'Lunch Ordering' form. It includes a header with a fork and knife icon and the text 'Lunch Ordering'. Below that is the 'Lunch Order Form' section. The form contains a text box with the student's name '*Test (\$0.00)' and a date selector showing 'Lunch Items for Friday 08/25/2023 (\$0.00)'. Below the form, there is a note: 'Quantity may include items previously ordered.' and a 'Grand Total: \$0.00'. A 'SUBMIT ORDER' button is located at the bottom right.

- Select the **date** that you would like to place an order for.

 Lunch Ordering

Lunch Order Form

Student *Test (\$0.00)

Lunch Items for Friday 08/25/2023 (\$0.00)

Lunch Item	Price	Quantity	Total
Baked Potato, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Cheese Pizza, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Chicken Alfredo, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Mac & Cheese, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Penne Pasta & Meatballs, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Pepperoni Pizza, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Chicken Tenders, Side, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Grilled Cheese, Side, Drink	\$6.00	<input type="text" value="0"/>	\$0.00
Apple Juice	\$0.00	<input type="text" value="0"/>	\$0.00
Chocolate Milk	\$0.00	<input type="text" value="0"/>	\$0.00
Water	\$0.00	<input type="text" value="0"/>	\$0.00
White Milk	\$0.00	<input type="text" value="0"/>	\$0.00
Carrot Sticks	\$0.00	<input type="text" value="0"/>	\$0.00
Chips	\$0.00	<input type="text" value="0"/>	\$0.00
Seasonal Fruit	\$0.00	<input type="text" value="0"/>	\$0.00

Quantity may include items previously ordered.


Grand Total: \$0.00

[SUBMIT ORDER](#)

- To select a lunch item, click the box below **“QTY”** and enter the number of items you wish to order Continue with each day’s lunch menu. As an example; you would enter a **number one (1)** for the lunch tray - *“baked potato, drink”* as one item for one student.

*Please note that lunch items are listed by the meals options that we provide. If a meal indicates that it is served with a side and/or a drink, please choose from the side and drink options listed at the bottom. The side and drink options cannot be purchased on their own.

- Once you have completed your orders for each student’s lunches, scroll to the bottom of the screen, and the **“Grand Total \$_____”** will appear for the lunches that you have selected above for your student or students.

 Lunch Ordering

Lunch Order Form


Student *Test (\$6.00)

Lunch Items for Friday 08/25/2023 (\$6.00)

Lunch Item	Price	Quantity	Total
Baked Potato, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Cheese Pizza, Drink	\$6.00	<input type="text" value="1"/>	<input type="text" value="\$6.00"/>
Chicken Alfredo, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Mac & Cheese, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Penne Pasta & Meatballs, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Pepperoni Pizza, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Chicken Tenders, Side, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Grilled Cheese, Side, Drink	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Apple Juice	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Chocolate Milk	\$0.00	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>
Water	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
White Milk	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Carrot Sticks	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Chips	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Seasonal Fruit	\$0.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>

Quantity may include items previously ordered.

Grand Total: \$6.00



10. Next select (“**Order Items**”). Please wait a few seconds for the lunch order to process.

11. The next screen you will see is the “**Online Lunch Payment**” screen. You will enter your payment information. After you have entered the payment information, click on the “**Submit Order**” button. Please wait a few seconds for the payment transaction to complete. You will receive an email confirmation of your payment.

If you experience problems with your online lunch payments not completing, FACTS suggests that parents use *Google Chrome or Firefox* as their browser, and do not use *Safari*.

Do not leave the order page / payment page until the transaction has completed, which may take several seconds to complete.

Also try removing your financial information from the payment page, and then re-entering your financial information to re- set the bank or credit card numbers and that may clear up the issues that you are having with your payments not completing.

Please reach out to Kaitlyn Muñoz with any questions at kaitlyn.traynor@tucsonbaptist.com or at the school office at (520)748-2277.

Thank you!

