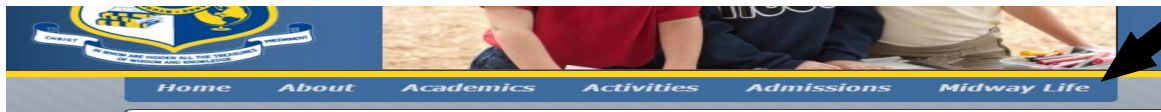


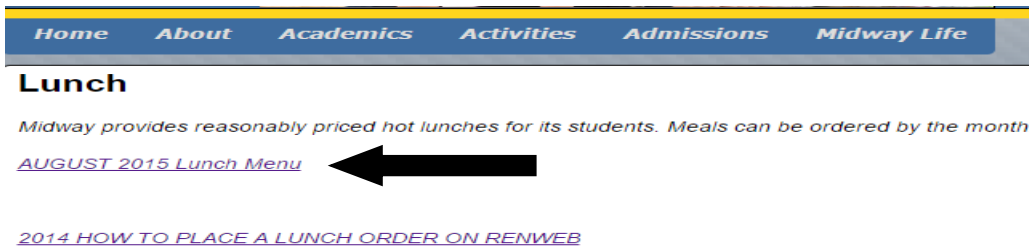
# How to Complete a Lunch Order on RenWeb

**PRINT A COPY OF THE CURRENT MENU RELEASE.** Mark your child(ren)'s order on the calendar then keep the calendar to refer to during the month.

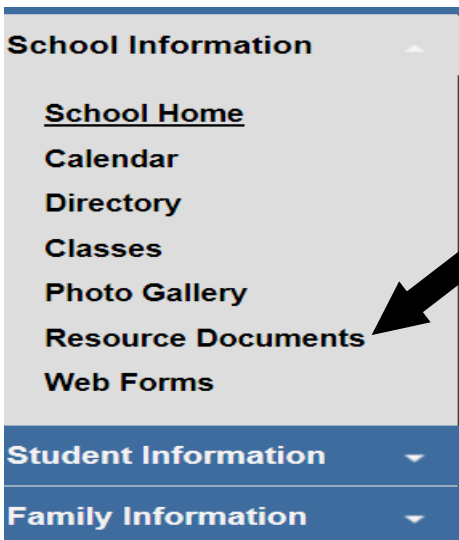
**TO PRINT FROM THE WEBSITE** – hover over “Midway Life” then click on “Lunch”



Choose the link for the current menu release, open and print.



**TO PRINT FROM RENWEB** – Log in and click “Resource Documents”



Document Archives	
<a href="#">2nd Grade Suggested Reading.doc</a>	2nd Grade Suggested Summer Reading
<a href="#">2nd Grade SUPPLY LIST.doc</a>	2nd Grade Supply List
<a href="#">3rd Grade Suggested Reading.doc</a>	3rd Grade Suggested Summer Reading
<a href="#">3rd Grade SUPPLY LIST.doc</a>	3rd Grade Supply List
<a href="#">4th Grade Suggested Reading.doc</a>	4th Grade Suggested Summer Reading
<a href="#">4th Grade SUPPLY LIST.doc</a>	4th Grade Supply List
<a href="#">5th Grade SUPPLY LIST.doc</a>	5th Grade Supply List
<a href="#">6th Grade SUPPLY LIST.doc</a>	6th Grade Supply List
<a href="#">7th &amp; 8th SUPPLY LIST .doc</a>	7th & 8th Supply List
<a href="#">AUGUST 2015 Lunch Menu.pdf</a>	AUGUST 2015 Lunch Menu
<a href="#">CAR LINE PROCEDURE 14-15.docx</a>	Car Line Procedure
<a href="#">Gym Expansion Information.pdf</a>	GYM Expansion Information

Find the current menu release in the list of documents, open and print.

# TO PLACE LUNCH ORDER

From [www.midwayschool.org](http://www.midwayschool.org) click on Parents Web Login



1. Enter Email and password (If you have not obtained a password please contact the school office)

District Code:  
MCS-GA

Username:  
[ ]

Password:  
[ ]

[Forgot Username / Password?](#)

Parent  Student  Staff

[Create New ParentsWeb Account](#)

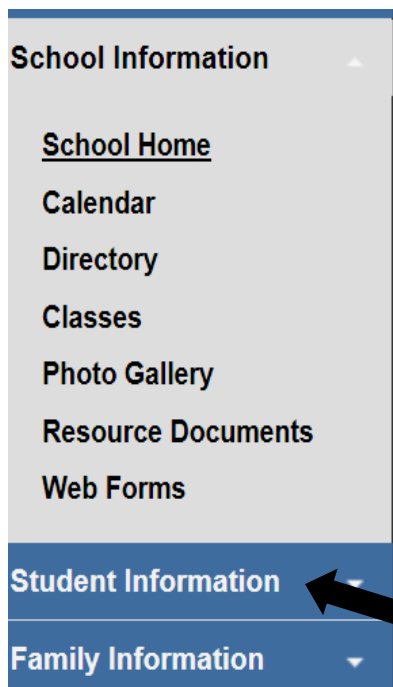
Get the RenWeb Home App

Download on the App Store

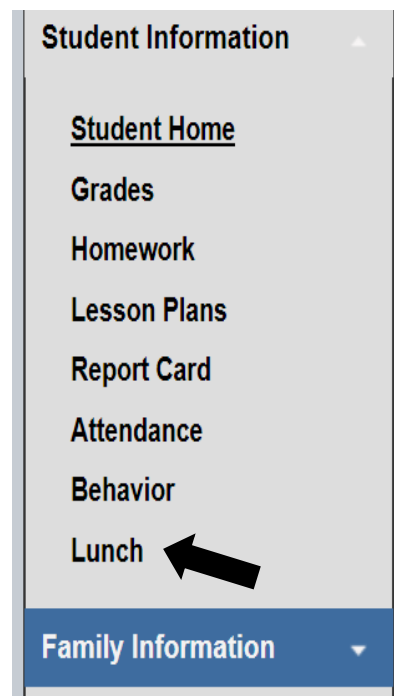
GET IT ON Google play

[Learn More](#) about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app!

2. Click on Student Information




3. Click on lunch




4. At top right side of the page click “Create Web Order”


Lunch for Caden

Format:  Time frame:




Blue = items ordered

< Previous Week      Date:        Next Week >

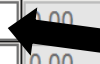
 Print Week

5. The menu that is currently available to order appears by day. **Add a 1 next to the main entrée** (the one that has the \$3.25 price). If you want an **extra entrée’ add a 1 next to it.** You will not see the sides on the order form, but they do come with the main entrée. If you have more than 1 child enrolled at MCCS you must order separately. You can see where each child starts by scrolling down on the same screen.

**Lunch Ordering for Caden** 


Each Child is listed separately

LUNCH ITEM	PRICE	QTY	TOTAL
<b>Lunch Items for Monday 08/10/2015</b>			
Cheese Pizza	3.25	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Extra Entree	1.50	<input type="text" value="0"/>	<input type="text" value="0.00"/>
S.L.(for Staff Use Only)	3.25	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Sub Total for Monday 08/10/2015			<input type="text" value="0.00"/>
<b>Lunch Items for Tuesday 08/11/2015</b>			
Escaloped Chicken and Noodle	3.25	<input type="text" value="0"/>	<input type="text" value="0.00"/>



6. When all children are done and you are ready to place order click on bottom “Order Items”. You cannot change or add to your order once you have clicked on “Order Items”. If you make a mistake please e-mail Debbie Taylor at [debbie.taylor@midwayschool.org](mailto:debbie.taylor@midwayschool.org) with the correct information.

Grand Total



All children are totaled together.

7. Your order will be confirmed by the message

Web Orders Created: Total value of unprocessed ordered items is \$ 60.00

8. Payment should be sent the next day or paid on-line through Renweb.

**The lunch account MUST BE CURRENT to place orders for the next month,  
The lunch account is a “pay in advance” account.**

Write check according to the amount that is totaled on your confirmation message. If you know your credit balance (from absences or overpayment) you may subtract the credit from your total. Credits are not figured into the confirmation total.

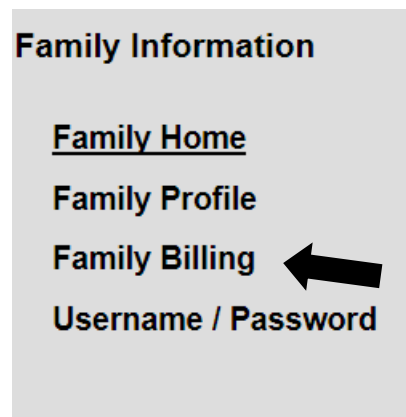
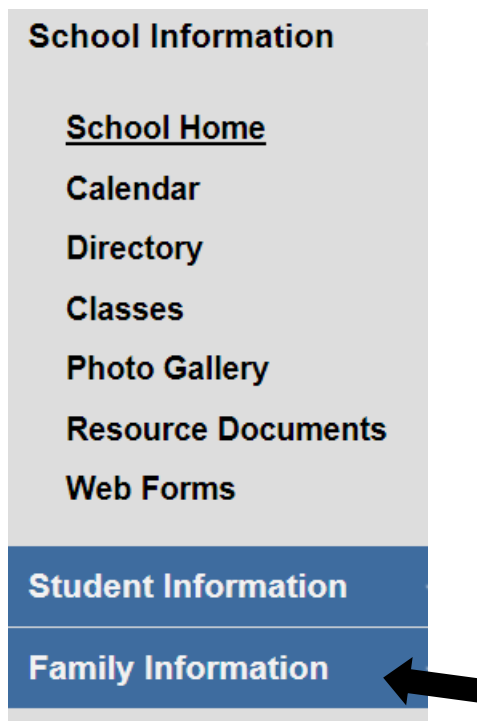
Please write LUNCH on your check. If sending cash, please write NAME and LUNCH on envelope.

**You may pay ahead.** For example, send in payment for \$100.00. As lunch orders are placed, your lunch credit will decrease. Paying ahead will also cover charged lunches for students who may forget a lunch and need to charge a school lunch.

Statements will be emailed from time to time. Please review the statement. If you have questions about the statement, contact Debbie Taylor at [Debbie.taylor@midwayschool.org](mailto:Debbie.taylor@midwayschool.org). **Credits will appear as a negative number on the end balance of your statement (ex. \$-3.00).**

### **TO PAY ON-LINE THROUGH RENWEB**

Log on to Renweb and click “Family Information” then “Family Billing”.



Click **PAY NOW** in the row of **LUNCH**.

Lunch	\$0.00	<a href="#">Details</a>	<a href="#">PayNow</a>
Total	\$0.00		

By clicking on “Details” you will be able to view your lunch account, charges, payment, balance, etc.

Enter the amount you wish to pay beside the current fiscal year. If you wish to pay ahead, put the total amount you wish to pay in the box.

Accounting System	Fiscal Year	Balance	Amount
General	2013-2014	\$0.00	\$0
General	2014 -2015	\$0.00	\$0
General	2015 - 2016	\$0.00	\$0
Total		\$0.00	

A negative amount indicates a credit

Pay Now

Follow the directions on the screen. The first time paying through Renweb, you will be required to set up payment method (checking or credit card). The information will be saved for future lunch payments. There is an 85 cent charge for payments from the checking account and a 2.75% charge for payment through credit card. This charge goes to the payment processing company. MCCS does not profit from this charge.

**PLEASE NOTE: ONLY LUNCH ACCOUNTS MAY BE PAID THROUGH RENWEB. Lunch should not be paid through SMART TUITION. Please do not attempt to pay tuition/fees through Renweb.**