Pre-order Lunch Online} Step-by-Step Instructions

These instructions explain how to pre-order meals online from a parent/guardian account. Please reference the images below for additional help.

Step 1: Sign in to your parent account.

Step 2: Scroll to the bottom of your Home screen (underneath your finance balances). The dates that have been opened for pre-ordering will appear as buttons. Click on a date to place an order for that day.

Step 3: Place a check mark for any menu item that you wish to order for your child/children.

Step 4: Once the menu items have been selected, click the Submit Order button.

Step 5: If an order has been placed, the button for that day will now display the total amount due. There will also be a 'Total' line displayed that will show the total amounts for all pre-orders. **Please note:** This 'Total' amount does not reflect your current lunch balance. Furthermore, the amount of the pre-ordered lunches will not be charged to your Lunch account until the day of the lunch or later.

(Sample Pre-order Buttons)

(Sample Pre-order Form)

For more information about locked pre-order days or viewing the current day's orders, please continue to page 2.

Note #1: If you would like to change an order or remove an order, click on the button for the day that you would like to change. When the ordering form appears, make any changes to the order by removing or adding check marks. Click 'Submit Order' again to complete the change process. If any dates have been locked, there will be note at the top letting you know that any locked date will have an (L) next to it.

Note #2: If a date has been locked or if you want to view the current day's order, you are still able to view the menu/orders for that day. Just click on the button for the date you want to view. All locked orders will have a note at the bottom explaining that you will not be able to make any changes.

Thank you for using FastDirect to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

Sincerely,
The FastDirect Team