Ordering Lunch

1. From the Dashboard, click on **Preorder**
2. Select the date or date range
3. Click **Add to Cart** for the items you would like to order. Note, add special dietary requirements as well – gluten free, nut allergy, etc.
4. Click **CHECK OUT CART** when ordering is complete.

5. **CART DETAILS** - verify the dates and items for what you ordered and click **NEXT**.

6. On the **ACCOUNT PAYMENT** tab, you can load your account through a credit card or ACH (checking/savings. There is a $2 fee associate with loading through myschoolaccount.com. Payments can also be made through Venmo @DELectablebbqandcatering or checks made payable to DELectable BBQ and Catering to avoid the $2 transaction fee. Payments will be reflected in your students account on MySchoolAccount.com.
   a. If you are paying by check or Venmo, click the **SKIP** button.
   b. If you are paying through myschoolaccount.com, enter the deposit and hit **NEXT**. Enter your payment information on the next screen.

7. At the **CONFIRM TRANSACTION** page, click **FINISH** to complete the transaction.

8. When the transaction is successfully completed, you will receive a confirmation number along with an email. *If you don't receive either of these, the order didn't go through. Please the order again.*
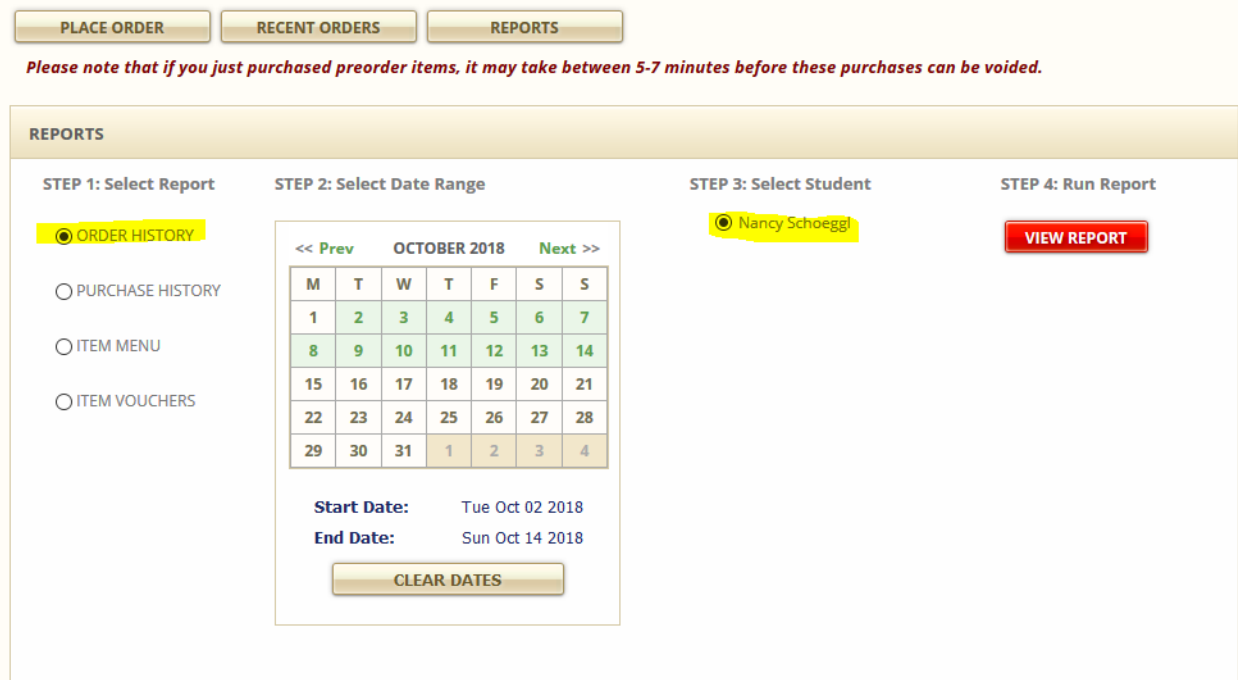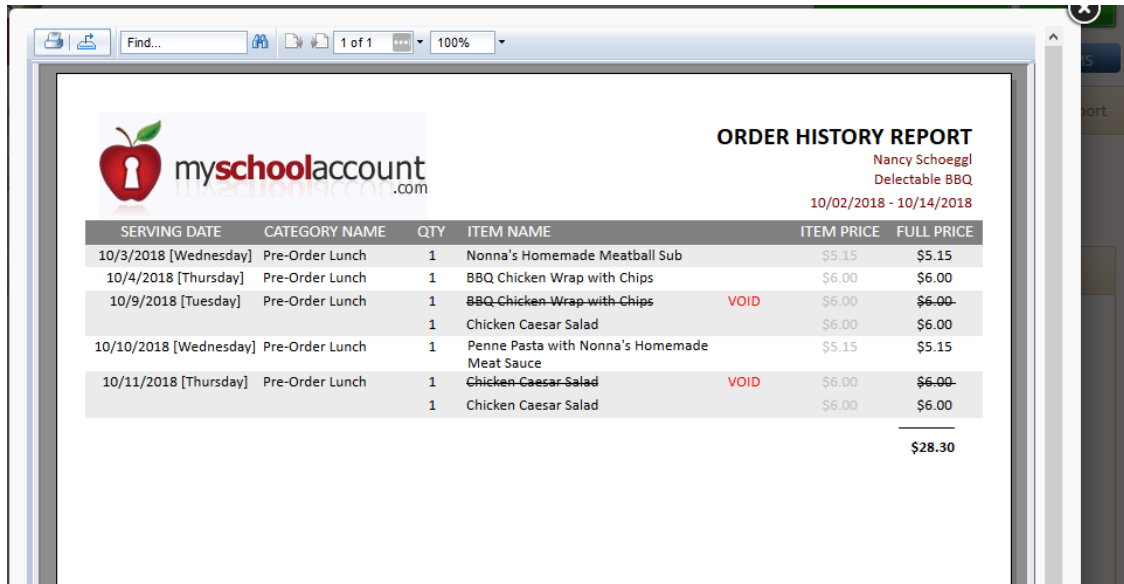
Viewing Orders

1. From the Dashboard, click on **Preorder**
2. Click on **REPORTS**

3. Select **ORDER HISTORY**, the date range, the student and then click **VIEW REPORT**

4. If the report is blank, clear the dates and select them again and click **VIEW REPORT**. Your report will look like the following:

Voiding an Item

1. From the Dashboard, click on **Preorder**
2. Click on **RECENT ORDERS**
3. Click on the **VOID** button to cancel your order