



Directions for Placing Lunch Orders

Parents must place lunch orders by Friday at 12:00 pm for the upcoming week

Via RenWeb. Lunch counts will be submitted shortly after that time. If you plan to join your child for lunch, please order through your child's account. We ask that you adhere to these expectations and not order the day of. **Food is ordered prior to Monday for our weekly catered lunches.** We want to ensure those who have placed their lunch order will receive a meal. Please **do not** contact Rails Catering to add to our school order at any time.

Log on to RenWeb.com (Link available on school website: (www.notredameschool.cc). Make sure that you have provided the school with a valid e-mail address.

Click on: ***Logins - ParentWeb Login***

New Parents click: Create New Parents Web Account

Enter School ID (District Code): ***NDS***

Email: *Registered email with school*

Click: Create Account / follow directions given by renweb

Returning Parents click: ***Logins - ParentWeb Login***

Enter School ID (District Code) : ***NDS***

Enter: User name and Password, then click login

Follow the Steps below for ordering lunch:

1. Click on the: ***Student Information*** tab on the left hand side
2. Click on the: ***Lunch Menu and ordering*** tab located at the bottom of the page
3. Select format option: (Calendar)
4. Select time frame: (month or week option only)
5. Click on: ***Create Web Order*** located at the top right of page
6. To order: Enter **1** in the Qty. box of the lunch item description (more if you &/or others will also eat)
7. Click on: ***Order Items*** at the bottom
8. Web orders created: Total value of unprocessed ordered items is \$ _____
9. Click: Family Information
10. Click: Family Billing