



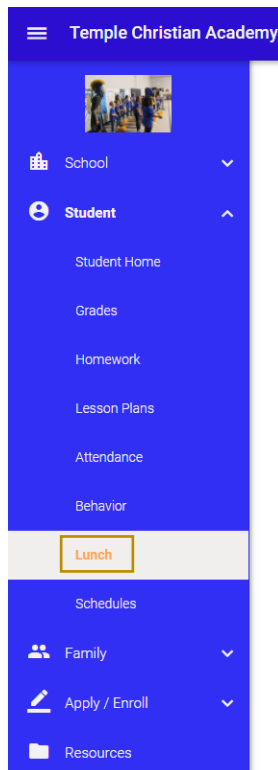
# TEMPLE CHRISTIAN ACADEMY WATCHMEN

A Ministry of Temple Baptist Church

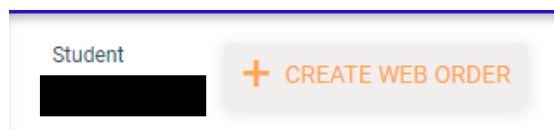
## TEMPLE CHRISTIAN ACADEMY

### Instructions for Ordering Lunches

- Log into your FACTS Family Portal. If you need help doing this, please contact the TCA Office at [info@templechristian.com](mailto:info@templechristian.com).
- Once you have logged in, go to menu on the left-hand side. Click on Student > Lunch.



- Once you are on the Lunch screen, you will see the Lunch menu for the day/week/month. Once you have decided on what days you would like to order for your child/children, you can click “+ Create Web Order” to actually order the lunches.



- Now you will enter a 1 under “QTY” for each lunch that you would like to order for your child.
- If you have multiple children that you are ordering for, you will scroll down and do this same process for each child.

LUNCH ITEM	PRICE	QTY	TOTAL
<b>Lunch Items for Monday 08/23/2021</b>			
Sliced Candied Ham, Broccoli, Mash Potatoes	5.00	1	5.00
Sub Total for Monday 08/23/2021			5.00
<b>Lunch Items for Tuesday 08/24/2021</b>			
Nana's Homemade Spaghetti, Salad, Fruit	5.00	1	5.00
Sub Total for Tuesday 08/24/2021			5.00
<b>Lunch Items for Wednesday 08/25/2021</b>			
Pancakes, Scrambled Eggs, Sausage, Mixed Fruit	5.00	1	5.00
Sub Total for Wednesday 08/25/2021			5.00
<b>Lunch Items for Thursday 08/26/2021</b>			
Burger or Cheeseburger, Fries, Fruit	5.00	1	5.00
Sub Total for Thursday 08/26/2021			5.00
<b>Lunch Items for Friday 08/27/2021</b>			
Pizza Fundraiser	5.00	1	5.00
Sub Total for Friday 08/27/2021			5.00
Total for [REDACTED]			25.00

- Once you have entered all the lunch orders for the week, you will scroll to the very bottom and see the Grand Total for the week.
- Then, click “Order Items”

Note: If an order for an item has been processed, you will not be able to change that item.

Grand Total 25.00

- Please be aware that all orders need to be entered each Friday at 4:00 PM for the following week.