

SchoolSpeak



Your School and You



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**Do more with SchoolSpeak**

Solution for Elementary and Middle Schools

# Webinar Series

## *Lunch Order*

## *Resource*

**SchoolSpeak Confidential**

# Agenda

- Lunch order general options
- Configuration considerations
  - Setup
  - Meals
  - Payment
- Setup a new Lunch Order resource
- Review parent/teacher ordering
- Lunch order reports

# Lunch Order Resource

## Overview

- Lunch order resource may be configured to your school's requirements
- Parents and teachers may order the lunches
- Option to setup a payment processor
- Multiple pricing strategies
- Multiple menu options

# Setting up Lunch Order Resource Considerations

- Two options for lunch ordering
  - Parent
  - Teacher
  - May also have in combination
- Parent Ordering
  - Daily
    - ✓ What is the time cutoff?
  - Blocks
    - ✓ Determine dates for the blocks
    - ✓ Determine the pre-order dates
- Teacher Ordering
  - ✓ As part of attendance
  - ✓ Can be used in conjunction with parent ordering

# Setting up Lunch Order Resource Considerations

## Menu Options

- Price Levels
  - ✓ Regular Price, reduced lunch, Free lunch, Teacher price
- Menu Categories
  - ✓ Hot Lunch, Extra Entrée, Salad, Extra Milk
- Actual meal descriptions

## Payment options

- ✓ Allow PayPal, bank transfers or just by check/cash

# Steps

## 1. Create New Resource

## 2. Click on Settings

- Add instructions to parents
  - ✓ Add text to the message boxes. (Template)
  - ✓ Modify fields based on the considerations
- Add price levels
- Add menu options (categories not actual meals)
- Edit payment options

## 3. Edit Menu

- Input Meal Options

Each school is unique and may have different considerations.  
Please contact SchoolSpeak support to address any specific concerns!

*QUESTIONS?*

THANK YOU!!

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