

Directions to Create a New Account:

Open the URL <https://stfrancis.schoolbitez.com> in your Internet Browser. This will open a Login Page of the Online Ordering System.

- Click on the **Create new Account** Button on this page.

After Successful Login

Once you successfully login to your account or after you create a new Account, you will be taken to the Children page.

On this page, you can click on the **Add Child** button to add a new Child account under your Account.

You can also make changes to an existing Child Account or remove it altogether.

Add Child Account

On this page, enter your Child's first name, last name, the School Registration code **SFRS-001** and your child's grade.

For Teachers/Staff: create an account, under Add Child, put yourself in as the child, for grade use "Adult"

Once all the information is filled in, click on the **Add Child** button to finish adding child to your account. You can watch a video tutorial by clicking on the Tutorial Video button in the upper right-hand corner.

Start Ordering

Once you have set up one or more Child accounts, click on the **New Order** button. .

This will open the Ordering wizard screen shown below. The Ordering screen is split into 3 steps.

Step 1

On the first step, shown below, select which Child you want to place orders for. Select Manual and click **Next** button.

Step 2

Add items to the cart for the days you want to order.

Once you are done selecting your Order Items, click on the Proceed to Checkout button which will take you to Step 3.

Step 3

Enter your Credit Card number or select a previously saved Credit Card. Click on the

Place Order button to complete your Order.

Modify or Cancel Existing Orders

To make changes to your existing orders, go to the **Children** page, click on either **New Order** button or **Modify Orders** button. Clicking on either button lets you modify your existing orders, cancel existing Orders or add new Item Orders.

Placing Orders for multiple children

- You can place orders for multiple children in a single Checkout. When starting an Order, select multiple children that you want to place orders for.
- \When selecting Items you want to order, click on the **tabs** to **switch** between children. Once you have selected items to order or modify for each Child, click on the **Proceed to Checkout** button to pay for all orders in a single transaction.

Using Mobile App

- Download our mobile apps using the button on the Calendar page. Once downloaded and installed, launch the app and you will be asked to enter your child's school code. Enter your school's registration code **SFRS-001**.
- Once you submit the school code, you will be taken to the Login screen / Create Account screen. Enter your login credentials or create a new account if you don't have one.
- Once logged in, you will be taken to the Children page. You can add a Child using the **Add Child** button. Once you have a child account created, click on the **New Order** button to start ordering.
- On the New Order, page, click **Continue** button.
- Select the week you want to order for using **left** and **right** arrow buttons. Click on the **+** button to add items for a given day.
- Once you have selected your items for the days you want to order lunches, click on the **Checkout** button.
- Select a saved Credit Card Profile or enter details of new Credit Card for the payment. Click on **Place Order** button when ready.
- Once the payment is successfully processed, your Order is complete. You will be shown the receipt for your Order.

Cancel Existing Orders

- To **remove** or **modify** an existing Order, **swipe** the calendar day row towards left and click on the modify or remove Item icon.

Ordering for multiple Children

- In mobile app, you will place one child order at a time. Once you have place an order for a child, click on the **Children** tab in the bottom navigation bar to go back to **Children** page and start order for another child.