

## **MCS Lunch Program Highlights And Reminders**

**(Full policy is available online once you are logged in to your account)**

**Returning Families:** Please use your existing lunch account from last year.

1. Go To: <https://express.boonli.com/login> - (please bookmark this page).
2. Sign in with your username & password from last year (PLEASE do not create a new account).
3. For each student on your account add their grade for the new school year and click “update profile”.
4. If a student has graduated, select their name & click “remove profile”.
5. Once all profiles are updated you can begin placing orders.

**New Families:** Create new account.

1. Go To: <https://express.boonli.com/login> - (please bookmark this page)
2. Click on Register: The school password is: MCS19. Add account and profile(s) information.
3. Sign in with your username & password. 4. To begin ordering click on “Order” above the Program Information section.

**Lunch Menus:** Our monthly lunch schedule will be built based on volunteer spots filled to help with cooking and serving. The sign-up will be posted during the first week of each month on [www.signupgenius.com](http://www.signupgenius.com).

**Lunch Ordering Schedule:** Orders must be completed by 12:00 midnight the Saturday prior to the start of each week's lunch service unless otherwise noted. We encourage you to order for the entire month to avoid missing the weekly lunch deadline. To minimize cost and waste, we plan and purchase ingredients based on orders completed by closing time and cannot accept late orders.

**Payment Information:** This year we will be posting all lunch balances to FACTS under “Incidental Expenses”. You will have the option of choosing “Auto Pay” to have the amounts due automatically charged to your approved credit card or deducted from the bank account linked to your FACTS account. This will be the most efficient, time-saving process and will prevent missed ordering deadlines since your lunch account will remain open for ordering.

Be sure to proceed to checkout and complete the order process. Orders that are left in the shopping cart are NOT automatically processed and your student(s) will not be included in the lunch service reports. You may enter “FACTS” in the Payment Type box.

**Print Orders:** You can print a calendar view of your child(ren)'s order(s) by clicking “View/Print Orders” from your lunch account home page. This will insure your order is as you intended!

Ordering for more than one student? Please be sure to add all items for all your student(s) into the shopping cart

**BEFORE Checking-Out:** View your order history to verify your choices. Changes or additional orders: Because lunch balances will be posted to FACTS, accounts will remain in “open” status for editing and adding orders within the set ordering time frames.

**Ordering Policies:** (Missed/Late Orders, Credits, and Changes/Cancellations):  
Please see Program Information section on website for details.

**Technical Support:** (help navigating the site)  
Email Mrs. Matusic at [wmatusic@mcsalbany.org](mailto:wmatusic@mcsalbany.org).