# SAINT BRIDGET MIDDLE SCHOOL LUNCH PROGRAM
Boonli Registration & Ordering Instructions

TO REGISTER YOUR CHILD (for first time users):

1. Go to www.boonli.com

2. Click on **Log in** in the upper right-hand corner

3. You will be directed to the "**Welcome"** screen. Click "Create an Account" at the bottom of the screen. At the next prompt, choose "click here" to create an account.

4. You will be directed to the "**Register"** screen. Enter the password for Saint Bridget School: **SBS420** and check the box "**I'm not a robot**". You should see a green check mark (✓) when finished. Click **"NEXT".**

5. This will bring you to the "**ACCOUNT REGISTRATION FOR SAINT BRIDGET CATHOLIC SCHOOL"** page. Complete all fields:

   a. Enter the required personal information (name, address, phone numbers).
   b. Create a username & confirm.
   c. Create a password and confirm (must be at least 8 characters).
   d. Enter an email address.
   e. Check the box "**I will be ordering meals for other people**".
   f. Click "**SUBMIT"**
   g. You should see "**Your user account has been created. You may now enter your user profiles"**. Click **OK.**

6. This will take you to the "**CREATE USER PROFILES**" page. Here is where you will create a profile for your middle school child or children.

    a. Enter your child's first and last name.
    b. Select the drop-down menu under "**LOCATION**" and choose the appropriate teacher and grade level for your child.
    c. Enter your child's birthdate if desired (not a required field).
    d. Click "**ADD PROFILE**"
    e. You should see "**User profile for (your child's name) has been added!".**
    f. Click "**OK**".

7. The next screen will show any profiles you've created (listed on the right) and allow you to create another user profile or profiles (for additional middle school children).

    a. If you'd like to create another user profile, do so by entering the information under "**OTHER USER PROFILES**" and then choose "**ADD PROFILE**" when complete.
    b. If you are finished creating user profiles, simply click **"I'M DONE"** on the lower right-hand side of the page.

8. This will bring you back to Boonli's "**Welcome**" page. You may now log on using the username and password you created and begin ordering lunch!
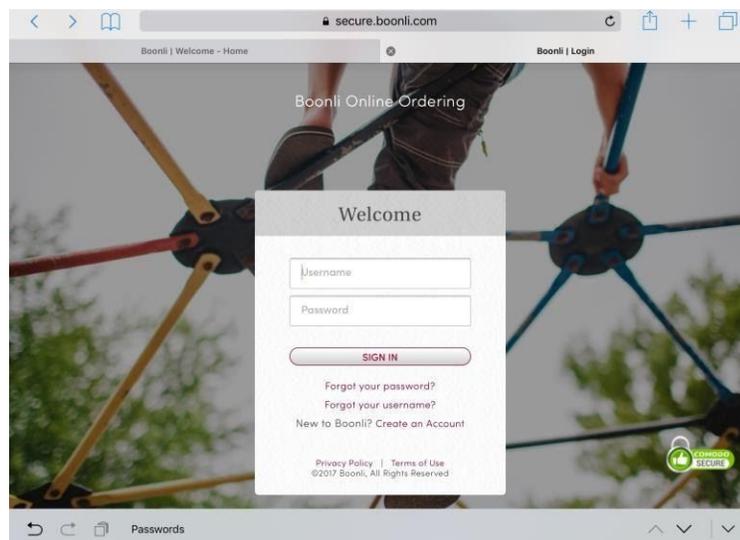
TO PLACE LUNCH ORDERS (for returning users or new users who have registered):

1. Go to www.boonli.com

2. Log onto the program by entering your username and password. Click "**SIGN IN**".

3. You will see the Boonli "**WELCOME**" screen. Log on using your username and password, then click "**SIGN IN**". You may be prompted to review the Boonli End User Agreement. If so, review the document, click on the box then choose **"I AGREE"** . You will then be taken to a COVID-19 Update screen. You may then choose "Take me to the Program Information page" or **"X"** out of the screen to proceed with ordering.

4. You should see the following Welcome screen:
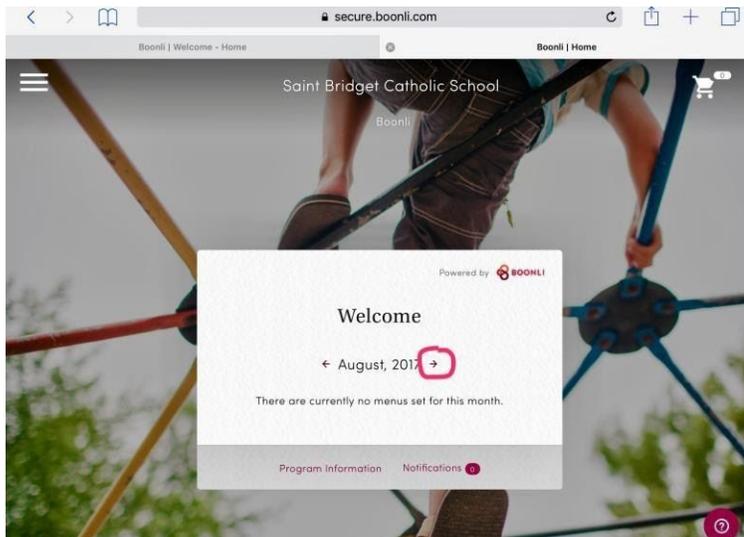
Click on the red arrow to the right of August. This will bring you to the **September, 2020** menu page.

5. Click on **"LUNCH"**. You will see the following screen:
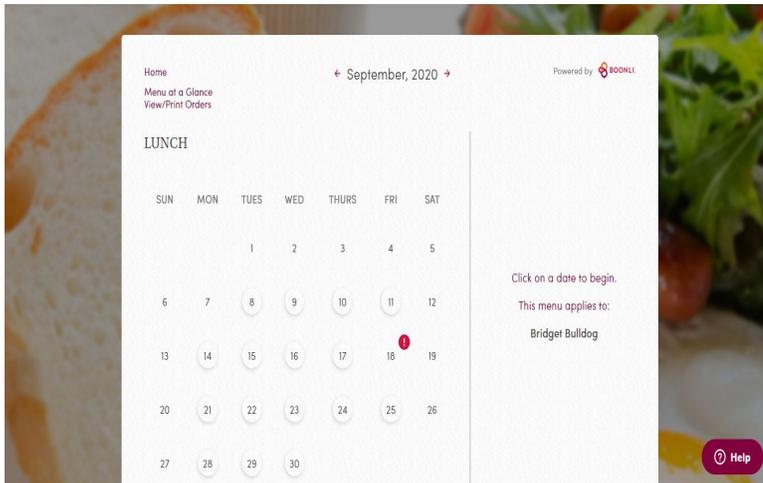
6. Your child/children's name(s) should be listed on the right. Click on a day to place an order.
    a. At the top of the page, "**SELECT A PROFILE**" (child's first & last initial in a circle) if you have multiple student profiles. Otherwise, simply choose a day to order.
    b. Select the item or items you wish to order and follow the prompts to customize.
    c. Click "**SAVE SELECTIONS**" when complete:
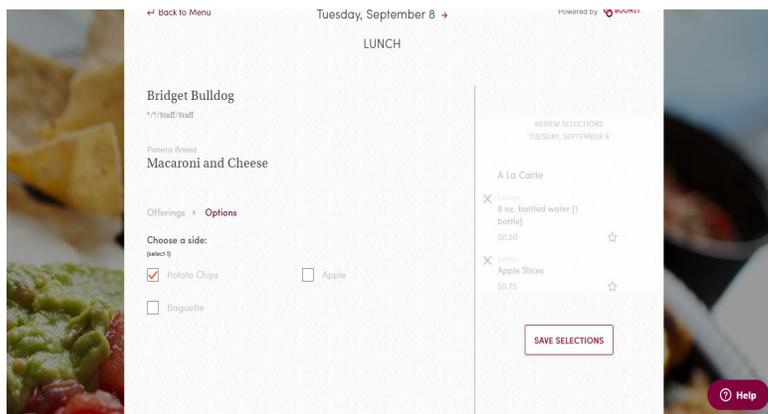
    d. The items you ordered will be listed on the right. You may edit or remove them if incorrect. Then choose one of following three options: **"SAVE AND GO TO NEXT DAY"** (to continue ordering), **"SAVE AND GO TO CART"** (to check out) or **"SAVE AND GO TO CALENDAR"** (to view the full calendar).
   e. If you would like to continue ordering meals, choose **"SAVE AND GO TO NEXT DAY"**
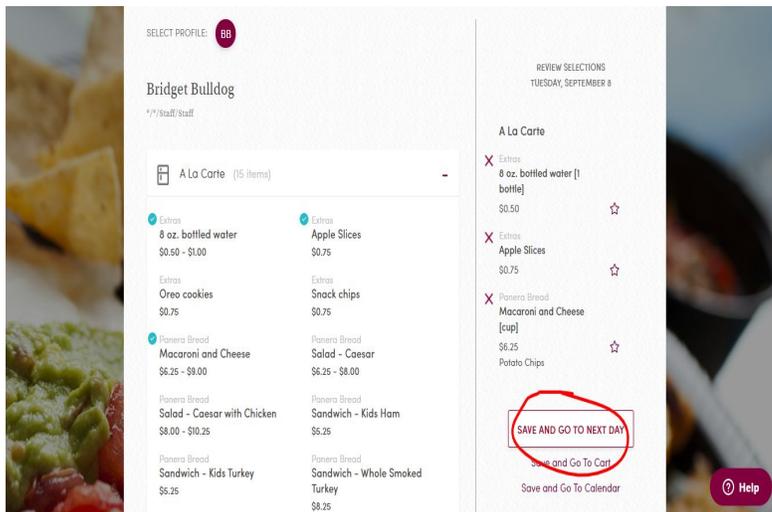
f.   This will direct you to the next available day that you may place orders. You may continue ordering for the same student (or another one if you have multiple middle school children), return to the calendar (upper left), scroll forward or backward to order for another day (red arrows to right and left of the date) or proceed to check out (shopping cart icon in far upper-right hand corner):
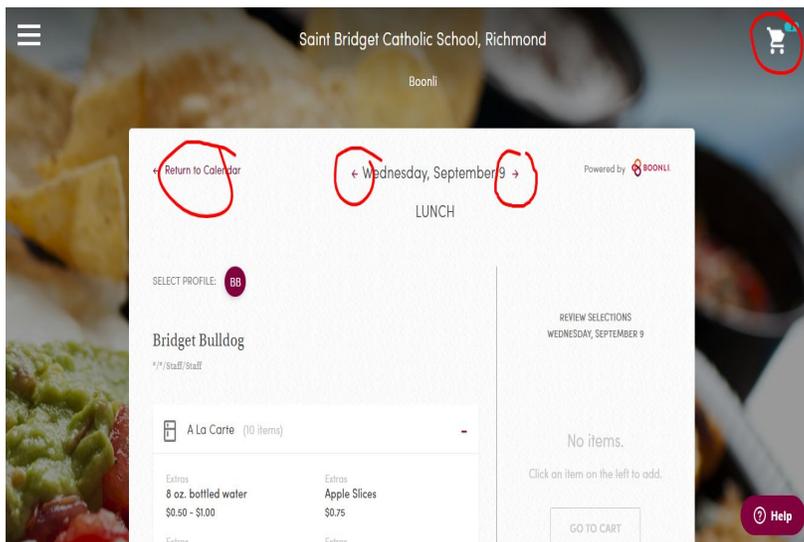

g. Continue until you have completed the ordering process for the week or month for each child and are ready to proceed with payment.

h. NOTE: You may edit or cancel orders at any time before paying for your order. Make sure to scroll up and down to view your entire Boonli screen at any given time.   You may also click on the three white bars in the upper-left hand corner of your screen to return to the home screen, check your order history, view your account details, view notifications, go to the help section or sign out at any time.

7. To complete payment, click on the shopping cart icon in the far upper-right-hand corner of your screen. Review your order(s) and make any changes if necessary. If this is your first order of the school year, you will notice that a one-time $10.00 annual registration fee has been added to your account. If your order is less than $10.00, you may notice a $1.00 charge has been added to your account. To avoid this second charge, consider placing multiple orders at the same time to meet the minimum requirement. Proceed to "**CHECKOUT**":
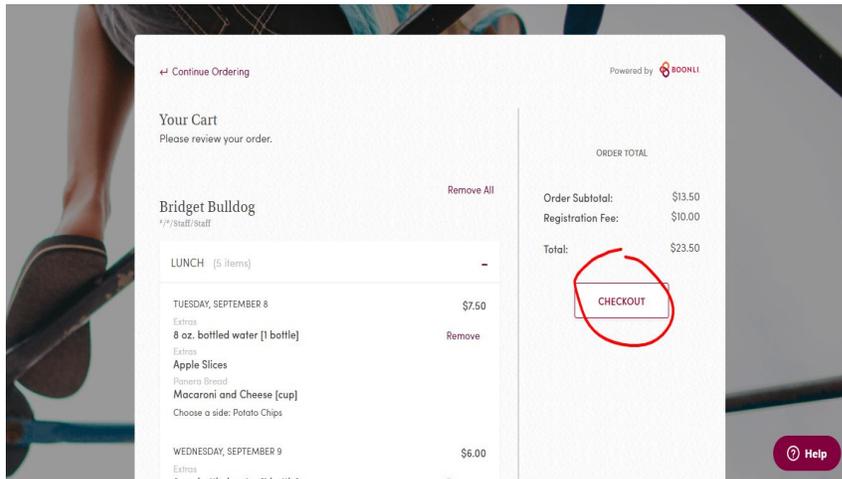
8. Confirm that your order is correct, then click on "PAY ($ amount)" in the lower right-hand corner to submit payment.
9. Follow the prompts to verify your billing address and enter your credit/debit card information if ordering for the first time.
10. Click on "**PAY NOW**". You will receive a notice saying your purchase was complete. Exit out of the screen by clicking on the "**X**":
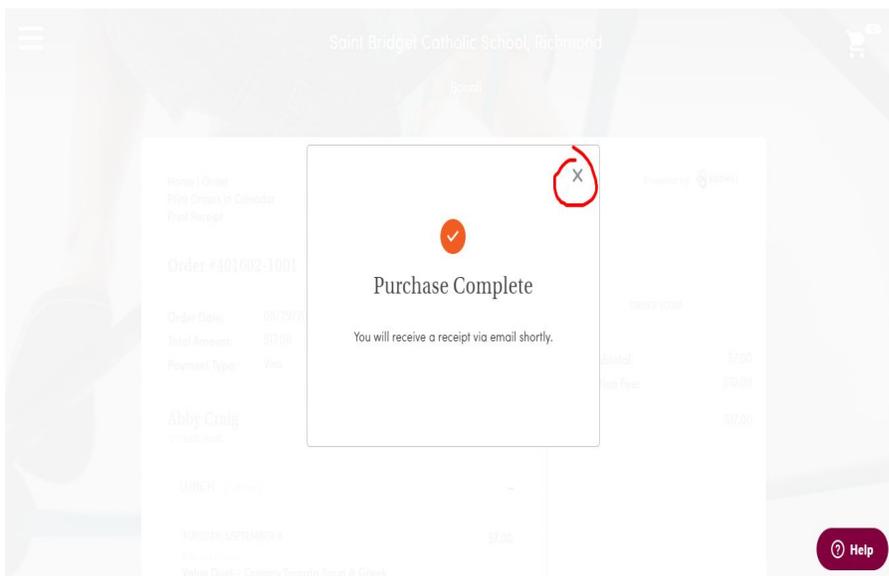
11.   This will take you to the following screen displaying your order number:
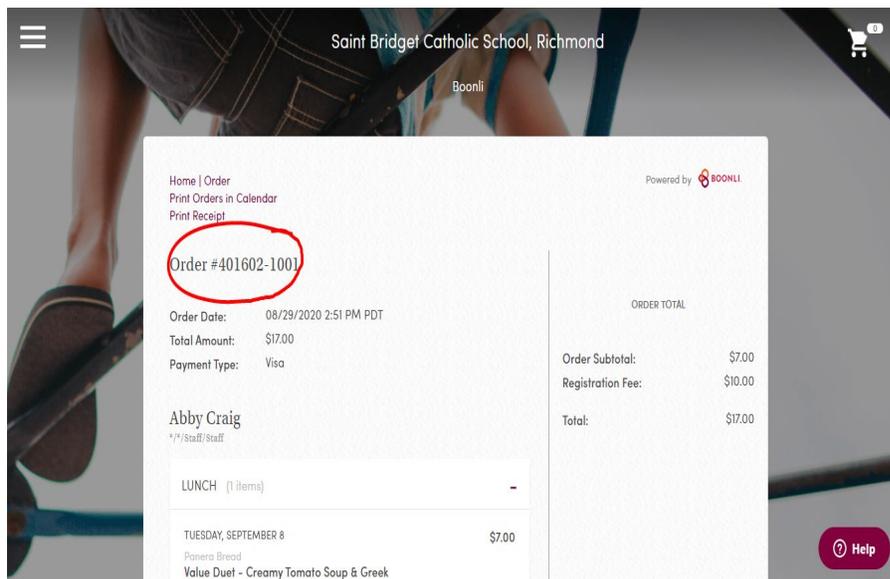
Note that the shopping cart icon in the upper right-hand corner displays a zero and therefore is empty. Check your email account for confirmation of your order. If your order has been processed, sign out of Boonli by clicking on the three white arrows in the upper left-hand corner of your screen and choosing "**Sign Out**".

QUESTIONS? Please contact Mary Ruth Craig by email (mcraig@saintbridget.org or mslunches@saintbridget.org) or phone (c): (804) 370-4319 or (w): (804) 420-4940 ext. 408.