

Tillery Charter Academy Foodease

Parent Manual



FAQ's

How to create an account on Foodease How to login to an existing account on Foodease How to order lunch for your child

How to create an account on Foodease

1. Go to www.tillerycharteracademy.org

TILLERY CHARTER Home About Us ~ Academics ~ Pa	rents	Community Uutreach Contact Us
	Calendar	
	Transportation Teacher Wish Lists	
TILLERY	Volunteer Parent and Family	TILLERY CLARENCE IN TILLERY
	Engagement Policy Handbook	

2. Click on Parents, then Select Meals.

CHARTER A CLASSER	Home	About Us 🗸	Academics ~	Parents 🗸	Enrollment ~	Community Outreach	Contact Us	Q	
			Mea	ls					
ORDER SCHOOL LUNCH >									
Tillery Charter Academy Lunch Program									
September 26, 2022									
Dear Parents and Families,									

3. Click on Order School Lunch.

STAFF	+ PARENTS
LOGIN	Account Login
REGISTER	Enter your email address and password to login, or click "Register" to create a new account.
FORGOT PASSWORD	Email:
	Password:
	Submit

- 4. Click on Register.
- 5. Enter **YOUR** (parent/guardian) information on the Foodease User Registration screen and click Submit.

STAFF	PARENTS *
LOGIN	Registration
REGISTER	Please enter your information to register.
TORGOT INSSWORD	Perent Type*: -select - First Name*:

6. Add your students. Student ID is your child's first and last name. EX. Stephanie Smith

	+ ORDERS	+ MESSAGES	+ FOOD CONSUMED
EMOGRAPHICS	+ Add Child to Parent A		
WILY .		to complete your registration.	
	Enter the Child information f	or	
POUSE	First Name*:		Now fill in your
COUNT FUNDS	Middle Name:		child's information.
	+ Last Name*: Nick Name:		
UDENT INFO	Date of Birth (mm/dd/yyyy)*:		
	Submit		
MY ACCOUNT	+ ORDERS	+ MESSAGES	+ FOOD CONSUMED
EMOGRAPHICS	Preset Adding Studen		
	Parent Adding Studen You have successfully added	t the child account to the parent:	
WILY	Enter the Student Number for		
DCOUNT FUNDS	+ If you don't see the shild you	are looking for, Add Another Child *	To light second shild's a second
TUDENT INFO		are looking for, Add Another Child	To link your child's account
	Children*:		to their school, fill out the
	Student Number*:	←_	required information.
	Grade: - select -	~	
	Submit Submit and Add	1 Child	If you have more than one
			child that you are ordering
			china that you are ordering
			lunch for, press Submit and
			lunch for, press Submit and Add Another Child.
ld your paym	ent method.		lunch for, press Submit and
ld your paym	ent method.	1 MESSAGES	lunch for, press Submit and Add Another Child.
MY ACCOUNT		+ MESSAGES	lunch for, press Submit and Add Another Child. Otherwise, Submit .
MY ACCOUNT SMOGRAPHICS	+ ORDERS		lunch for, press Submit and Add Another Child. Otherwise, Submit .
MY ACCOUNT MOGRAPHICS MILY	+ ORDERS + Add Credit Card + You have successfully added		lunch for, press Submit and Add Another Child. Otherwise, Submit.
MY ACCOUNT MOGRAPHICS MILY SCOUNT FUNDS	+ ORDERS + Add Credit Card + You have successfully added	the new student.	lunch for, press Submit and Add Another Child. Otherwise, Submit.
MY ACCOUNT MOGRAPHICS MILY SCOUNT FUNDS SREDIT HISTORY		the new student.	Iunch for, press Submit and Add Another Child. Otherwise, Submit.
MY ACCOUNT MOGRAPHICS MILY SCOUNT FUNDS SREDIT HISTORY		the new student. the Nickname and last 4-digits are stored	Iunch for, press Submit and Add Another Child. Otherwise, Submit.
MY ACCOUNT EMOGRAPHICS MILY SCOUNT FUNDS SCEDIT HISTORY NDD CREDIT		the new student. the Nickname and last 4-digits are stored	Iunch for, press Submit and Add Another Child. Otherwise, Submit.
MY ACCOUNT EMOGRAPHICS MILY CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS		the new student. the Nickname and last 4-digits are stored	Iunch for, press Submit and Add Another Child. Otherwise, Submit.
Id your paym MY ACCOUNT ENOGRAPHICS MILY CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS CCOUNT FUNDS		the new student. the Nickname and last 4-digits are stored	Iunch for, press Submit and Add Another Child. Otherwise, Submit.

8. Add an amount to your child's lunch account.

MY ACCOUNT +	ORDERS +	MESSAGES	+ FOOD CONSUMED	+
DEMOGRAPHICS +	Add Credit You have successfully submitted the Credit Car	rd Information		
FAMILY + ACCOUNT FUNDS -	Credit Card:		Choose which card to charge and add the amount you wish to	
CREDIT HISTORY ADD CREDIT	Submit		charge to your child's lunch account.	
CREDIT CARDS			account.	
STUDENT INFO				

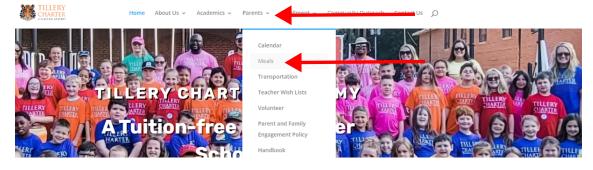
9. Set up Auto-Pay or to Cancel Auto-Pay.

MY ACCOUNT +	ORDERS +	MESSAGES	+	FOOD CONSUMED	+	LOGOUT
PENDING ORDERS NEW ORDERS ORDER HISTORY AUTO-PRY FOOD CONSUMED	Auto-Pay Settings You have successfully submitted the Food Ord Set the amount that will automatically be paid b Credit Card*: Replanish account when it is this amount*: Amount to Add to Account*: Submit Cancel Autopey	y when their accou	Fill in the	etermined minimum amount. e required informat ay or press Cancel		
MY ACCOUNT +	ORDERS +	MESSAGES	+	FOOD CONSUMED	+ L	OGOUT
INBOX	Notification Settings					
COMMUNICATION METHODS	You have successfully submitted the information.					
NOTIFICATIONS	You will receive a message when your account bala	ince falls below the Low Account	Balance Amount t	hat you set below.		
SUPPORT	Low Account Belance Amount*:	Accoun	t Balance	Autopay, please set e Amount so that yo child has little mor	ou can	be

10. Congratulations! You have set up your account. If you need to review the information you submitted, scroll over to **My Account** and click the corresponding links to check your account information.

How to login to an existing account on Foodease

1. Go to <u>www.tillerycharteracademy.org</u>



2. Click on Parents and then Select Meals.

STAFF	+ PARENTS
LOGIN	Parent Login
REGISTER	Enter your email address and password to login, or click "Registration" to create a new account.
FORGOT PASSWORD	Email: When you click the link from your
	Password*: school's website, you are brought
	Submit here. Enter your information and press Submit.

MY ACCOUNT	+ ORDERS +	MESSAGES	+ FOOD CONSUMED	+ LOGOUT
DEMOGRAPHICS -	Demographics			
NAME	Name			
EMAILS	Email			
PHONES	Child	Congratulations!	You have logged	
ADDRESSES		in. To Log out, p		
SECURITY		Logout button o	n the top right.	
FAMILY +				
ACCOUNT FUNDS +				
STUDENT INFO				

How to order lunch for your child

1. Go to Go to www.tillerycharteracademy.org



2. Click Parents and then Select Meals.

STAFF		+ PARENTS
LOGIN	Parent Login	
REGISTER	Enter your email address and password to login,	or click "Registration" to create a new account.
FORGOT PASSWORD	Email:	When you dick the link from your
	Password*:	When you click the link from your school's website, you are brought
	Submit	here. Enter your information and
		press Submit .
MY ACCOUNT +	ORDERS - MESSAGES	+ FOOD CONSUMED +
	PENDING ORDERS	
DEMOGRAPHICS -	NEW ORDER	
NAME	ORDER HISTORY	Go to Orders -> New Order
EMAILS	Email	
PHONES	Child	
ADDRESSES		
SECURITY		

3. Select a Dining Location (if applicable).

MY ACCOUNT	+	ORDERS		+	MESSAGES +	FOOD CONSUME	Ð	+ LOG	IOUT		
PENDING ORDERS New Order Here we see all of the dates that you can order for. To order your child's meal for that day, press Order.					6						
ORDER HISTORY		Date	Time	Weekday	Meal 📀	Completed	Price 🕐	Student Name	Order	Edit	Cancel
		06/21/2019	12:00am 6:00am	Fri	Burrito, 8 Piece Chicken Nugget, Chips & Salsa, Sprite, Topping, Salad, Mexican Sauce, Fillings, Chicken Sandwich, Taco, Quesadilla	Incomplete	not applicable		Order		×
		06/22/2019	12:00am 6:00am	Sat	Burrito, 8 Piece Chicken Nugget, Chips & Salsa, Sprite,	Incomplete	not applicable		Order	~	×

4. Your child may only have one to two choices depending on the vendor used for that day. Select only one meal for your child. Click the submit button.

Select Products							Suppo
You are selecting item	is for,						
Add these products to	o the food sale. more		Now choose the items your child will eat on this day.				
Submit Order Ca	ancel						
Quantity	Selections 📀	Р	roduct	Price	Requirement	Select 😨	Remove
0 +		8 Piece Chick	en Nugget	3.50	optional	Select	×
0 🛨 🗖		Burrito	Burrito		optional	Select	×
0 F		Chicken Sand	lwich	3.50	optional	Select	×

- 5. When you click submit, you will go back to the Order menu and you can continue to order other meals for your child.
- 6. To view your orders, go to Orders > Pending Orders.
- 7. To see a history of meals for your child, go to Orders > Order History.