

Online Ordering Instructions

Where to Online Order:

1. Visit www.medfieldschoolfoodservice.com
2. Go to the "Menus" page and select the menu for your child's school.
3. On the top right of the online menu, you will see a button for "Online Ordering"
4. Once in the online ordering portal, you will need to create an account, which you can use to manage multiple student accounts from.
5. To create your student's account you will need their 10-digit student ID number to link to their lunch account (instructions for locating their ID number attached).

How to Online Order:

1. Once you have created your account you are ready to place your child's lunch order. If you have multiple children you are ordering for, you will need to complete each order separately.
2. Select the "Order Meals" at the bottom right of your child's account.
3. Make sure to select the "Lunch" tab at the top and the correct week you would like to order meals for.
4. You will only be allowed to select **one** entree option.
5. After the entree is selected, you can choose whether or not your child would like the fruit, vegetable and milk (these items are included with a complete lunch). To do this just click on each of the side items you would like for your child to receive with their lunch.
6. Next, click "Add to Order" at the bottom.
7. Once you have gone through the month/week and selected which meals you would like to order, click the shopping cart on the top right and "checkout".
8. You will need to select the pickup location for your child, which will automatically be associated with your child's homeroom teacher. After the pickup location is selected, choose "Place Order" at the bottom.
9. You will receive a confirmation email and a summary of your order once you have submitted your order. If you do not receive a confirmation email, please contact the Food Service Department to ensure your order was placed correctly.

When to Online Order:

- The cutoff time to place an online order is 8:00am. the day of meal service.
- You are welcome to place an order for the entire week or even the entire month so you do not have to worry about submitting orders each morning.