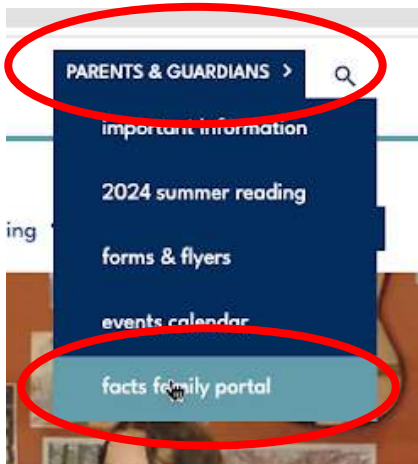


WSA Lunch Ordering Instructions

1. Go to the [FACTS Family Portal](#).

You can also go to westsoundacademy.org, click on **PARENTS & GUARDIANS** in the upper right corner and select “FACTS Family Portal” from the dropdown menu.



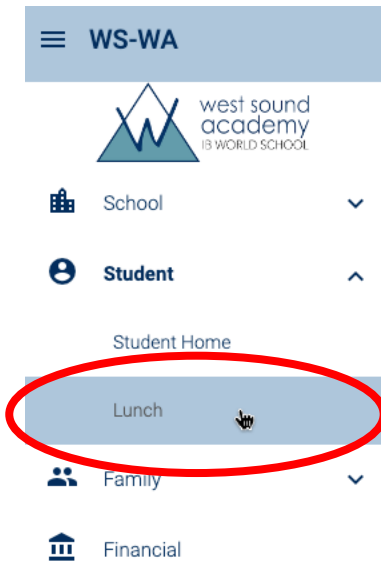
2. Log into FACTS using **WS-WA** as the district code. You must sign in as a parent to order lunches.

Note: If you do not have an account or have forgotten your password, FACTS will send verification to the same email address used to enroll your student and set up their tuition agreement for the school year.

A screenshot of the FACTS Family Portal login page. At the top left is the FACTS logo, which consists of a colorful geometric shape followed by the text 'FACTS' and 'A @elnet Company' below it. Below the logo is a dark blue header with the text 'Family Portal'. The main content area is white and contains a login form. The form has three input fields: 'District Code' with 'ws-wa' entered, 'Username' with 'jsmith' entered, and 'Password' with a masked password of eight dots. Below the password field is a link for 'Forgot password?'. To the right of the password field is a dark blue 'LOG IN' button with a mouse cursor over it. At the bottom of the form is a link for 'Create new account'.

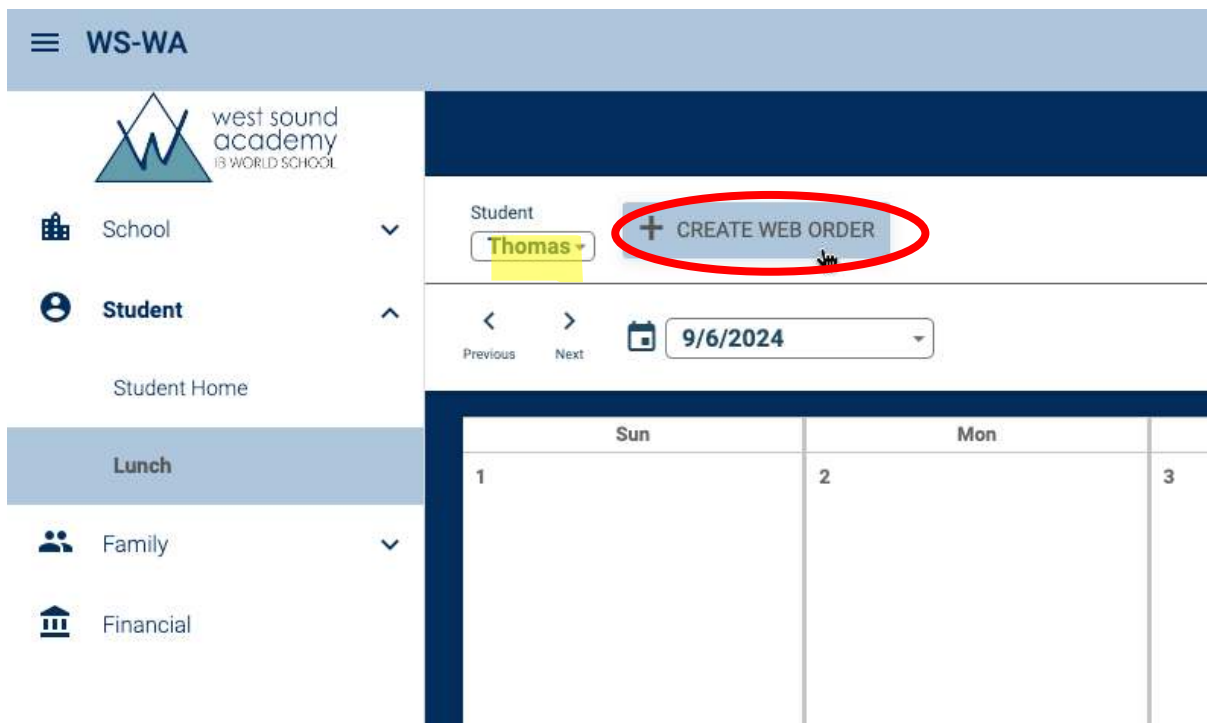
WSA Lunch Ordering Instructions

3. On the left sidebar menu, click on “STUDENT” and then “LUNCH” from the dropdown menu.



4. From the Lunch page, select the student you are ordering for and click on “CREATE WEB ORDER.”

Note: A separate order must be created for each student if you have multiple students. You can select other students from the dropdown menu next to the “Create Web Order” button.



WSA Lunch Ordering Instructions

5. Select the items you would like to order for each date by entering the quantity of each item. Use the right-hand scroll bar to move through the dates. **Orders must be placed before 3pm the day before the lunch date. We call the vendor at 3pm to place the order, so we cannot accept orders input after 3pm.**

Note: You can add lunch for as many dates as you would like ahead of time. You will be billed monthly for the previous month's ordered lunches. If your student is absent on a date you ordered lunch, you will still be billed for that lunch since we will have ordered it from and paid the vendor, so we recommend removing lunch orders for any dates you know your student will be absent.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Friday 09/06/2024			
**ORDERS MUST BE IN BY 3pm THE DAY BEFORE (any orders placed after 3pm on the day before will not be reflected in our record)	0.00	0	0.00
BBQ Chicken Pizza (1 slice) - West Side Pizza	4.75	0	0.00
BBQ Chicken Pizza (2 slices) - West Side Pizza	9.50	0	0.00
Cheese Pizza (1 slice) - West Side Pizza	4.50	0	0.00
Cheese Pizza (2 slices) - West Side Pizza	9.00	0	0.00
Chicken Bacon Ranch (1 slice) - West Side Pizza	4.75	0	0.00
Chicken Bacon Ranch (2 slices) - West Side Pizza	9.50	0	0.00
Hawaiian Pizza (1 slice) - West Side Pizza	4.75	0	0.00
Hawaiian Pizza (2 slices) Central Market	9.50	0	0.00
Meat Lover's Pizza (1 slice) - West Side Pizza	4.75	0	0.00
Meat Lover's Pizza (2 slices) - West Side Pizza	9.50	0	0.00
Pepperoni Pizza (1 slice) - West Side Pizza	4.75	0	0.00
Pepperoni Pizza (2 slices) - West Side Pizza	9.50	1	9.50
Veggie Lover's Pizza (1 slice) - West Side Pizza	4.75	0	0.00
Veggie Lover's Pizza (2 slices) - West Side Pizza	9.50	0	0.00
Sub Total for Friday 09/06/2024			9.50
Lunch Items for Tuesday 09/10/2024			
**ORDERS MUST BE IN BY 3pm THE DAY BEFORE (any orders placed after 3pm on the day before will not be reflected in our record)	0.00	0	0.00

6. When you are done inputting your order, scroll to the bottom of the page and click "Order Items." **You will not be charged the Grand Total amount shown right away.** You will be billed monthly according to the lunches you ordered for that month.

