#### Welcome to Langston's Market Place

Langston has enhanced our online Take Out Lunch system to include ordering lunches, signing up to volunteer, donating to the Langston Foundation and more. Details about these new features are coming soon but for now, see the details listed below on how to set up your Market Place account and order lunches for August and September. Please note that the only way for you to order lunches from our vendors is through this system. Students can purchase snacks and water/apple juice/chocolate milk online or by cash but ALL vendor meals must be purchased and paid for online. Our menu is:

#### Order Lunches Online

#### Features include:

- Pay online using a credit card, debit card or PayPal
- Have the system email your orders
- Look up your orders with our iPhone and Android Apps
- Download your orders to your desktop or mobile calendar
- Allow your children to pick the food
- Get reminders via email for ordering and payments

#### Sign Up

First, you'll need to sign up. From our website you can select the Market Place tab. Click here.

As a first-time user, click on 'Sign Up'. New users will be taken to a signup wizard; follow the instructions to complete the process.

Next, select Langston by entering our zip code, 29607. Once you have added Langston as your school, you will select your 'Homeroom' which is simply your child's grade and gender. After entering your child's name, scroll to the bottom of the page to click on 'I have another child to enter ...' or 'Save'.

Once you have added your children you will be taken to your Account Homepage.

# Ordering

To order food for your child/children you must be logged in. If you've just signed up; you're already in. Here you will see a box for each child, which includes all ordering options. Simply click on the Lunch Menu by Month which is highlighted in blue.

- Use the calendar to select the days you would like to order, the menu for that day will appear below.
- Select your item and use the navigation buttons on the bottom to continue.
- Orders must be place by 9:00 a.m. to ensure delivery for that school day.
- When finished click "Done". You can now enter lunch for other children or go to payments.

## **Payments**

Here you will see:

- Your balance highlighted in red.
- Orders click on the magnifying glass to view your order.
- Pay your Balance Today Please note that orders under \$25 will be charged a \$.99 processing fee. You can remove the small value transaction fee by increasing the amount to pay without ordering more items. Simply select the amount in the box to pay \$25.00 or more and the fee will disappear. This will result in a positive balance that can be used against future payments here. If you pre-pay enough, you can save time by skipping the payments altogether when you place your next order.
- Complete the payment options to complete your order.

### Settings

Here you can change your Account Settings, you can add/delete a child, manage your email address, password, telephone number and your email preferences.