

Eagles' Nest Calendar Instructions-OrgsOnline

We are moving to electronic selection and payment for Eagles' Nest calendars. They will still be due on the 20th of each month prior (except for September-they will be due by Open House days).

If you already have an OrgsOnline account set up from a previous year for lunch ordering, you don't need to set one up again. Skip ahead to step #5.

If you don't have an OrgsOnline account, one must be set up here: <http://www.orgsonline.com/>

1. Select the CREATE NEW ACCOUNT option that appears on the left side of the screen under the sign in box.



The screenshot shows the OrgsOnline website. The header is blue with the 'OrgsOnline' logo and navigation links: HOME, WHAT WE DO, CONTACT US, and VIEW DEMO. On the left, there is a 'Parent Login' section with an 'Email address:' label and a text input field. Below the input field is a blue 'Login' button, which is circled in red. Under the 'Login' button are two links: 'Create New Account' and 'Forgot My Password'. To the right of the login section is a large banner for 'School Lunch Ordering' featuring a photo of three smiling children. The banner text says 'Eliminate Paper Forms', 'School Lunch Ordering', 'Collect orders and payments online', and 'Run reports from school or home.' with a 'See It Now' button. At the bottom, a light blue footer contains the text 'Everything In One Place For Online Ordering, Sign-ups, Payments, And More!' and a list of services: School Lunch - Field Trips - After School Care - Enrichment Classes - Sports Manager - School Lottery.

2. Fill out with parent demographic information. Our school code is 314AAMN
3. Complete the information requested and submit to activate your account.
4. Once the account is created you will have a family account. On your dashboard you will have different options to select.
5. To get to the Eagles' Nest system: Click on the far right basket icon.

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Log Out
Dashboard
Update My Info
Manage Family Members
View All Users
Request Dual School
Get Help
User Agreement
Online Lunch System
Field Trips
Eagles Nest

DASHBOARD

You Are Currently Logged In To Aspen Academy

- Select your service from the menu on the left side of the screen
- Your active services are listed in the space below

ONLINE LUNCH SYSTEM

Balance: \$0.00

Click Here To Access The Lunch System →

FIELD TRIPS

Balance: \$0.00

Click Here To Access Field Trips →

EAGLES NEST

Balance: \$0.00

Click Here To Access Eagles Nest →

Privacy Policy

6. If you are a new user, enter your students here:

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VIEW ALL STUDENTS

Click Here To Add A New Student

You Must Add At Least One Student To Continue

First Name	Last Name	Student Pin #	Edit	Delete
No records to display.				

Privacy Policy

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7. Click Submit new:

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Current Balance: \$0.00

Pay Now

Log Out
Family Manager
Submit / Manage
View Transactions
Review Closed Forms
My Forms
Transaction Report

SUBMIT / MANAGE EAGLES NEST

There are no messages at this time

Form Title		Start Date	End Date
September Eagles' Nest			

First	Last	Form Charge	Item Charge	Total	Waitlist	Paid	Timestamp	Delete	Rev	Submit New
Jane	Doe									+

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8. Select which days and AM/PM you would like. At the end of the page click SUBMIT.

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Current Balance:
\$0.00
[Pay Now](#)

Log Out
Family Manager
Submit / Manage
View Transactions
Review Closed Forms
My Forms
Transaction Report

September Eagles' Nest

September calendar is due no later than 8/31. Student To Register: Jane Doe

Questions, please contact julie.martini@aspenacademymn.org
952-226-5942

9/5/2023 Tuesday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/5/2023 Tuesday AFTER SCHOOL (Enter Quantity)		\$12.00
9/6/2023 Wednesday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/6/2023 Wednesday AFTER SCHOOL (Enter Quantity)		\$12.00
9/7/2023 Thursday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/7/2023 Thursday AFTER SCHOOL (Enter Quantity)		\$12.00
9/8/2023 Friday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/8/2023 Friday AFTER SCHOOL (Enter Quantity)		\$12.00
9/11/2023 Monday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/11/2023 Monday AFTER SCHOOL (Enter Quantity)		\$12.00
9/12/2023 Tuesday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/12/2023 Tuesday AFTER SCHOOL (Enter Quantity)		\$12.00
9/13/2023 Wednesday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/13/2023 Wednesday AFTER SCHOOL (Enter Quantity)		\$12.00
9/14/2023 Thursday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/14/2023 Thursday AFTER SCHOOL (Enter Quantity)		\$12.00
9/15/2023 Friday BEFORE SCHOOL (Enter Quantity)		\$12.00
9/15/2023 Friday AFTER SCHOOL (Enter Quantity)		\$12.00

9. Repeat for any additional students.

10. Payment needs to be made after the order for all students is complete or the order will not process. Click PAY NOW in upper left hand corner.

11. Click on PAY WITH ELECTRONIC CHECK. Continue to follow prompts on screen to complete payment.

Orgs Online < Aspen Academy (Eagles Nest)

Current Balance
\$24.00 Current Balance

Log Out
Return

ONLINE PAYMENT SYSTEM

SELECT YOUR PAYMENT METHOD

You can pay your bill online using your checking account,
[Pay With Electronic Check](#)
This payment method is just like writing a check! All you need is your bank routing number and account number

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Questions?

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