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/

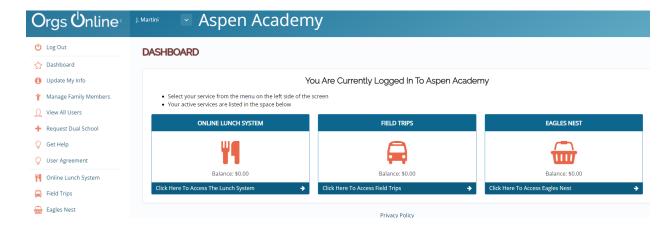
1. Select the CREATE NEW ACCOUNT option that appears on the left side of the screen under the sign in box.



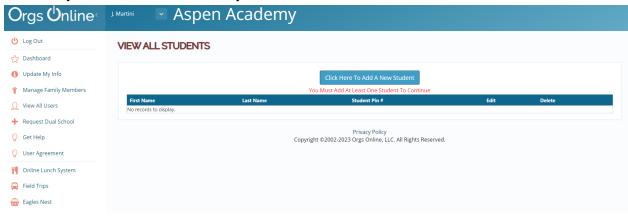
- Fill out with parent demographic information. Our school code is 314AAMN
- 3. Complete the information requested and submit to activate your account.
- 4. Once the account is created you will have a family account. On your dashboard you will have different options to select.

School Lunch - Field Trips - After School Care - Enrichment Classes - Sports Manager - School Lottery

5. To get to the Eagles' Nest system: Click on the far right basket icon.



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



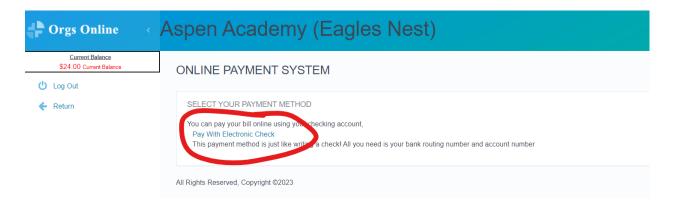
7. Click Submit new:



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



- 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.



Questions?

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