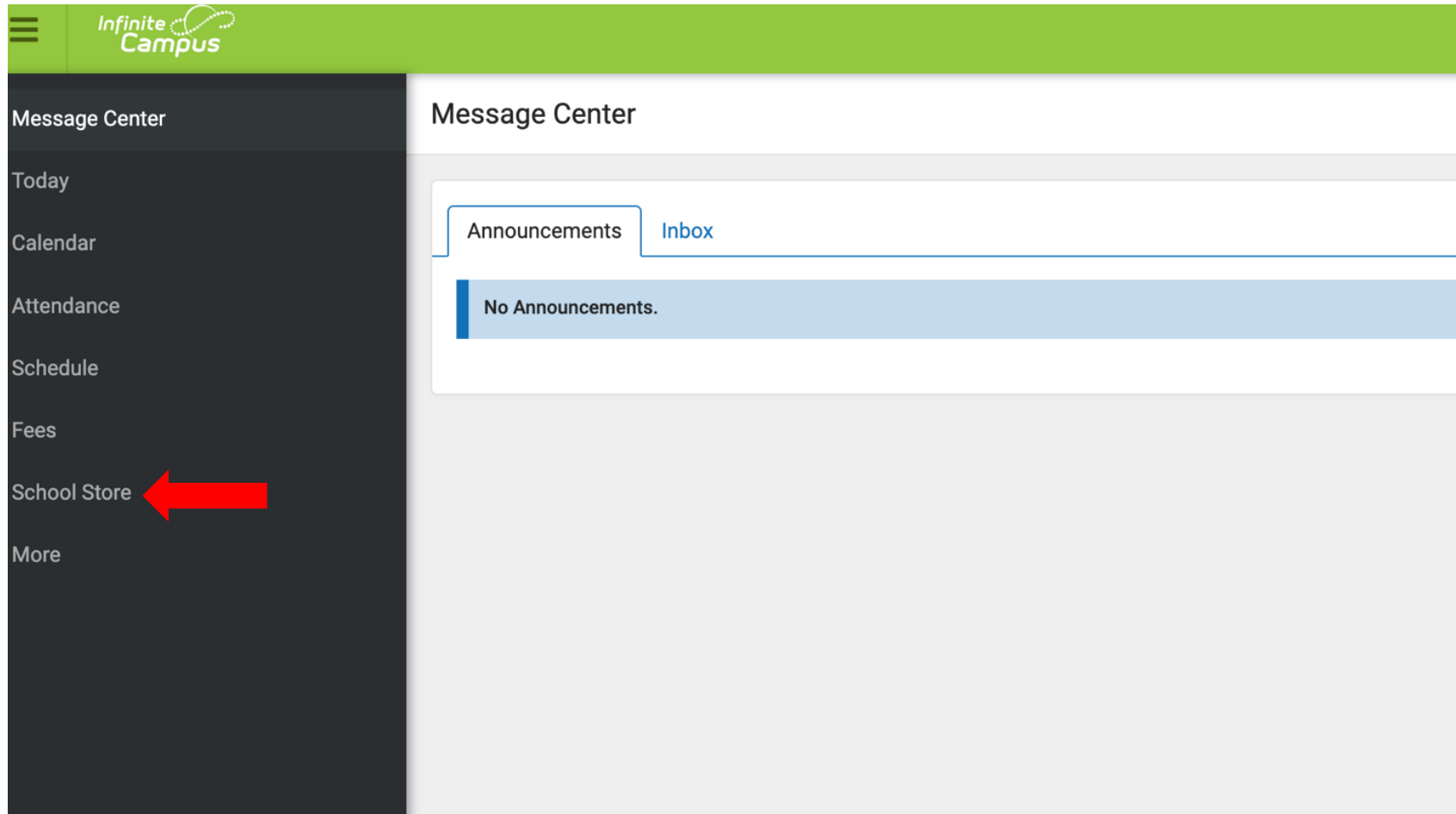


Order Out Day Directions

Once you are logged into you online parent portal in Infinite Campus, click on **SCHOOL STORE**



The screenshot displays the Infinite Campus parent portal interface. On the left, a dark sidebar lists navigation options: Message Center, Today, Calendar, Attendance, Schedule, Fees, School Store, and More. A red arrow points to the 'School Store' option. The main content area is titled 'Message Center' and features two tabs: 'Announcements' and 'Inbox'. Below the tabs, a blue message box states 'No Announcements.'

Your student's school store will then appear. Click **SHOP** on the school store icon

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu: Message Center, Today, Calendar, Attendance, Schedule, Fees, School Store (highlighted with a green bar), and More. The top header is green with the Infinite Campus logo. The main content area is titled 'School Store' and contains a 'School Search' input field. Below that is a card for 'Middle School Store' featuring the Springer School and Center logo and a 'Shop' button. A red arrow points to the 'Shop' button.

Then click **PRODUCTS** on the order out day icon.

The screenshot displays the Infinite Campus interface for a Middle School Store. On the left, a dark sidebar lists navigation options: Message Center, Today, Calendar, Attendance, Schedule, Fees, School Store, and More. The main content area is titled 'Middle School Store' and features a 'Categories' section with a 'Category Search' input field. Below this is an 'Order Out Day' card. The card contains a placeholder image icon and a 'Products' button. A red arrow points to the 'Products' button, indicating the next step in the process.

The specific Order Out Day (with date and logo) will then appear- Click **VIEW**


The screenshot displays the Infinite Campus web application interface. At the top, a green header bar contains the 'Infinite Campus' logo on the left and a notification bell and user profile icon on the right. A dark grey sidebar on the left lists navigation options: Message Center, Today, Calendar, Attendance, Schedule, Fees, School Store, and More. The main content area is titled 'Middle School Store' and 'Order Out Day'. Below this is a 'Product Search' input field. A card titled 'Oct. 13 LaRosa's TEST' features a red square with the 'LaRosa's FAMILY PIZZERIA' logo. A 'View' button is located at the bottom of this card, with a red arrow pointing to it from the right. On the right side of the page, a shopping cart summary shows '0 Items in Cart' for '\$0.00', with buttons for 'My Cart' and 'My Accounts'.

A window will appear on the right side of your screen. Choose your **Recipient** in the first drop down menu (this will be your child's name).

Then click on the options drop down menu to select your food items. *You can only add **ONE ITEM AT A TIME** to the cart.

If multiple items are wanted, you must first click "ADD TO CART". The screen will then revert back and you repeat the same steps for choosing the multiple food items you want to select.

Oct. 13 LaRosa's TEST



Select here for LaRosa's Order Out Day. Select specific order details below.

Recipient *

Options *


Price

Quantity *	Total Price
<input type="text" value="1"/>	\$0.00

You may then click on the 3rd drop down menu to choose a quantity for the item you selected, otherwise it will automatically populate to 1. Then click on **ADD TO CART**

Orders this year must be at least \$3.00 minimum

Oct. 13 LaRosa's TEST




Select here for LaRosa's Order Out Day. Select specific order details below.


Recipient*

Options*
Select Option...

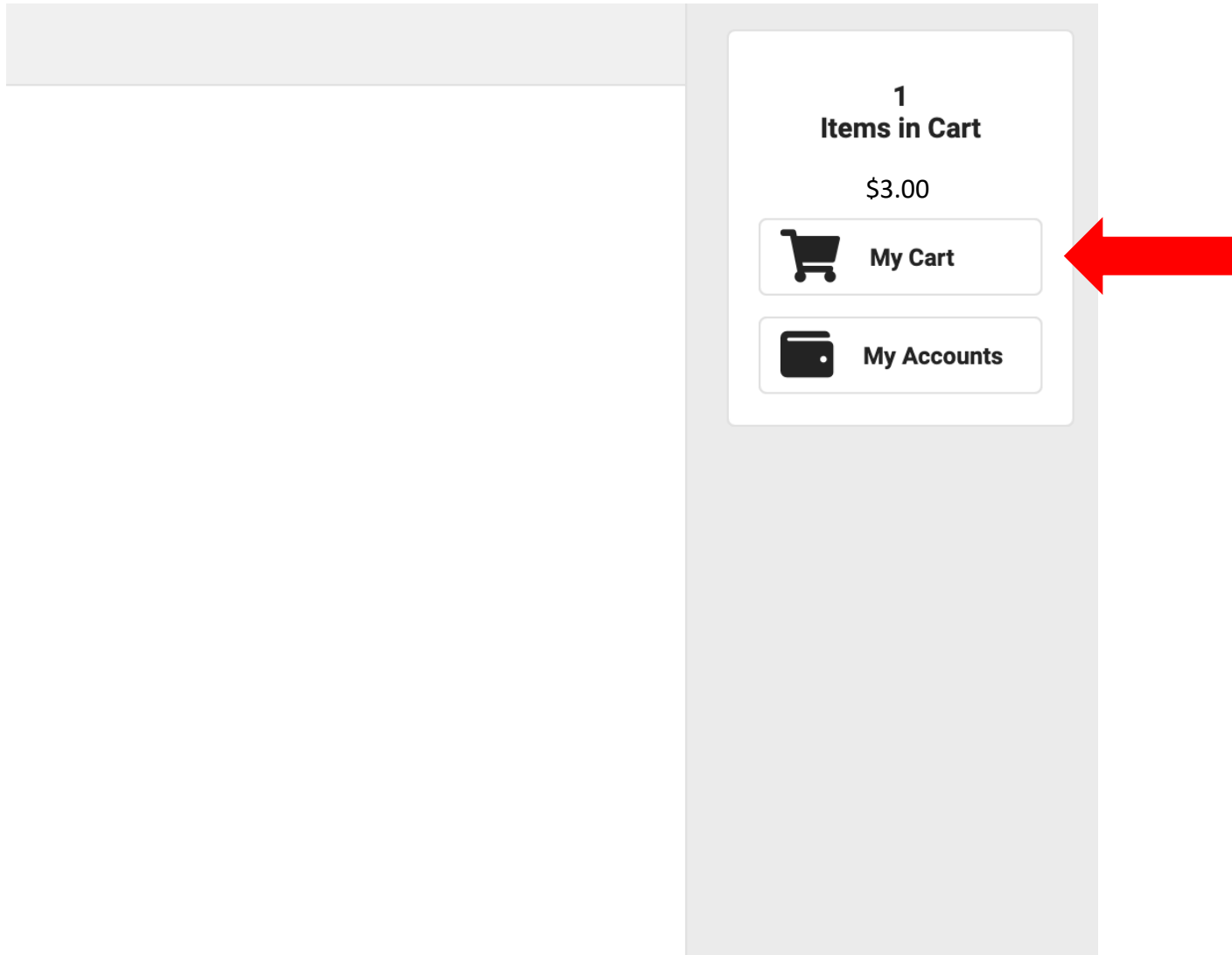
Price

Quantity* Total Price \$0.00





Once you are ready to check out click on **MY CART** in the right-hand side of the screen.



If your order is correct, click on **ADD PAYMENT METHOD** and a window will appear on the right side of your screen where you can enter in your form of payment and other information.

After all information is added for the payment, click **SAVE** at the bottom of the screen.

Payment Method * No payment methods available Add Payment Method	Subtotal: \$3.00 Service Fee: Total: \$3.00
Email Address for Receipt user@example.com	

Default Payment Method

Use as default

[Save](#) [Cancel](#)

Then click **SUBMIT PAYMENT** at the bottom left of your screen.

The screenshot shows a payment interface. At the top left, there is a button labeled "Add Payment Method". To the right, the text "Total:" is followed by "\$3.00". Below this, the label "Email Address for Receipt" is positioned above a text input field containing "user@example.com". A large, light gray rectangular area occupies the center of the screen. At the bottom left, a blue button with the text "Submit Payment" is visible, with a red arrow pointing to it from the right.

Your order has now been placed for Order Out Day!

We will not be able to take late orders this year so please be sure to place your order between the available window. The window for ordering will open at 3:00 PM on Thursdays and close at midnight on Sundays.