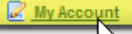


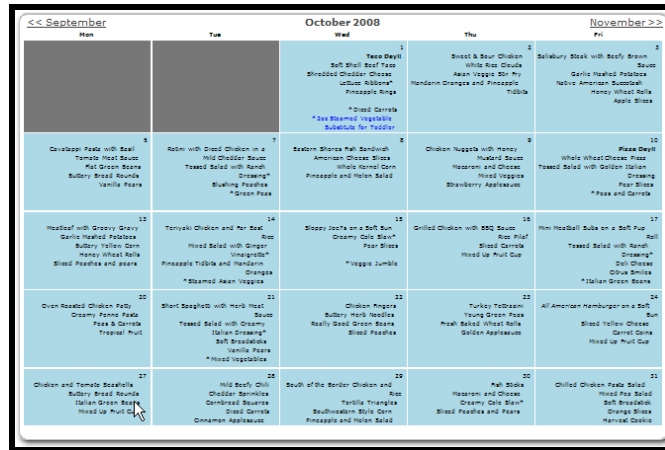
Delete paid Days ... and get credits

You can delete days that have been selected and paid for, and receive credits (reflected in the  Family Profile record). The normal cancellation policy is 14 days. However, when **self-administered** the cancellation policy follows the order policy (just substitute "Cancellations" for "Orders")

- **Orders must be placed at least a week in advance**
- Orders must be placed by midnight on **Monday**, for meals the following week and beyond.

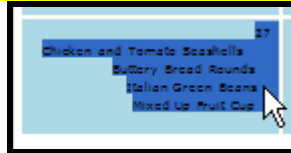
Simply...

1. Go to the student Order Lunches menu (click on student on Member Home page). You will see the calendar with paid days color coded.

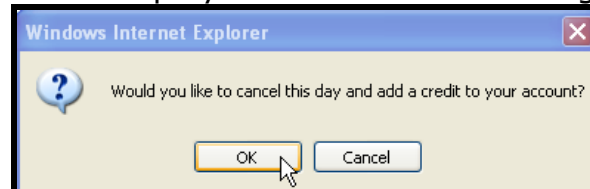


2. Go to the paid day to cancel and Ctrl-CLICK the day. It will highlight the text.

NOTE: On a MAC use the COMMAND "pretzel"  key for Ctrl.



...and display a confirmation message



3. Click OK. Repeat for each day you wish to delete and receive a credit.

Delete paid Days ... and get credits

4. The deleted day(s) will revert to an available status color. See below, for the 27th through the 31st of October being deleted.

27	28	29	30	31
Chicken and Tomato Sauté Buttery Bread Rounds Italian Green Beans Mixed Up Fruit Cup	Mild Beefy Chili Cheddar Sprinkles Cornbread Sausage Diced Corn Cinnamon Applesauce	South of the Border Chicken and Rice Tortilla Triangles Southeastern Style Corn Pineapple and Italian Salad	Milk Shakes Macaroni and Cheese Creamy Cole Slaw Sliced Peaches and Pears	Chilled Chicken Pasta Salad Mixed Pea Salad Soft Breadsticks Orange Slices Harvest Cookies

[Order Help](#) Ordered Selected Available Not Available

5. To view the credits, go to your My Account, Family Profile record

Order Lunches Checkout Member Home
My Account Payment History Logout

Family Profile

[Change Password](#)

First Name*:

Last Name*:

Address*:

City*:

State*:

Zip*:

Primary Phone*:

Secondary Phone:

Credit:

6. Your credits will be used when placing your next order

NOTE For MAC

