

# **Instructions for Orgs.online lunch ordering system.**

## **Current CYO Registered Families:**

Go to SJOA.ORG

Click on SJOA School on the right hand side

Click on the Monarch Café Link under the SJOA calendar on the right hand side

Click on RETURNING USER

Enter your CYO login and password that you already have created for sports registration.

If you have forgotten select FORGOT MY PASSWORD or GET HELP

Once you access your account:

Select GO TO LUNCH option

Make sure you have all family members registered

If you need to add more family members select VIEW/ADD STUDENTS option

New Users:

## **If you DO NOT have a CYO Sports Registration account or you are a NEW PARENT:**

Go to SJOA.ORG

Click on SJOA School on the right hand side

Click on the Monarch Café Link under the SJOA calendar on the right hand side

Click on New User on the left hand side of the page

Enter school code 186SJOA-IN

Enter security code and click NEXT

Step 2- Create Family Account

Fill in all of your family information

Click FINISH/SAVE

Click I ACCEPT

Click RECORD YOUR CHOICE

On the left hand side choose VIEW FAMILY MEMBERS

If you need to add family members Click ADD FAMILY MEMBERS

Continue until you have added everyone in your family that is part of our school.

You have now successfully completed registering your family to order lunches.

To view our lunch Web-Site and updates look under CURRENT Families on the SJOA Web-Page