

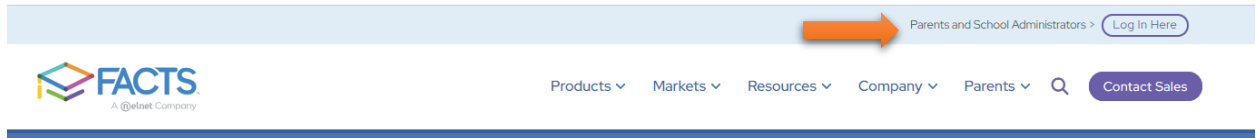


BISHOP McLAUGHLIN CATHOLIC HIGH SCHOOL

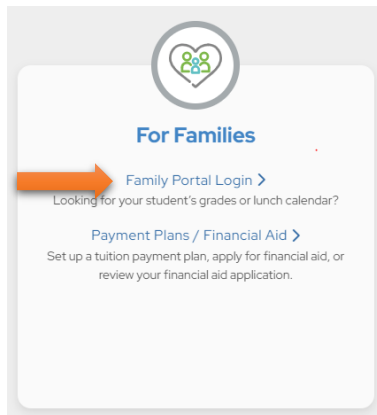
13651 HAYS ROAD, SPRING HILL, FLORIDA 34610

How to Place Dining Hall Order

- 1) Go to the FACTS Family Portal. www.FACTSmgmt.com.
- 2) On the top right click on **Parents and School Administrators**> **Log in Here**.



- 3) In the **For Families** box, Select **Family Portal Login**.



- 4) Log in with your FATCS username and password.
District code **BML-FL**.

Family Portal Login

District Code:

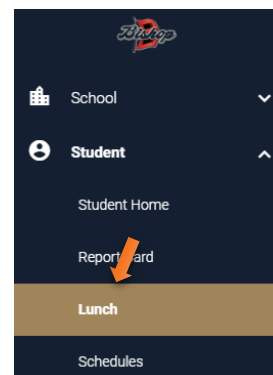
User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

- 5) On the left click on **Student**.
Select **Lunch** from the dropdown.



6) In the middle of the new screen, select **Lunch Menu and Ordering** at the bottom of the menu.

This Week's Lunch Menu

Date	Menu Items
Wednesday 07/20/2022	Lunch TEST LUNCH ITEM 1
Thursday 07/21/2022	Lunch TEST LUNCH ITEM 1
Friday 07/22/2022	Lunch TEST LUNCH ITEM 1

LUNCH MENU AND ORDERING

7) Click on **Create Web Order** at the top of the menu to select lunch.

Student [REDACTED] **+ CREATE WEB ORDER**

7/19/2022

Sun	Mon	Tue	Wed
17	18	19	20 TEST LUNCH ITEM 1 (\$6.00)

8) Select the lunch item and quantity. Please make sure the **Quantity, Total, Grand Total** cells are updated with the correct number. Then Click on **Order Items** to place your order.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Wednesday 07/20/2022			
TEST LUNCH ITEM 1	6.00	1	6.00
Sub Total for Wednesday 07/20/2022			6.00
Lunch Items for Thursday 07/21/2022			
TEST LUNCH ITEM 1	6.00	0	0.00
Sub Total for Thursday 07/21/2022			0.00
Lunch Items for Friday 07/22/2022			
TEST LUNCH ITEM 1	6.00	1	6.00
Sub Total for Friday 07/22/2022			6.00
Total for [REDACTED]			12.00

Grand Total 12.00

Order Items