

Instructions for Online Ordering- Parents

1. Create an account at <https://onlineordering.ling.com/>
 - Use a working e-mail address, it will send a verification to the e-mail
2. Once account is verified, log in
3. Click "Add a Child"
 - a. School District is "Andover Public Schools"
 - b. Student ID can be received through contacting the School Nutrition Office
 - c. Type in Last Name as registered in school
 - i. Note- Last names with apostrophes can be glitchy- if you have trouble please reach out
4. Once Child is added, click "Order Meals" in the bottom right corner of the student profile
5. It will say "meals not published for this week" → this is the breakfast tab. Click over to the lunch tab
6. Meals must be ordered by 9:15am the day of. It is best to order all meals in advance if you are able
7. Click on the meal you would like to order. Select a milk if you would like milk. Click "Add to Order"
8. Only order for the days your child is IN SCHOOL
 - a. Cohort A should only order for Mon/Tues
 - b. Cohort B should only order for Thurs/Fri
 - c. Cohort C can order for all 4 days
9. You can order for the whole month at a time. Once the orders have been selected, go to the top right hand corner and click the shopping cart with the yellow number.
10. If everything looks okay, hit "Check Out"
11. For elementary students choose the child's CLASSROOM for delivery. For middle school students, choose their GRADE.
12. You will receive a confirmation e-mail once the order is complete. Please reach out to taylor.pirog@andoverma.us with any questions