

Quick Guide to Woods Charter PTSA Website

Visit the Woods Charter PTSA website: <https://woodscharterptsa.org>.

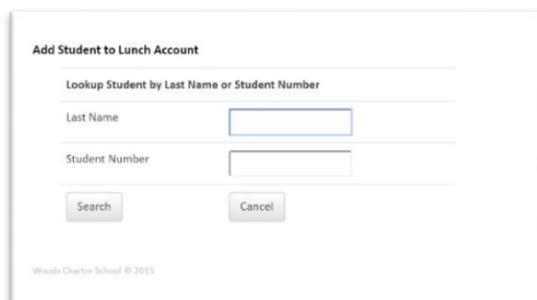
Request an account



The screenshot shows the top navigation bar of the Woods Charter School website, featuring the school's logo and the motto "HOME OF THE WOLVES". Below the navigation bar is the "Woods Charter PTSA and Lunch Program" section. It includes a login form with fields for "email:" and "password:", a "Forgot Password?" link, and a "Log On" button. There is also a link to "register for new account" and a footer with the text "Having a Problem? Have a question? Contact us." and "Woods Charter School © 2015".

Click **Register for new account** on the main page. Enter the requested information, all items marked with an asterisk are required. You will receive an email from the system to confirm your email address. You cannot log into the system until you receive the email and click the link to confirm your address!

Placing Orders



The screenshot shows the "Add Student to Lunch Account" form. It has a title "Add Student to Lunch Account" and a subtitle "Lookup Student by Last Name or Student Number". There are two input fields: "Last Name" and "Student Number". Below the input fields are two buttons: "Search" and "Cancel". The footer of the form reads "Woods Charter School © 2015".

The email address you registered with will be your username. Enter your password from registration and click the **Log On** button.

To order lunches, you will have to add one or more students to your account. Click **Manage Lunches > Lunch Accounts**. Click the **Add Student Profiles** button. Enter your student's PowerSchool number to search. Click **Add Student** next to the profile you want to add. Once added, edit the Profile to ensure they are set up for the right Lunch period and to add a

"Nickname" or preferred name that would make them easier to find in the system.

Faculty/Staff? Please use the **Account** menu on the top right side and click **Edit Profile**, then click the **Staff Account** button at the bottom of the page so that you can place orders for yourself.

Next, click **Manage Lunches > Order Lunches**, select a day on the calendar that displays an **Order** link. The available menu for that day will be displayed, so you can select what items to order. Click **Save Order**. Then pick a different profile to order for, if you have more than one student. Continue ordering.

To order other PTSA Merchandise, use the **PTSA Orders** menu. Click each menu item to order Grocery & Gas Cards, Milk Program, T-shirts or to make Donations.

When all orders are entered, click the red **View Cart** link in the top right-hand corner. Choose to check out with Check/Cash or Credit Card. If using Check/Cash, you will not be able to place another order until Payment is received.

View PTSA Communications at <https://woodscharterptsa.org/WCSWP>.