

## How to Cancel a Munchalunch Order

If your child is going to be away on a hot lunch or pizza day and you have already pre-ordered, you can remove that order AS LONG AS IT IS BEFORE THE DEADLINE OF THAT ORDER. Follow the steps below:

1. Log into your Munchalunch account. Find the order that has the day you need to remove. Click on Edit.

### My Orders

Order #	My Order	Edit / Cancel	Order Date	Child First	Child Last	Order Amount
4525833	<a href="#">View</a>	<a href="#">Edit</a>	10/15/2022	Grace	Middleton	\$10.00
4525835	<a href="#">View</a>	<a href="#">Edit</a>	10/15/2022	Olivia	Middleton	\$20.00

2. Check the box "I am sure", then Proceed to Edit.

Checkmark 'I am sure', then click 'Proceed'.

I am sure

Email me a reminder that I have edited my order.

**Proceed to Edit >>>**

3. It will show you what dates that were included in that order. All of them will go back into the cart and your account will be credited for the full amount you paid. Then click on Order Lunch!

Click 'Order Lunch',  
add/remove items as needed,  
then RE-SUBMIT your updated order!

**Order Lunch!**

- Choose the child that you are going to change the order. Then click on Next

**Menus Available:**  
(Scroll down and click Next)

11/02 (Wed) - PIZZA DAY
11/09 (Wed) - PIZZA DAY
11/16 (Wed) - PIZZA DAY
11/23 (Wed) - PIZZA DAY
11/30 (Wed) - PIZZA DAY
12/07 (Wed) - PIZZA DAY
12/14 (Wed) - PIZZA DAY

**To begin ordering click Next**

**Next >**

- Go to the day that you need to remove the order. In this example we are going to remove Nov 9. Check the box and click the "remove" button.

**11/09 (Wed) - PIZZA DAY MENU**  
Nov 09.

Item Name	Item Description	Price
-: 1: Meals		
Pepperoni Pizza		\$5.00
Hawaiian Pizza		\$5.00
Vegetarian Pizza		\$5.00
Supreme Lovers	pepperoni, green peppers, onions, mushrooms, beef and pork.	\$5.00

To add more items:  
select them from the left.



**Grace's Order**

Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/> remove
Cheese Pizza	\$5.00	1	\$5.00	1	\$5.00	<input type="checkbox"/>
<b>Totals:</b>			\$5.00		\$5.00	<a href="#">remove</a>

**Menu 2 of 7**

**< Prev Menu**      **Next Menu >**

or  
go to:

**11/09 (Wed) - PIZZA DAY** ▾

[Jump to last Menu >>](#)

You will see that the menu option you previously chose is now under the Menu.

11/09 (Wed) - PIZZA DAY MENU		
Nov 09.		
Item Name	Item Description	Price
-: 1: Meals		
Cheese Pizza		\$5.00
Pepperoni Pizza		\$5.00
Hawaiiani Pizza		\$5.00
Vegetarian Pizza		\$5.00
Supreme Lovers	pepperoni, green peppers, onions, mushrooms, beef and pork.	\$5.00

To begin:  
click items on  
the left to add.



Grace's Order						
Item Name	Price Each	Qty	Daily Total	# of Days	Menu Total	<input type="checkbox"/> remove
Select Item on left, then click Green Arrow to add						
Totals:					Total	<input type="button" value="remove"/>
					:	
<b>Menu 2 of 7</b>						

< Prev Menu
Next Menu >

or  
go to:

11/09 (Wed) - PIZZA DAY
▼

Jump to last Menu >>

6. Click on Jump to last Menu, then Finished. It will show you what days you have ordered and which ones you haven't. If that is correct, then click on Next. Otherwise, you can go back and add/remove any days you need.

Selected	You have selected from the following Menus
	<b>11/16 (Wed) - PIZZA DAY Menu</b>
	<b>11/23 (Wed) - PIZZA DAY Menu</b>
	<b>11/30 (Wed) - PIZZA DAY Menu</b>
	<b>12/07 (Wed) - PIZZA DAY Menu</b>
	<b>12/14 (Wed) - PIZZA DAY Menu</b>



Not Selected	You have NOT selected from the following Menus
	<b>11/02 (Wed) - PIZZA DAY Menu</b>
	<b>11/09 (Wed) - PIZZA DAY Menu</b>



Is this correct?

If NOT correct, go back and Edit

**< Go Back and Edit**

If correct, click Next

**Next >**

7. Lastly, the total for the student will show the cost of the days you have ordered. This will be applied against the credit you have in your account from when you originally cancelled the order above. Click on Submit my Order.

**Submit:**

(to edit selections)      (to remove dates)

< Go Back and Edit
< Back
SUBMIT MY ORDER >

(for this child)

Do not email a copy of my order.

To see what orders you have for that student, you can click on Order Lunch! It will show you what has already been ordered. This way you can confirm that your changes went through and if you are missing any weeks that you wanted to order.

for

G<sub>2</sub> R<sub>1</sub> A<sub>1</sub> C<sub>3</sub> E<sub>1</sub>

**You have already ordered for Grace Middleton.**

**This is just a friendly, but important reminder:**

**You have already ordered for Grace Middleton for the following upcoming dates in this Session.**

**If you order AGAIN for the SAME DATE, you will receive BOTH orders.**

↓

Click Order # (on the right) to download a copy of your previous order

Lunch Date	Qty	Items Ordered	Menu	Ordered on	Ordered for	Order #
Wed, Oct 26	1	Cheese Pizza	10/26 (Wed) - PIZZA DAY	Oct 15	Grace	<a href="#">4525833</a>
Wed, Nov 16	1	Cheese Pizza	11/16 (Wed) - PIZZA DAY	Oct 23	Grace	<a href="#">4562871</a>
Wed, Nov 23	1	Cheese Pizza	11/23 (Wed) - PIZZA DAY	Oct 23	Grace	<a href="#">4562871</a>
Wed, Nov 30	1	Cheese Pizza	11/30 (Wed) - PIZZA DAY	Oct 23	Grace	<a href="#">4562871</a>
Wed, Dec 07	1	Cheese Pizza	12/07 (Wed) - PIZZA DAY	Oct 23	Grace	<a href="#">4562871</a>
Wed, Dec 14	1	Cheese Pizza	12/14 (Wed) - PIZZA DAY	Oct 23	Grace	<a href="#">4562871</a>