



## CAMP PEGASUS 2021 | Lunch Program Instructions

### GETTING STARTED

Ordering is available on our Sapphire at School Portal. Complete instructions for setting up your account are included below. All orders may be added or cancelled on the portal by midnight prior to service.

### ALREADY HAVE AN ACCOUNT?

No need to register! Orders can be placed under your student's "Lunch Calendar". Any remaining funds from the school year will be available.

### SETTING UP A NEW ACCOUNT

Visit <https://portal.sapphireatschool.com/register>

1. Select Account Type – "Parent". **Tip!** If you are a Faculty member and a parent, sign-up as Faculty.
2. Complete Account Details – Please provide accurate contact information.
3. Add the Student's Camp ID. You will receive an email with your student's ID from [info@sapphireatschool.com](mailto:info@sapphireatschool.com). Please email if you do not receive the ID.
4. Prior to log in, check your inbox & spam for the verification email from Sapphire at School. Click on the "Verify" button and then log in.

### ADDING PAYMENT

5. In the top right-hand corner of your account dashboard, open the drop-down menu next to your account name. Select "My Account".
6. Click on the Payment Method + sign to add your payment method.
  - o We accept Visa, Amex and Mastercard. There is a 4% convenience fee associated with each upload. You are also able to set up ACH directly on the site, which has 0 fees associated with uploading funds.
7. Once payment method is added, click on "Reload" and input amount.

### PLACING ORDERS

1. Under your Student's Profile on the dashboard, click on "Lunch Calendar". Under the name, you will be able to scroll through the weeks and click on the individual days you would like to preorder for. Each entrée comes with a water bottle, fresh fruit & savory snack.
2. Once you have selected the day, you will be able to view the menu items with photos & descriptions.
3. Once you have finished your selections, select "Complete Order".

### CONTACT US

Have questions about how to create an account, place orders or our menu? Contact our team at [info@sapphireatschool.com](mailto:info@sapphireatschool.com) or [949.715.3320](tel:949.715.3320).