

Below are the steps to follow for online Manna ordering:

1. Go to the website www.mannaorders.net
2. Proceed to the Participant sign in
 - a. Enter School Code 277 (please leave the 0 that is already in the space)
 - b. Enter Participant Code
 - c. Enter Password
 - d. Click on Submit
3. Click on Place Order
4. Select the gift card to order (cards are grouped in alphabetical order)
5. Enter order \$ amount for gift card (\$ amount must be in increments of card amount)
 - a. ie. If you order 2 Jewel \$100 cards, the order amount is \$200
6. Click Submit
7. Perform steps 4 - 6 for each card ordered
8. To print order click on Print box on screen
9. If you wish to change any of your order, select Change for the item to change
 - a. Change order \$ amount if you wish to change the number of cards ordered
 - b. Follow instructions on screen to remove a card from the order
10. Click on "Click Here" when ordering is complete
11. Note amount due as this will be the amount required to be submitted to school for your order
12. Click on Submit when order is complete
13. Note the Order # and place this on your check for payment.

Notes:

All order amounts are to be in dollars and not quantity of cards ordered.

Check must be for total amount of order placed.

Check must still be made payable to St. Laurence. No credit card payments are accepted.

Online orders must be submitted NO LATER THAN 2:00pm on Friday if payment is sent to school or NO LATER THAN 3:00pm on Sunday if payment is delivered to our house.

Once orders are submitted you will not be able to make changes.

If multiple orders are placed under your account, they must be placed prior to submitting to us for the final order.

If multiple, but separate orders are to be entered for your tuition credit, a separate account login will need to be created for each person. Please provide the individuals name and email address in order to create these accounts.

We will also need a registration form to be completed for each person denoting the credit distribution as well as permission for your child to receive their orders. Once we receive the additional registrations forms, we will create accounts for them and notify them of their login information. You will not be able to create these additional accounts.

No account login information will be shared with other individuals.

All online orders will be assumed to be correct as long as payment amount equals order amount.

If you have any questions about the online order process or general Manna questions, please contact Greg & Katrina Soohov @ 847-622-0734 or gmssohov@sbcglobal.net