



New dining card purchase option for Students who are allowed to carry their cell phones in school.

Purchase an E (electronic) Dining Card at fspreorder.com. Go to Dining Card balance- upper left-hand corner of screen (on your desktop- may vary if using your cell phone), go to Buy Gift Card- upper right side of screen and fill in information for E-Card purchase. As confirmation of your purchase, you will receive an email with a picture of your E card which will display a QR Code. Keep the QR code safely in your cell phone and display it to the cashier for scanning when making a purchase in the cafeteria. The E Card will eliminate the need to carry a plastic card with you daily. Once purchased, go to profile.squareup.com to set up your customer profile where your E Card will be conveniently displayed for easy management.

For **return customers** who already have a plastic dining card from last year, please continue to use this card until the funds are depleted. If your plastic card has a QR code on the back, you may scan an image into your cell phone and display to cashier for scanning upon checkout, or you may continue to carry the plastic card with you for swiping- which ever you prefer 😊 Once you are ready to reload, you may continue to reload the plastic dining card or purchase an E Card- please see above.

For **New Customers** who recently purchased a first-time dining card as per the flyer that was emailed, please follow the directions in paragraph 2 above.

Please direct any questions to fourseasonsfsm@aol.com.



Checking your Dining Card balance

Go to fspreorder.com

Select your school

Confirm your school selection

Click on Dining Card Balance

Enter your 16-digit dining card number located on the back of your card

Enter your pin ONLY if your dining card has a pin

Click check balance

Attention elementary school parents: You may need to get your 16-digit card number from your child's teacher if the teacher is holding your child's card in the classroom.

DINING CARD RECEIPTS

Please check your spam/junk folder for any automatic receipts- to receive automatic receipts be sure that you do not have this feature blocked from your email account. The receipts would come from Square.



Reloading Your Existing Dining Card or Purchasing a New Dining Card

Go to fspreorder.com

Select your school.

Confirm your school selection.

Click on red dining card (physical).

Select order type- **New** dining card or **Reload** existing dining card.

Select amount from drop down menu- ignore amounts in parenthesis.

Select grade.

Select school.

Enter email address.

Enter telephone number.

Enter students first and last name.

Click add to order.

Review your cart on right of screen.

Click checkout.

On left of screen enter contact information- determines where receipts will be sent.

Enter payment information on right side of screen.

Click on add note under order summary for special instructions- for example- if you are splitting the funds between siblings, you can note it here including the names and grades of the children, and the amount you would like on each child's dining card.

Click place order.

The cashiers will reload the existing dining cards upon checkout or issue a new dining card to first time dining card purchases.

Wishing all a great year of health and academic success,
Your friends at Four Seasons