

# Lunch Provider for St. Monica Catholic School – Guess Who’s Coming to Dinner

## Frequently Asked Questions

### Request A Lunch Account For New Students

Please go to: <http://gwctdcater.com/schools/>

Select your school logo

Enter the school password/ID: **gwcstmo**

Select “new sign up” and fill out all of your information.

You will be emailed directions to register your account online.

### Adding Money to Your Account

**Cash - Please do not give your children cash to use in the lunch line. Guess Who's Coming to Dinner does not have a cash register to dispense change.** If cash is your preferred method of payment, please put the money in a sealed envelope and on the front write: *GWCTD Cafeteria School Name: Student Name: Amount Enclosed:*

Please deliver the envelope to the cafeteria cashier. The money will be added to your student’s online account.

### Checks

Please make checks out to “GWCTD”. **In the memo area please put the school name and the student’s name.**

Checks can be given to the cafeteria cashier or mailed to: Guess Who's Coming to Dinner 10729 Audelia Rd. Ste. 107 Dallas, TX 75238

**Credit Card (We accept Visa, Mastercard, Discover, and American Express) - One Time Credit Card Payment (THIS METHOD DOES NOT SAVE YOUR CREDIT INFORMATION. IF YOU WANT TO KEEP YOUR CARD ON FILE PLEASE FOLLOW THE STEPS FOR PUTTING YOUR CARD ON FILE BELOW)**

1. Go to [https://drxsoft.com/DRX/online/ol\\_login.php](https://drxsoft.com/DRX/online/ol_login.php)
2. Fill out School ID
3. Fill out Username (the email used to register. This can be changed later.)
4. Fill out Password
5. Click “Click here to sign in”
6. Your main page will come up. Here you can change your profile information. **DO NOT CLICK ON “MY CREDIT CARDS YET”!** Putting a card on file does NOT add money to your child’s account automatically. You must follow the steps below first
7. Click “Add Money”
8. Click on the Account Number of the child’s account you want to add money to
9. Fill Out the Billing Information
10. Click “I have read and agree with the above statement”

**Putting a Credit Card on File for Automatic Drafting** - Putting a credit card on file will allow for us to bill your account once your child’s account has reached below \$10.00/\$15.00 (depending on your school). Having a credit card on file ensures that your child will always have money in their account and eliminates having to keep track of your balance. Your card will be billed \$40 each time.

1. Go to [https://drxsoft.com/DRX/online/ol\\_login.php](https://drxsoft.com/DRX/online/ol_login.php)
2. Fill out School ID
3. Fill out Username (the email used to register. This can be changed later.)
4. Fill out Password
5. Click “Click here to sign in”
6. Click the “My Credit Cards” Tab
7. Click “Add new Credit Card”
8. Answer Security Questions
9. Click “Click here to validate me”
10. Fill out the information as it appears on your card. Make sure the address is your credit card billing address

11. Set up how you would like to be contacted when billed
12. If you have multiple children, and would like to use the same card for all of them, make sure the "Attach this card to all accounts" is checked in the lower left hand corner
13. Click "I accept/save changes"
14. A screen will pop up saying that your card information has been updated

*\*Note - When a student's account falls below \$10.00/15.00, you will receive a "low balance" notice via e-mail, text message, or voicemail. If your student's account is on automatic credit card billing, the credit card attached to the account will automatically be billed.*

**Changing Your Username, Password, Address or Phone Number** - You may change your username to something other than your email address, as well as your other profile information.

1. While logged in, click "Account Info"
2. Under "My Profile" click "Edit My Profile"
3. Answer your security question.
4. Make the changes to the desired fields, i.e. username, password, email, etc.
5. Click "Save my changes"

**Your Child's Account Number** - Your child's account number is what he or she will use to purchase food. It is important for your child to memorize his or her account number so that the lunch line can move quickly and smoothly.

1. While logged in, click "Account Info"
2. Click on the "Students Tab"
3. Your child's account number will be listed under the DRX Acct. right next to his or her name. Make sure your child knows this number!

**Checking your Child's Activity** - View what your child is purchasing.

1. While Logged in, click "Acct Activity"
2. Click on the account number of the child's activity you wish to view
3. Select the dates you want to view
4. The child's account activity will be listed by date, time, item, price, and balance

**Restricting Items** - You can restrict certain items for each child so he or she will not be able to purchase them.

1. While logged in, click "Restrict Items"
2. Select Unit "Cafeteria" and click "Continue"
3. Click on the account number of the child's profile you wish to view
4. Items are separated out by grade/price. Click on the grade of your child, snack items, or breakfast
5. Click on the check boxes of the items you want to restrict from your child
6. Click the "Save" button

**Spending Limits** - You can set a spending limit per day or per meal.

1. While logged in, click "Spending Limits"
2. Select Unit "Cafeteria" and click "Continue"
3. Click on the account number of the child's profile you wish to view
4. Click on the drop down menu where it says "Set Maximum Sales to" and click on "Per Meal" or "Per Day"
5. Enter the amount that you want to allow your child to spend in day or per meal
6. Click "Save Changes"

**Uploading a Picture** - Attaching a picture to your child's account helps the cashiers make sure the student account number entered matches the child using the account.

1. While logged in, click "Account Info"
2. Click on the "Students" Tab
3. Click on the "Edit" button next to the student's name for whom you want to add a picture
4. Below the image of "Photo Not Available" click "Select/Edit"

5. Click on the "Browse" button and select the picture of your child (School pictures work great for this!)
6. Click "Upload Picture"

### **I Have More Than One Child At The Same School**

DineRite sets up each student separately, but they are attached to the same parent and monitored through the same account. If you would like all your children to be put on one account with one balance (which can be easier than keeping up with two or three!) please contact our office [214-340-0061](tel:214-340-0061) or [info@guesswhoscomingtodinnercaterers.com](mailto:info@guesswhoscomingtodinnercaterers.com). This will, however, combine all account activity into one account and any restrictions will apply to all the children.

### **Non-Returning Students**

Students who have either graduated or will not be returning to school the next year will be credited back the money left on their accounts. A check from Guess Who's Coming to Dinner Caterers will be mailed to the address on the student's account, so make sure you keep your account information current.

### **At the End of the Year / Returning Students**

Students who will be returning the next year will have their balances from the previous year roll over to the new year in their accounts.

### **Trouble Shooting**

If you are having any problems with your account, please contact: Guess Who's Coming to Dinner Caterers [214-340-0061](tel:214-340-0061) [alyssa@guesswhoscomingtodinnercaterers.com](mailto:alyssa@guesswhoscomingtodinnercaterers.com)  
<http://gwctdcater.com/schools/>