



PantrySoft School User Guide

This guide will walk you through the registration process using PantrySoft and show you how to “make an appointment” for the delivery of School Pantry Items, Student Bags, Crisis Boxes, and Family Boxes.

Registration is due each Friday for delivery the following Thursday.

1. Sign in to your school's account


Go to: <https://www.backpacksociety.org/programs> and scroll down to School Programs and click **“Schedule a Delivery”**. You will see the screen below.

Please use the Username and Password provided by Backpack Society to log in for the first time. Feel free to change your password after you get in. If you forget your password in the future, reach out to info@backpacksociety.org to have it reset.

ACTION: Enter your school's Username and Password then click **“LOGIN”**.

BACKPACK SOCIETY

Username:

Password: 

[Forgot Password](#)

[Forgot Username](#)

The Registration Due page will appear. You will find that most of these fields are already filled in based on the information Backpack Society had on file.

In the "Primary Household Member Information," we entered our point of contact at your school. If this information is incorrect, please update it. **NOTE: We can only have one person listed in this spot.** If you would like others to have access to order for your school, please share the username/password with them.

FYI: In the "Additional Household Member Counts" - **we entered the number 20** "Children (0-18)". This will let the system know you are a school (with more than 20 household members) and allow your school to order in bulk. Please leave this as is.

Backpack Society

REGISTRATION DUE

Backpack society is CLOSED August 7-11, ordering will resume August 11th for pickup August 17th

Please enter the name of the parent or guardian of the student(s) below:
If you are a school representative enter your school contact person's information below:

Primary Household Member Information

First Name * Middle Name Last Name *

June [Redacted] [Redacted] Everett

Contact Information

Email Phone

susiefriend99@gmail.com 7202559933

Street Address * Apt/Suite/Other Postal Code

213 W County Line Road [Redacted] [Redacted]

City County State *

Highlands Ranch CO United States

Additional Household Member Counts

Children (0-18) Adults (19-64) Seniors (65+)

0 0 0

We entered 20

Below the above form (scroll down) is where your school will register for our programs.

Please only use the Registration window on the far right labeled **"School Registration **SCHOOLS ONLY**"**.

ACTION: Answer the two questions then click **"SAVE AND CONTINUE"**.

~~Student Bag Registration **FAMILIES ONLY**~~

~~Family Program Registration **FAMILIES ONLY**~~

School Registration **SCHOOLS ONLY**

DON'T USE FOR FAMILIES ONLY

SAVE AND CONTINUE

2. Schedule a Visit (Delivery)

This screen will allow you to “schedule a visit”. Unfortunately, this system doesn’t allow us to change the wording but you will be scheduling a “DELIVERY” for your school, not a visit.

ACTION: From the dropdown, select School Program (**DO NOT SELECT FAMILY PROGRAM - that is for FAMILIES ONLY**)

ACTION: Click on the + symbol in the orange circle to select a delivery date. You may schedule future deliveries as well!

NOTE: Deliveries are on Thursday of each week between 9 am and Noon.

August 17, 2023	Thursday
9:00am - 12:00pm	50 Slots +
August 24, 2023	Thursday
9:00am - 12:00pm	50 Slots +
August 31, 2023	Thursday
9:00am - 12:00pm	50 Slots +

The next screen allows you to provide comments and feedback as well as any Allergy or Dietary Preferences or special requests.

NOTE: you **DO NOT** need to answer these questions.

ACTION: When done click "**SAVE AND CONTINUE**".

Comments And Feedback

Visit Interview Questions

PLEASE READ

Put the information here

Do You Have Any Allergy/ Dietary Preferences?

Do You Have Any Special Requests For This Week?

SAVE AND CONTINUE

The next screen is our storefront. This is where you will select which items you'd like. This screen only allows you 15 minutes to "Shop".

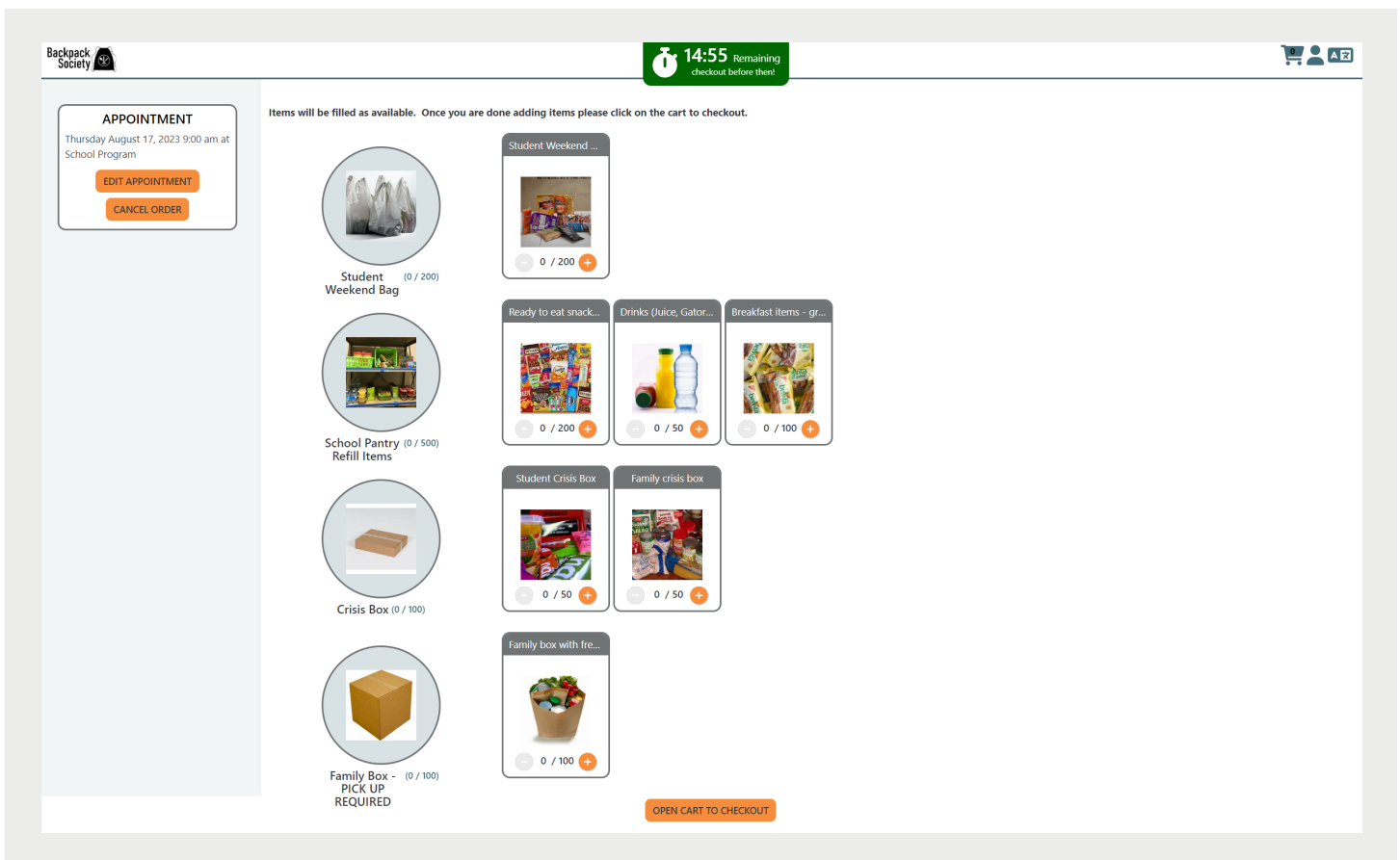
Student Bags: These are the same bags that are delivered to your school when a student signs up for this program through our website. You can now order extra bags (up to 200) with no student names attached.

School Pantry Refill: We have reduced our selection this year to complement the FREE breakfast and lunch program. We no longer offer heat-and-eat items. When ordering, add the total number of individual items you would like. You will see the limits listed.

Student Crisis Boxes/Family Crisis Boxes: intended for students or families in crisis who may have an immediate need that evening after school. You may want to have a few on hand. You can order up to 50.

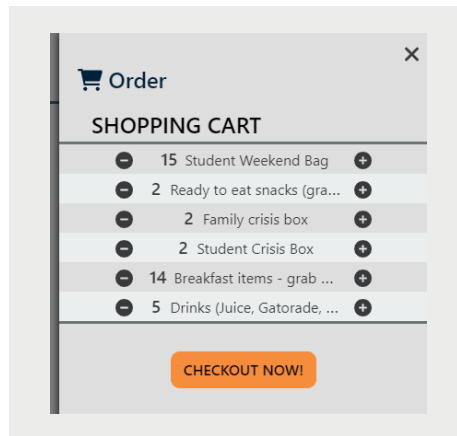
Family Box (PICK-UP ONLY): This is the same program the families can sign up for and pick up at Backpack Society. This box comes with perishable items such as milk, bread, eggs, produce, and frozen/fresh meat. **NOTE: If you order a "Family Box" you MUST pick it up from Backpack Society on Thursday from 5pm - 6pm. Unfortunately, we are not able to deliver these boxes.**

ACTION: Add the items you would like to your cart. When done adding items to your card, click "OPEN CART TO CHECKOUT".



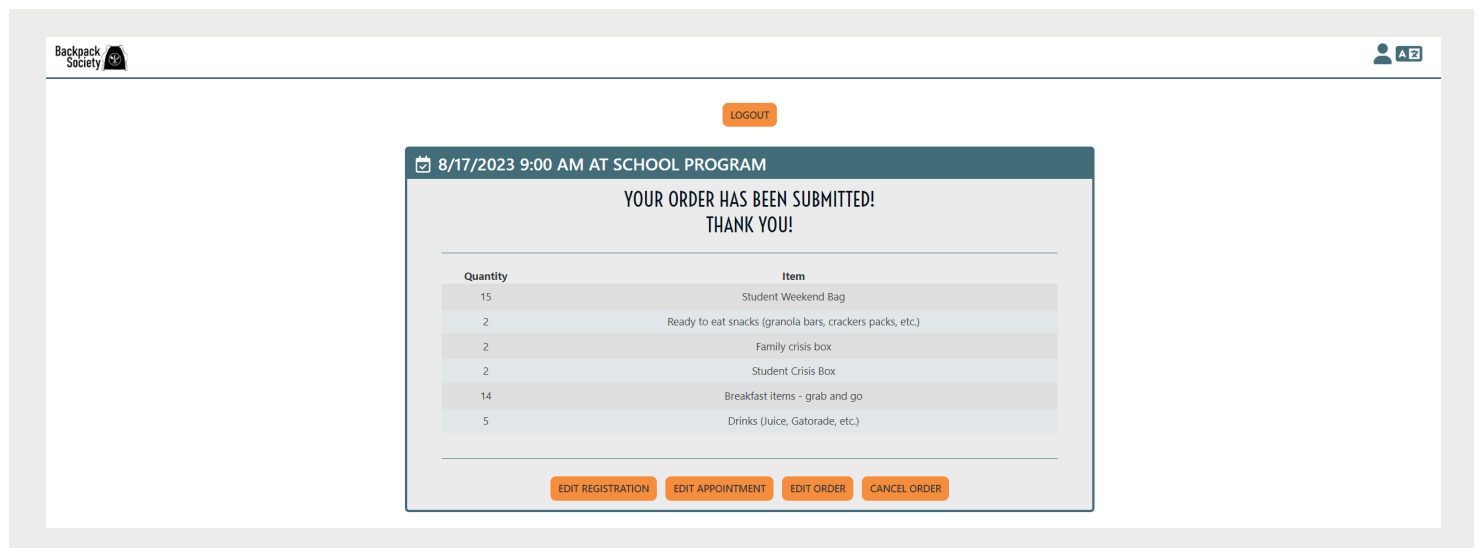
Your shopping cart will open and you can review your order.

ACTION: When done reviewing, click **"CHECKOUT NOW!"**.



You're done! You have created an order for delivery! You will receive an email confirmation and reminder when your appointment/delivery gets closer.

REMINDER: Delivery is on Thursdays from 9 am-Noon.



If you have any questions please give us a call at 720-583-2224 or email us at info@backpacksociety.org.