



## 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.

### 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](mailto:info@backpacksociety.org) to have it reset.

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

BACKPACK SOCIETY

Username:

Password:  

[LOGIN](#)

[SIGN UP](#)

[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.**

**ACTION:** In the "Additional Household Member Counts" - **please enter the number 20** into the "Children (0-18)". You can leave the "Adults (19-64)" and "Seniors (65+)" as is. This will let the system know you are a school (with more than 20 household members) and allow your school to order in bulk. **NOTE: You should only have to do this once during your initial login.**

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 Everett

**Contact Information**

Email Phone

susiefriend99@gmail.com 7202559933

Street Address \* Apt/Suite/Other Postal Code

213 W County Line Road

City County State \*

Highlands Ranch CO United States

**Additional Household Member Counts**

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

0 0 0

**Enter 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\*\***

Click Here To Copy this link to sign up for the weekend student bag program!  
You only need to sign up once a school year for this program. You can edit the data any time.

COMING SOON!

**Family Program Registration \*\*FAMILIES ONLY\*\***

Family Program: Would You Like To Sign Up For The Family Program? \*\*  
Note: You Will Be Required To Sign Up Each Week To Participate. You Will Be Able To Make An Appointment On The Next Step. This Program Backpack Society On Thursdays From 5-6.  
Registration In Your Confirmation Email \*\*

Check Box Below To Acknowledge And Agree  
I Understand, Consented And Accepted The Terms  
Of The Program (See Below) On Behalf Of Myself And Any  
Minor Children In Your Care And Adults In Your Household

Allergy Waiver

**School Registration \*\*SCHOOLS ONLY\*\***

Are You A Participating Backpack Society School Representative?

School Pantry Program: Would You Like To Sign Up For The School Program? \*\* Note: You Will Be Required To Sign Up Each Week You Wish To Participate. You Will Be Able To Make A Delivery Appointment On The Next Step. You Will Receive A Confirmation Email \*\*

**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.

The screenshot shows the 'Backpack Society' logo in the top left and user icons in the top right. The main content area has a header with two lines of text: 'Family appointments open Friday - Tuesday for Thursday evening pickup.' and 'School appointments open Monday - Friday for following Thursday morning delivery.' Below this is the title 'SCHEDULE A VISIT' and a dropdown menu labeled 'Select Family Or School Program As Appropriate' with 'School Program' selected. To the right of the dropdown is a date selector showing '< August 2023 >'. Below the date selector is a table with three rows, each representing a Thursday in August 2023. Each row has a date header, a time slot '9:00am - 12:00pm', and a '50 Slots' indicator with an orange plus sign in a circle.

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".

The screenshot shows the 'Backpack Society' logo in the top left and user icons in the top right. The main content area has a section titled 'Comments And Feedback' with a large text input field. Below this is a section titled 'Visit Interview Questions'. Inside this section is a box labeled 'PLEASE READ' with the text 'Put the information here'. Below this text are two questions, each with a corresponding text input field: 'Do You Have Any Allergy/ Dietary Preferences' and 'Do You Have Any Special Requests For This Week?'. At the bottom of the 'PLEASE READ' box is an orange button labeled '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".

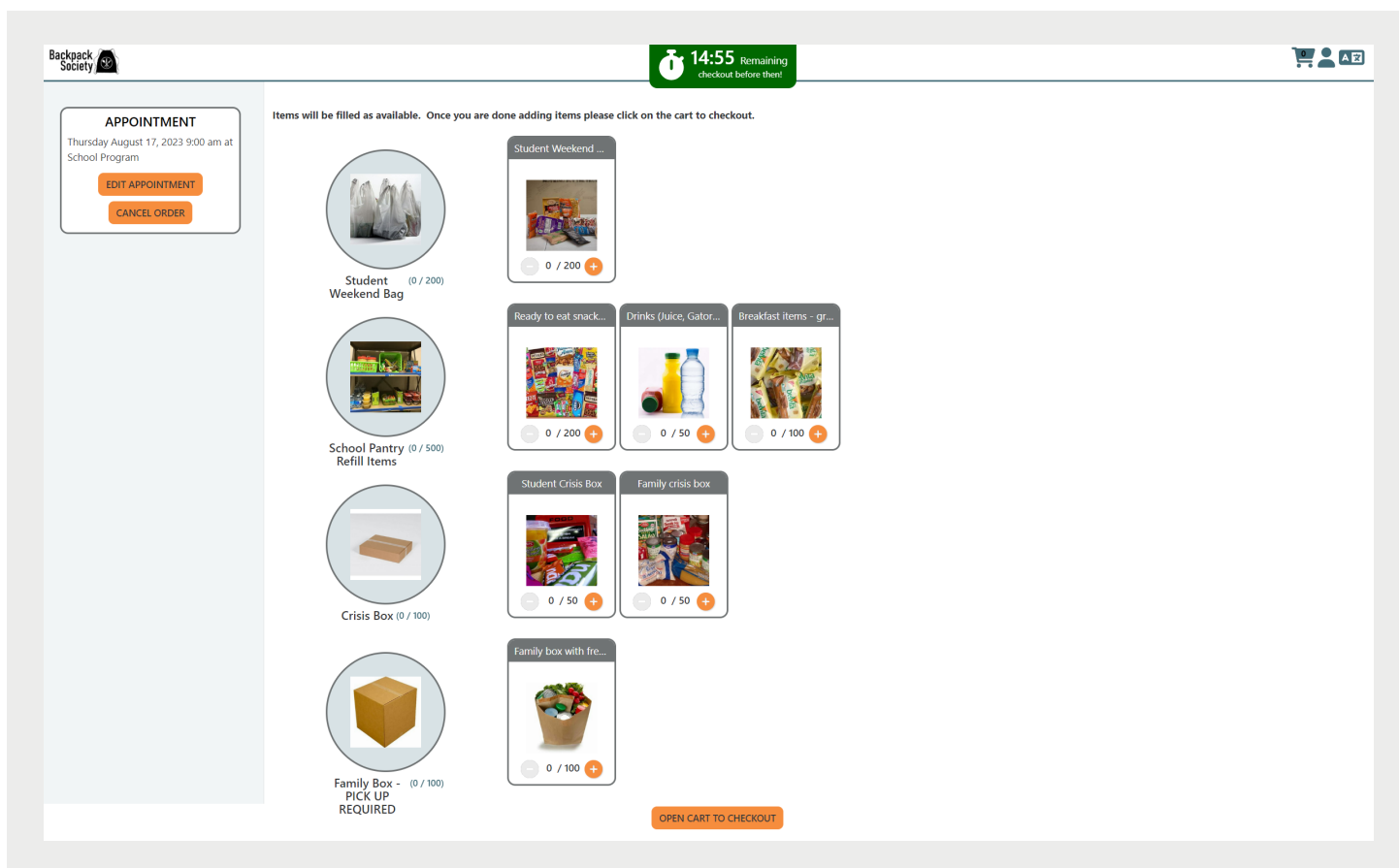
**Student Bags:** These are the same bags that are delivered to your school when a student signs up for this program through our website. You can now order extra bags (up to 200) with no student names attached.

**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.

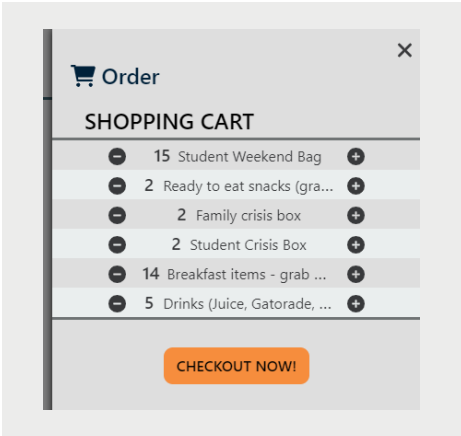
**Family Box (PICK-UP ONLY):** This is the same program the families can sign up for and pick up at Backpack Society. This box comes with perishable items such as milk, bread, eggs, produce, and frozen/fresh meat. **NOTE: If you order a "Family Box" you MUST pick it up from Backpack Society on Thursday 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".



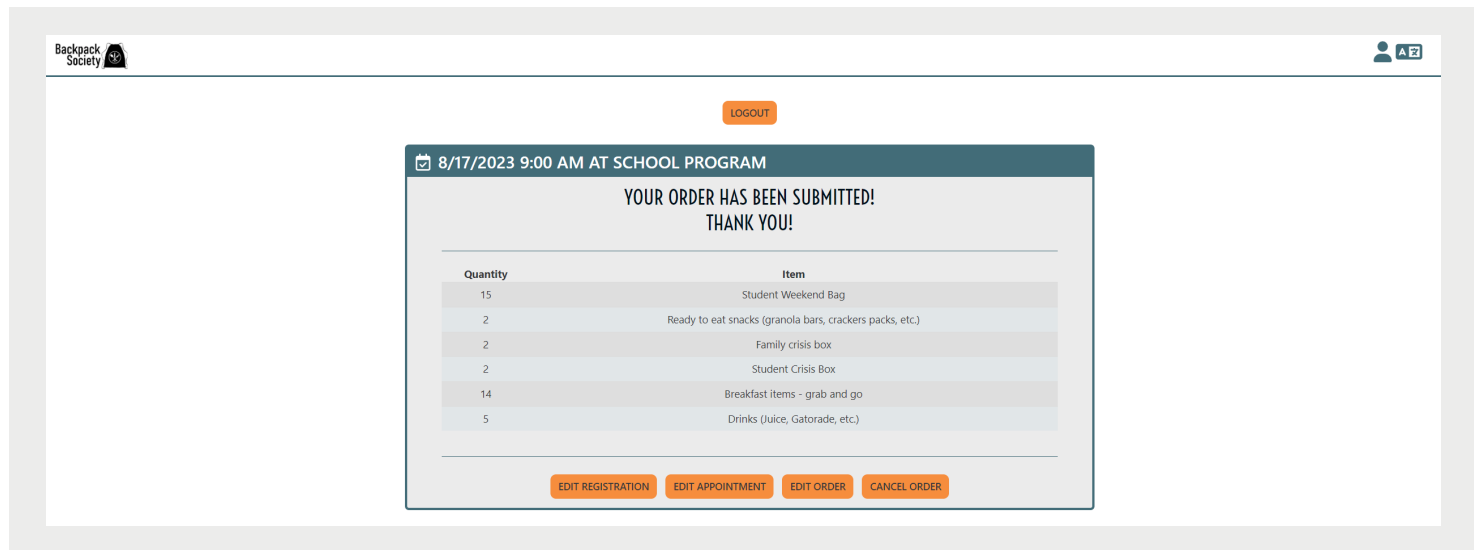
Your shopping cart will open and you can review your order.

**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](mailto:info@backpacksociety.org).**