

JHHS Band Manna Gift Card Online Ordering Instructions

*PLEASE NOTE: Before you can begin ordering, you need to get your online password and user id. Email Laura Hynes (see band directory and add her email to your address book) and she will send it to you.

Below is the procedure for ordering online. The order is due online the first Wednesday of the month. Your check, payable to HIA, is due in the Manna mailbox by 3:00 p.m. the same day.

1. Go to the Manna homepage -- www.mannaorders.net. To view available gift cards (Manna program calls these scrips) -click www.mannagroup.net found on the left side of the page. On the left side, click "vendor list". This shows the vendors grouped as grocery, retail and specialty, along with their current bonus amounts. Also review "vendor guidelines" for redemption rules. You must re-enter www.mannaorders.net to begin ordering.
2. In the PARTICIPANT sign-in box found at the bottom right of the screen, enter school code # 162. The participant code is the first three letters of your student's last name followed by the first two letters of your student's first name. Each band student has a separate account. Enter the password emailed to you.

Participant Code = _____ Password = _____

3. The screen should now say "Welcome, (Student's name)". If it doesn't, exit the program and try again. If your name still does not come up, call us for help. Otherwise, click "**PLACE AN ORDER**".
4. Go to the active scrips box. You are ready to place your order. Scrips are in alphabetical order, divided into four sections; A thru F etc. If you want Jewel, click on the letter J and the program will bring you to the first J scrip. Then scroll down until the desired scrip appears and then click on it. Reminder—many scrips have multiple denominations so be careful to select the right one.
5. In the Order Amount box, type the total DOLLAR amount you want for that scrip. Decimal/cents are not needed. **CLICK SUBMIT**. The ordered scrip appears on the bottom of this page with a running total of your order. Repeat this procedure until all desired scrips are ordered.
6. When finished, review your order at the bottom of the page to make sure it is correct. If you need to correct an entry, click "change" next to the incorrect scrip. If the wrong scrip was ordered, place a "0" in the total box, hit submit, and repeat step 4 to order the correct scrip. If it was the right scrip but wrong amount, just type in the correct amount and hit submit.
7. When your order is correct and complete, press "**CLICK HERE**" at the bottom of the order. A box will appear in which you can write notes to the Manna co-chairs. Please type in whether or not it is ok for us to give your order to your student at pick-up time. Without your authorization, we cannot release the order to your student. Also, please always include your email address so we can remind you of the pick up and include your phone number in case we have a question about your order.
8. Print a copy for your records by clicking on, "**PRINTABLE VERSION, CLICK HERE**", then **PRINT** and close the window. Now "**SUBMIT**". (Note: if Firefox is your browser, it is easier to just print the screen. If you use the printable version, you will probably have to close the window and then go back into the program to submit.) **Your order is not complete until the screen gives you an order #.** Write your order # on your printed copy and keep it with your records. Write your check payable to HIA for the total amount due. Write the order # on your check and make sure it is in the **MANNA** box (in the band room – not in Mr. C.'s office) by the end of the school day on Wednesday. If you would prefer to hand deliver a check to Laura Hynes, please let her know ahead of time.
9. If you find you made a mistake AFTER submitting your order, contact Laura Hynes. She can correct it at any time prior to sending the entire band order to Manna.

Any questions, please contact one of the co-chairs - Laura Hynes or Kelly O'Neil (see band directory for email/phone number.)