



## PantrySoft School User Guide

This document provides step-by-step instructions on how to register using PantrySoft for scheduling delivery or pickup appointments.

Please note that all registration must be completed by Friday to arrange for delivery or pickup the following Thursday.

*NOTE: We follow the Douglas County School District calendar and are closed when they are closed for breaks during the school year.*

### **Step 1: Sign In to Your School's Account**

1. Access the Site:
  - Navigate to <https://www.backpacksociety.org/sign-up-for-help> page.
2. Locate the Section:
  - Scroll down to "School Partner Programs" and click on Place an Order. You will be directed to the login screen shown below.


### **Logging In**

- Username and Password: Use the credentials provided by Backpack Society for your initial login. It's advised to update your password after your first login for security reasons. Should you forget your password at any point, please contact [info@backpacksociety.org](mailto:info@backpacksociety.org) for a reset.

### **Action Required**

- Login: Enter your school's Username and Password, then click LOGIN to proceed.

BACKPACK SOCIETY

**Backpack Society**   
hunger doesn't take the weekend off

WELCOME TO OUR ORDERING SYSTEM! PLEASE LOGIN TO START SHOPPING.

**Families:** You can place an order to pick up a free grocery box or schedule an appointment to shop in our no-cost market.

**Schools:** You can place an order for free snacks, crisis boxes, student weekend bags, and grocery boxes.

*For more information about Backpack Society's programs visit [Backpack Society Get Help](#)*

Username:

Password:

LOGIN

SIGN UP

[Forgot Password](#)  
[Forgot Username](#)

## Updating Registration Details

Once you log in, the Registration Due page will be displayed. Here, you'll notice that most of the fields are pre-filled with the details Backpack Society has on file for your school.

## Primary Household Member Information

- Contact Details: The primary point of contact listed is your school's designated contact person. If the displayed information is incorrect, please update it accordingly. Note: Only one contact can be listed in this section. If additional staff members need access to place orders, you may share the login credentials with them.

## Additional Household Member Counts

- Bulk Ordering: For the field labeled "Children (0-18)," we have entered the number 20. This indicates that your school qualifies as a large group, enabling bulk ordering capabilities. Please do not change this value.

## Action Required

- Update Information: Review and answer the two questions provided in the Additional Information Box.
- Save Changes: Once completed, click "SAVE AND CONTINUE" to proceed with your registration.

### Primary Household Member Information


First Name \*  Middle Name  Last Name \*

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### Contact Information

Email  Phone \*

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 **We entered 20**

### Additional Household Member Counts

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

#### ADDITIONAL INFORMATION

Enter your school district \*

By selecting yes in the check box below you acknowledge and agree that you have read, understood, consented and accepted the terms of the Allergy Waiver (link below) on behalf of yourself and any minor children in your care and adults in your household.

Yes

[Allergy Waiver Link](#)

## Step 2: Schedule a Visit (Delivery or Pickup)

This section of the interface allows you to arrange either a delivery or a pickup of your ordered items. The term "schedule a visit" is used in the system interface; however, please note this specifically refers to setting up a delivery or pickup.

### Actions to Schedule Your Delivery or Pickup:

1. Choose the Correct Program:
  - Dropdown Selection: From the two available dropdown menus, select School Program. Please ensure not to select "Family Program" or "Market," as these options are intended for families only.
2. Set the Date:
  - Add a Date: Click on the + symbol inside the orange circle to choose a date for delivery or pickup. You can schedule up to four weeks in advance.

### Important Delivery and Pickup Information: *(unless other arrangements have been made)*

- Delivery Times: Deliveries are scheduled on Thursdays each week. BPS volunteers deliver between 10 AM and 12 PM.
- Pickup Times: If you have items that need to be picked up, you can do so on Thursdays either between 12 PM to 12:30 PM or 4:30 PM to 6 PM.

The screenshot displays the 'SCHEDULE A VISIT' interface. At the top, there are three lines of information: 'Family Shop Online appointments (Box Pick Up) - registration is open Friday - Tuesday for Thursday evening pickup.', 'Market appointments (in person shopping) - registration is open Friday - Tuesday for Thursday evening shopping', and 'School appointments (SCHOOLS ONLY) - registration is open Monday - Friday for following Thursday morning delivery.' Below this, the title 'SCHEDULE A VISIT' is followed by two dropdown menus: 'Select family or school program as appropriate' and 'For What Type Of Visit?', both set to 'School Program'. A date selector shows 'February 2025'. The main content is a table of appointment slots for Thursdays in February 2025.

Date	Day	Time	Slots	Action
February 6, 2025	Thursday	10:00am - 12:00pm	127 Slots	+
February 13, 2025	Thursday	10:00am - 12:00pm	145 Slots	+
February 20, 2025	Thursday	10:00am - 12:00pm	147 Slots	+
February 27, 2025	Thursday	10:00am - 12:00pm	149 Slots	+

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

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

The screenshot shows the 'VISIT' form. It has a title 'VISIT' and a 'Comment' field. Below the comment field is a section titled 'Visit Interview Questions' with a sub-header 'PLEASE READ'. Inside this section, there is a text input field with the prompt 'Put the information here' and 'Please list any Allergy/ Dietary Preferences'. At the bottom of the form 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".

**NOTE:** If you click on the image of the item you want instead of the orange + you will get more information about that item.

## **ITEMS AVAILABLE FOR ORDER:**

- **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:** You can select from Breakfast Snacks and Ready-to-Eat Snacks. When ordering, add the total number of **individual items** you would like. You will see the limits listed. (example: if you order 3, you will only get 3 individual granola bars)
- **Student Crisis Boxes/Family Crisis Boxes:** intended for students or families **in crisis** who may have an immediate need. You may want to have a few on hand. You can order up to 5 of each. **NOTE:** These are not intended to be used as food support every week. If you have a family in need and it is NOT a crisis, please reach out and so we can help.
- **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. We are available for pick between 12pm -12:30pm or 4:30pm - 6pm.

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

The screenshot displays the Backpack Society storefront interface. At the top left is the Backpack Society logo. On the top right, a green timer indicates 14:14 remaining for checkout. A central message states: "Items will be filled as available. Once you are done adding items please click on the cart to checkout." On the left side, an "APPOINTMENT" box shows the date and time: "Thursday February 6, 2025 10:00 am at School Program", with "EDIT APPOINTMENT" and "CANCEL ORDER" buttons. The main area features several item selection cards, each with a circular image and a quantity limit: "Student Weekend Bag (0 / 200)", "School Pantry Refill... (0 / 500)", "Crisis Box (0 / 25)", and "Family Box - PICK UP... (0 / 100)". To the right, there are more specific item categories: "Student Weekend ..." (0 / 200), "Breakfast items - gr..." (0 / 100), "Ready to eat snack..." (0 / 200), "Student Crisis Box" (0 / 5), "Family Crisis Box" (0 / 5), and "Family box with fre..." (0 / 50). Each card has a minus sign, a plus sign, and a quantity input field. At the bottom right, there is an "OPEN CART TO CHECKOUT" button.

Your shopping cart will open in the upper right of the screen and you can review your order.

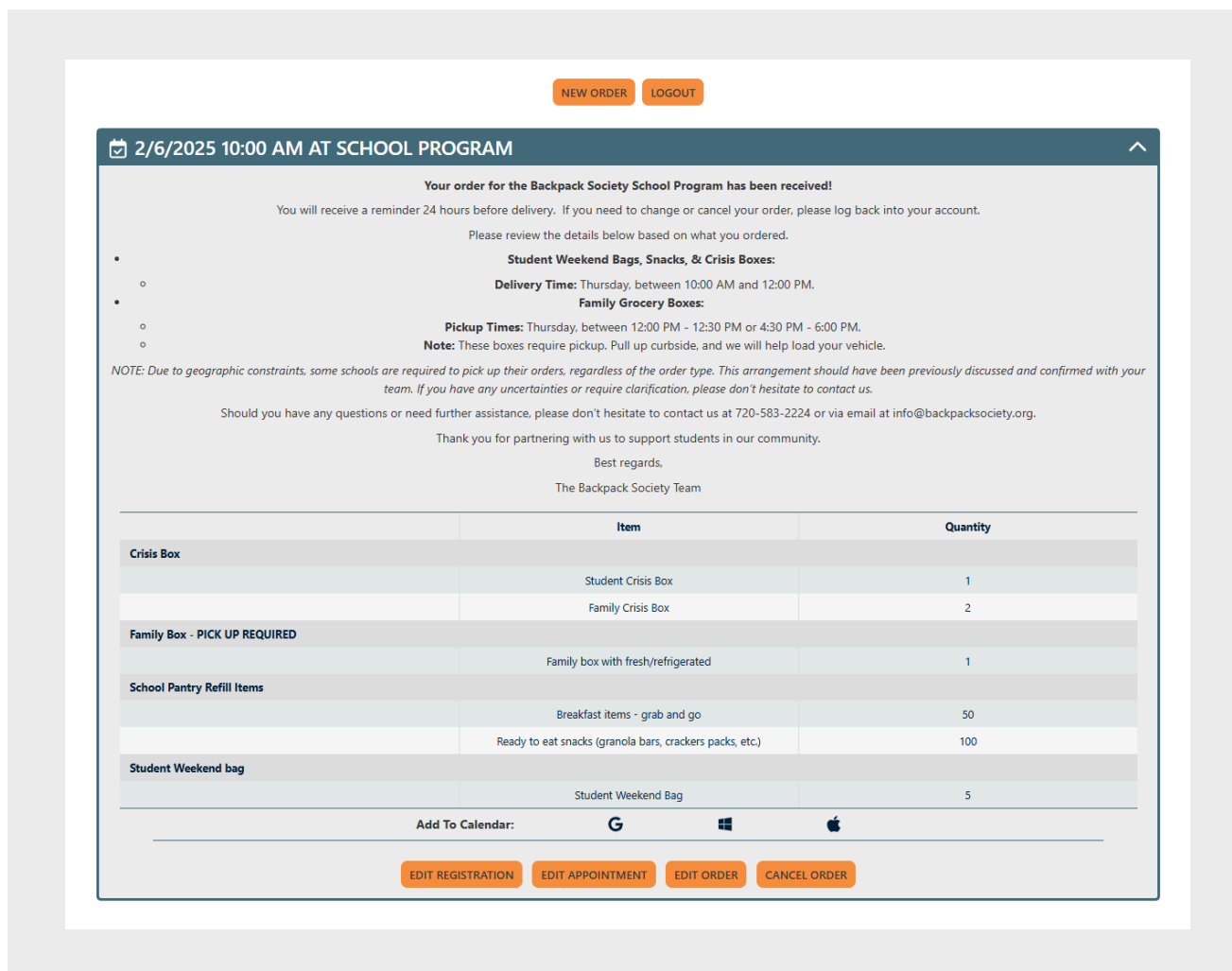
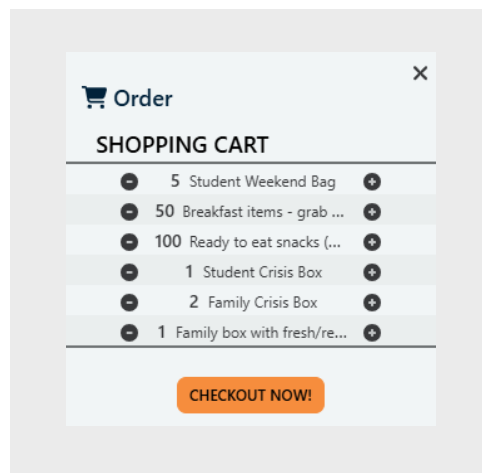
**ACTION:** When done reviewing, click "**CHECKOUT NOW!**".

You're done! You have created an order for delivery or pick up (based on what you ordered)! You will receive an email confirmation and reminder when your appointment/delivery gets closer.

**ORDER EDITS:** You can go back into your order and make edits up to 48 hours before the scheduled delivery/pickup.

**REMINDER: Orders are ready on THURSDAYS**

- Delivery is from 10am-Noon
- Pick up is from 12pm - 12:30pm and 4:30pm - 6pm at Backpack Society (pull up curbside)



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

Backpack Society  
213 W County Line Road  
Highlands Ranch, CO 80129