



PantrySoft Family User Guide


This document provides step-by-step instructions on how to schedule a pickup or a shopping appointment. Please note that all registration must be completed by Tuesday for pickup or shopping 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: Create an Account

1. Access the Site:
 - Navigate to <https://www.backpacksociety.org/sign-up-for-help> page.
2. Locate the Section:
 - Scroll down to "Family Grocery Program" and click on Schedule a Pickup or Shopping Appointment. You will be directed to the login screen shown below.
3. Click the orange "Sign up" button at the bottom.

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: 

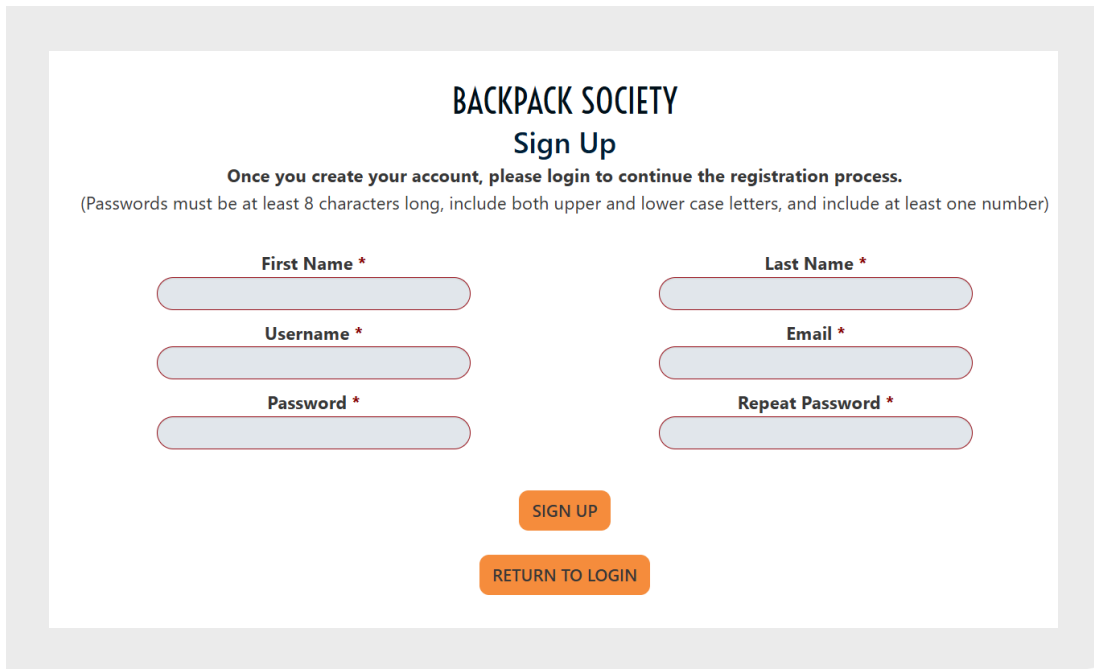
LOGIN

SIGN UP

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

This screen will appear. Fill out all the information to create an account.

ACTION: When done click the orange button "SIGN UP".

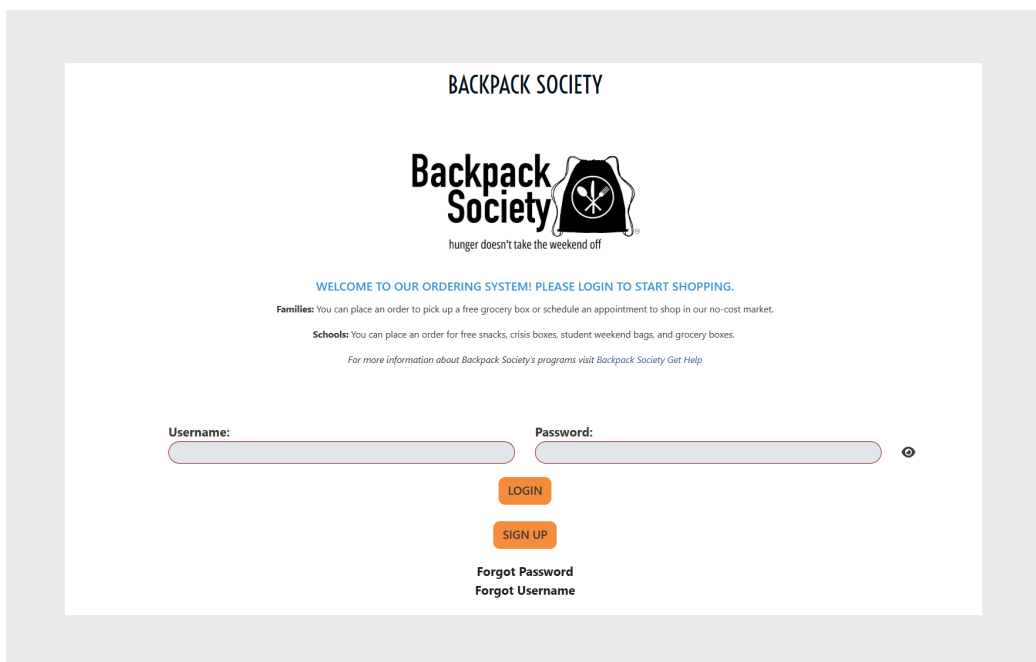


The screenshot shows the 'BACKPACK SOCIETY Sign Up' page. At the top, it says 'Once you create your account, please login to continue the registration process.' and provides a password requirement: '(Passwords must be at least 8 characters long, include both upper and lower case letters, and include at least one number)'. The form has two columns of input fields: 'First Name *', 'Last Name *', 'Username *', 'Email *', 'Password *', and 'Repeat Password *'. Below the fields are two orange buttons: 'SIGN UP' and 'RETURN TO LOGIN'.

This above screen will appear. Fill out all the information to create an account.

ACTION: When done click the orange button "SIGN UP".

The website will refresh and the main signin page will appear. Enter your username and Password you just created and sign in.



The screenshot shows the 'BACKPACK SOCIETY' login page. It features the Backpack Society logo with the tagline 'hunger doesn't take the weekend off'. Below the logo, it says 'WELCOME TO OUR ORDERING SYSTEM! PLEASE LOGIN TO START SHOPPING.' and provides information for 'Families' and 'Schools'. At the bottom, there are two input fields: 'Username:' and 'Password:'. Below the fields are two orange buttons: 'LOGIN' and 'SIGN UP'. At the very bottom, there are links for 'Forgot Password' and 'Forgot Username'.

Once you log in, the Registration Due page will be displayed (see below).

Updating Registration Details

- Primary Household Member Information
 - Make sure this information is correct and fill in any missing information.

The screenshot shows the 'REGISTRATION DUE' page. At the top left is the 'Backpack Society' logo. The page title is 'REGISTRATION DUE'. Below the title is the 'Primary Household Member Information' section with three input fields: 'First Name *' (containing 'Lizette'), 'Middle Name', and 'Last Name *' (containing 'Cyrus'). Below this is the 'Contact Information' section with 'Email' (containing 'rosheas@gmail.com') and 'Phone *'. The 'Additional Household Member Counts' section has three input fields: 'Children (0-18)', 'Adults (19-64)', and 'Seniors (65+)'. Below these is an 'ADDITIONAL INFORMATION' box containing a text input for 'Enter your school district *', a paragraph of text about the Allergy Waiver, a dropdown menu, and a link for 'Allergy Waiver Link'. At the bottom center is a 'SAVE AND CONTINUE' button.

Additional Household Member Counts

(DO NOT include yourself in this count, just the additional people in your home)

- **Children (0-18):** Enter the number of children in your home that are between 0-18 years old. NOTE: don't enter their age, just the number of children.
- **Adults (19-64):** Enter the number of adults in your home that are between the ages of 19-64 years old. Note: don't enter their age, just the number of adults.
- **Seniors (65+):** Enter the number of seniors in your home that are ages 65+ years old. Note: don't enter their age, just the number of seniors.

This screenshot shows a close-up of the 'Additional Household Member Counts' section. It features three input fields: 'Children (0-18)', 'Adults (19-64)', and 'Seniors (65+)'. The fields are currently empty.

Additional Information

- Enter the school district your child is attending school
- Review the Allergy Waiver and mark that you have reviewed it.
- Click "Save and Continue"

This screenshot shows a close-up of the 'ADDITIONAL INFORMATION' section. It includes a text input field for 'Enter your school district *', a paragraph of text about the Allergy Waiver, a dropdown menu, and a link for 'Allergy Waiver Link'. At the bottom center is a 'SAVE AND CONTINUE' button.

Step 2: Order a Pickup or Schedule a Shopping Appointment

This section of the system allows you to place an order for pickup or schedule a shopping appointment.

Actions to Order a Pickup:

1. Choose the Correct Program:
 - First Dropdown Selection: Select "Family Program".
 - Second Dropdown Selection: Select "Shop Online - Box Pickup".
2. Set the Date:
 - Add a Date: Click on the + symbol inside the orange circle to choose a date for delivery or pickup.
 - **NOTE:** If there are not dates to select, try again during the registration window of Thursday at midnight - Tuesday at midnight.

School Program: "SCHOOLS ONLY" - registration is open Monday - Friday for following Thursday morning delivery.
Family Program: Shop online and pick up a box - registration is open Friday - Tuesday for Thursday evening pickup.
Market: Schedule an appointment to shop in person - registration is open Friday - Tuesday for Thursday evening shopping.

SCHEDULE A VISIT

Select family or school program as appropriate Family Program
For What Type Of Visit? Shop Online - Box Pick Up

< February 2025 >

February 6, 2025 Thursday
5:00pm - 6:00pm 145 Slots +

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

ACTION: When done click "SAVE AND CONTINUE".

VISIT

Comment

Visit Interview Questions

PLEASE READ

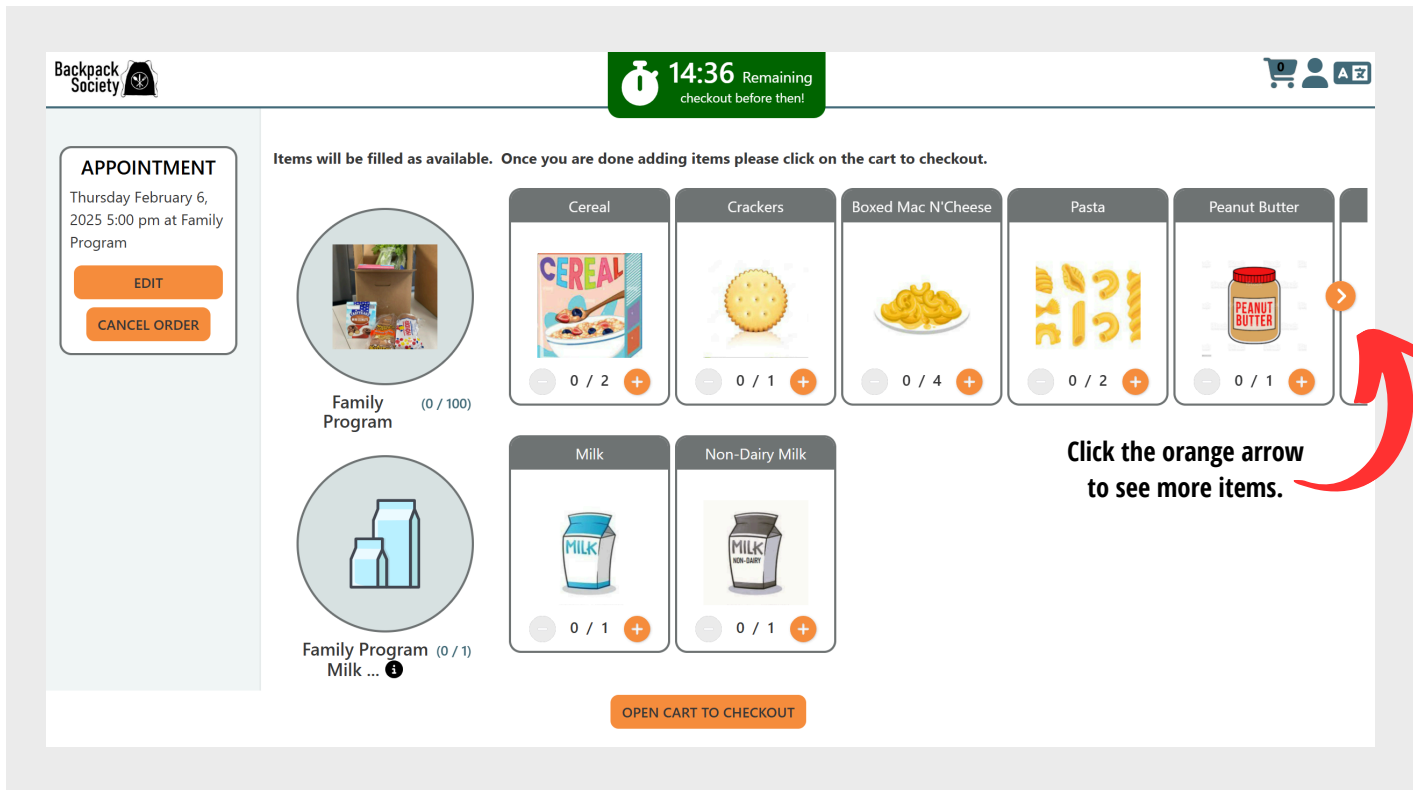
Put the information here
Please list any Allergy/ Dietary Preferences

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".

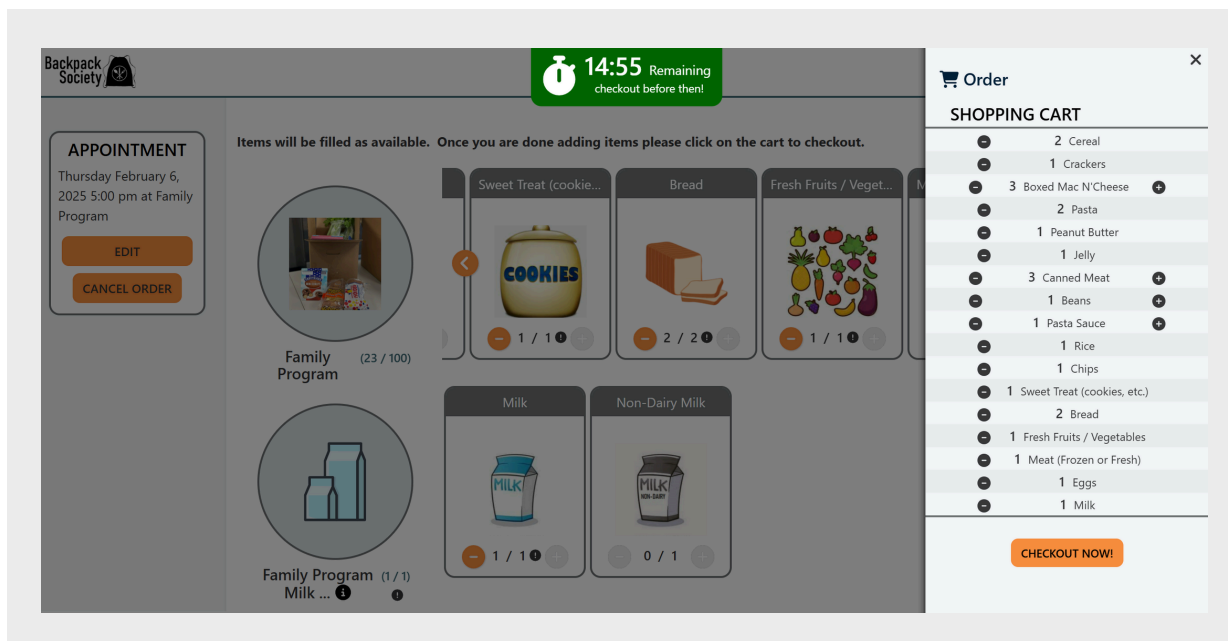
ACTION:

1. Add the items you would like to your cart by clicking the orange + circle.
2. To see more items click the orange arrow to scroll to the right.
3. When done adding items to your cart, click "OPEN CART TO CHECKOUT".



Your shopping cart will open on the 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 pick up! You will receive an email confirmation and reminder when your pickup gets closer.

REMINDER: Orders are ready on THURSDAYS

- Pick up is from 5:00pm - 6pm at Backpack Society (pull up curbside)

NEW ORDER LOGOUT

📅 2/6/2025 5:00 PM AT FAMILY PROGRAM

ORDER CONFIRMED

- **Date:** Thursday
- **Time:** 5:00 PM - 6:00 PM
- **Location:** Backpack Society, 213 W. County Line Road, Highlands Ranch, CO 80129

Please make sure you arrive within the designated time slot to collect your food order.
If you cannot make your appointment, please contact us as soon as possible at 720-583-2224 or via email at info@backpacksociety.org.

Thank you! We look forward to seeing you soon

Best regards,
The Backpack Society Team

	Item	Quantity
Family Program		
	Cereal	2
	Crackers	1
	Boxed Mac N' Cheese	3
	Pasta	2
	Peanut Butter	1
	Jelly	1
	Canned Meat	3
	Beans	1
	Pasta Sauce	1
	Rice	1
	Chips	1
	Sweet Treat (cookies, etc.)	1
	Bread	2
	Fresh Fruits / Vegetables	1
	Meat (Frozen or Fresh)	1
	Eggs	1
Family Program Milk Products		
	Milk	1

Add To Calendar:

EDIT REGISTRATION EDIT APPOINTMENT EDIT ORDER CANCEL ORDER

Actions to Schedule a Shopping Appointment:

1. Choose the Correct Program:
 - First Dropdown Selection: Select "Market".
 - Second Dropdown Selection: Select "Shop In Person - Marketplace".
2. Select your appointment time:
 - Add an Appointment Time: Click on the + symbol inside the orange circle to choose a time to shop our no-cost market.
 - **NOTE:** If there are not times to select, try again during the registration window of Thursday at midnight - Tuesday at midnight.

SCHOOL Program: "SCHOOLS ONLY" - registration is open Monday - Friday for following Thursday morning delivery.
Family Program: Shop online and pick up a box - registration is open Friday - Tuesday for Thursday evening pickup.
Market: Schedule an appointment to shop in person - registration is open Friday - Tuesday for Thursday evening shopping.

SCHEDULE A VISIT Select family or school program as appropriate Market
For What Type Of Visit? Shop In-Person - Marketplace

< February 2025 >

February 6, 2025	Thursday
3:00pm - 3:15pm	FULL
3:15pm - 3:30pm	FULL
3:30pm - 3:45pm	FULL
3:45pm - 4:00pm	FULL
4:00pm - 4:15pm	FULL
4:15pm - 4:30pm	2 Slots +
4:30pm - 4:45pm	3 Slots +
4:45pm - 5:00pm	2 Slots +
5:00pm - 5:15pm	1 Slot +
5:15pm - 5:30pm	3 Slots +

The next screen confirms your appointment.

From this screen, you can Edit your appointment or cancel your appointment.

Appointment Scheduled

NEW ORDER LOGOUT

2/6/2025 4:15 PM AT MARKET

APPOINTMENT CONFIRMED!

Please arrive at your scheduled time. If you arrive early, you will need to wait until your scheduled appointment time to shop. Please be mindful of your 30-minute shopping time limit.

Add To Calendar:

EDIT REGISTRATION EDIT APPOINTMENT CANCEL APPOINTMENT

You're done! You have scheduled a shopping appointment! You will receive an email confirmation and reminder when your appointment gets closer.

REMINDER: Appointments are on Thursdays

- Please arrive on time for your appointment. If you are early or late, you can still shop but you may need to wait for a shopping cart.