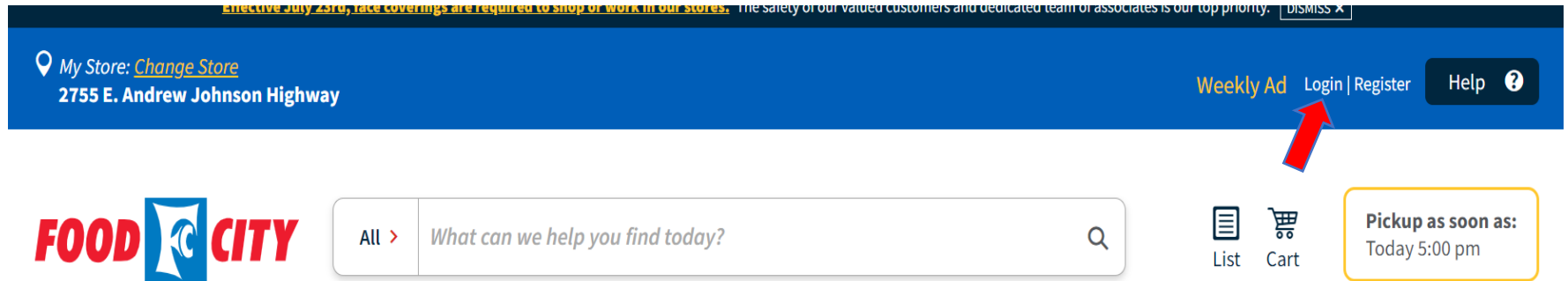


School Bucks 2020-2021 Guide

How do I update/add a school to my Valucard?

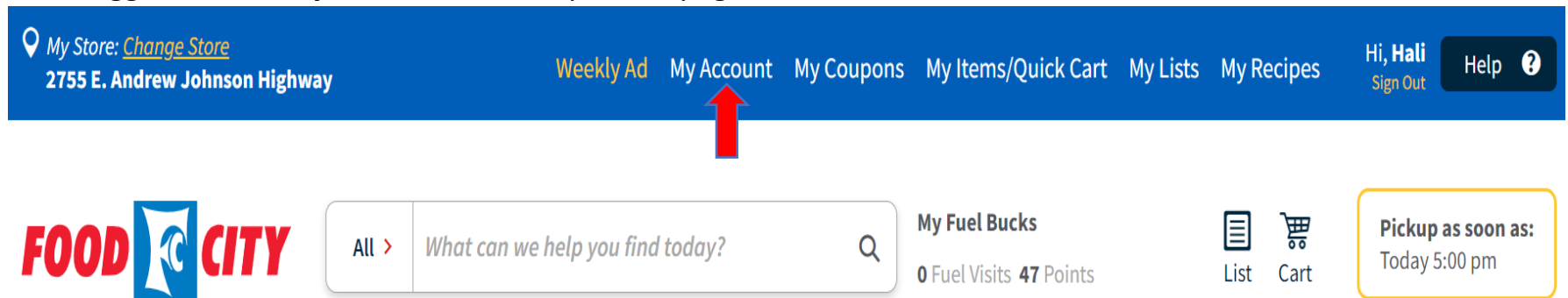
Customers can update/add their school to their Valucard from their online account at <https://www.foodcity.com/> (**Schools are no longer added at the register with a PLU.** If a PLU is used an error message will be displayed and the school will not be registered to the customer's card)

1. First **login** to the Food City online account



The screenshot shows the top navigation bar of the Food City website. On the left, it displays the store location: "My Store: [Change Store](#)
2755 E. Andrew Johnson Highway". On the right, there are links for "Weekly Ad", "Login | Register", and "Help ?". A red arrow points to the "Login | Register" link. Below the navigation bar is the Food City logo, a search bar with the placeholder text "What can we help you find today?", and icons for "List" and "Cart". A yellow box on the right indicates "Pickup as soon as: Today 5:00 pm".

2. Once logged in, click **My Account** at the top of the page.



The screenshot shows the top navigation bar of the Food City website after a user is logged in. On the left, it displays the store location: "My Store: [Change Store](#)
2755 E. Andrew Johnson Highway". On the right, there are links for "Weekly Ad", "My Account", "My Coupons", "My Items/Quick Cart", "My Lists", "My Recipes", "Hi, Hali", "Sign Out", and "Help ?". A red arrow points to the "My Account" link. Below the navigation bar is the Food City logo, a search bar with the placeholder text "What can we help you find today?", and icons for "List" and "Cart". A yellow box on the right indicates "Pickup as soon as: Today 5:00 pm".

3. From there, click **Update School**

Hi, Hali!

ValuCard Number

Dashboard

Account Settings

My Orders

ValuCards

Gift Cards

My Store

My Lists

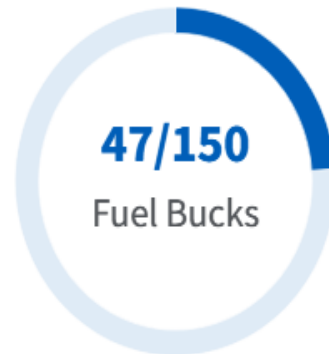
My Recipes

My Items/Quick Cart

— You Saved: **\$0.00**

103 Fuel Bucks needed to earn another Fuel Visit

— You have **0 Fuel Visits**



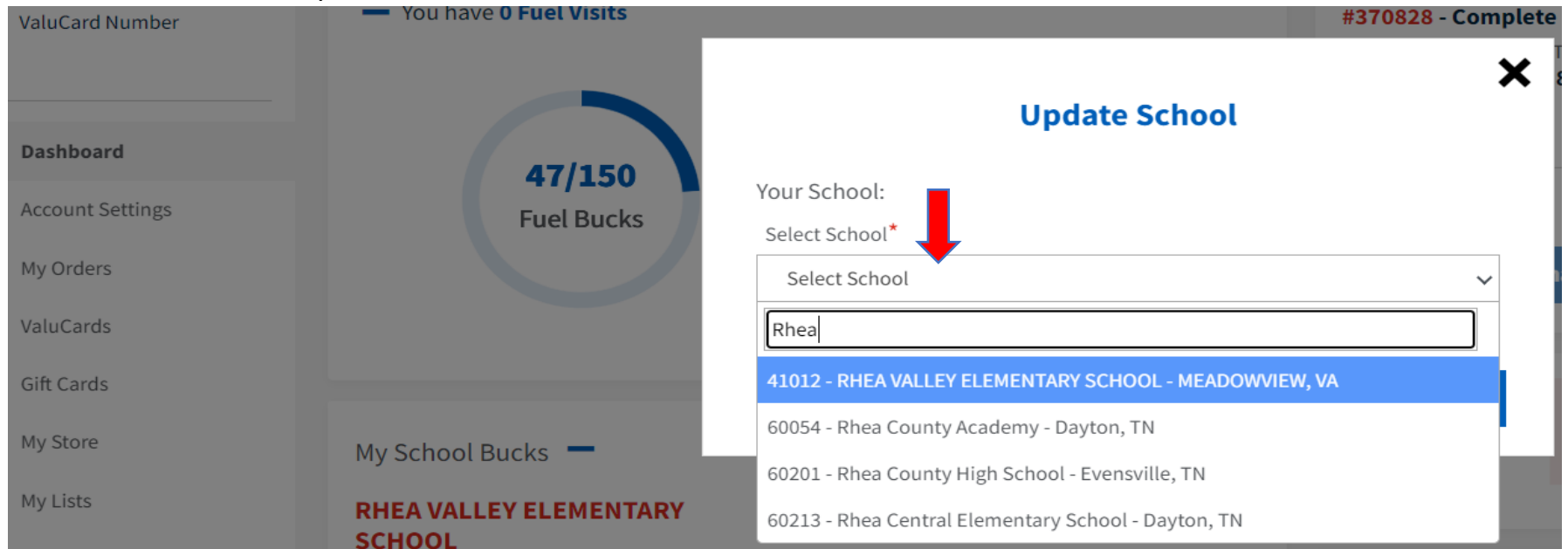
My School Bucks —

**RHEA VALLEY ELEMENTARY
SCHOOL**

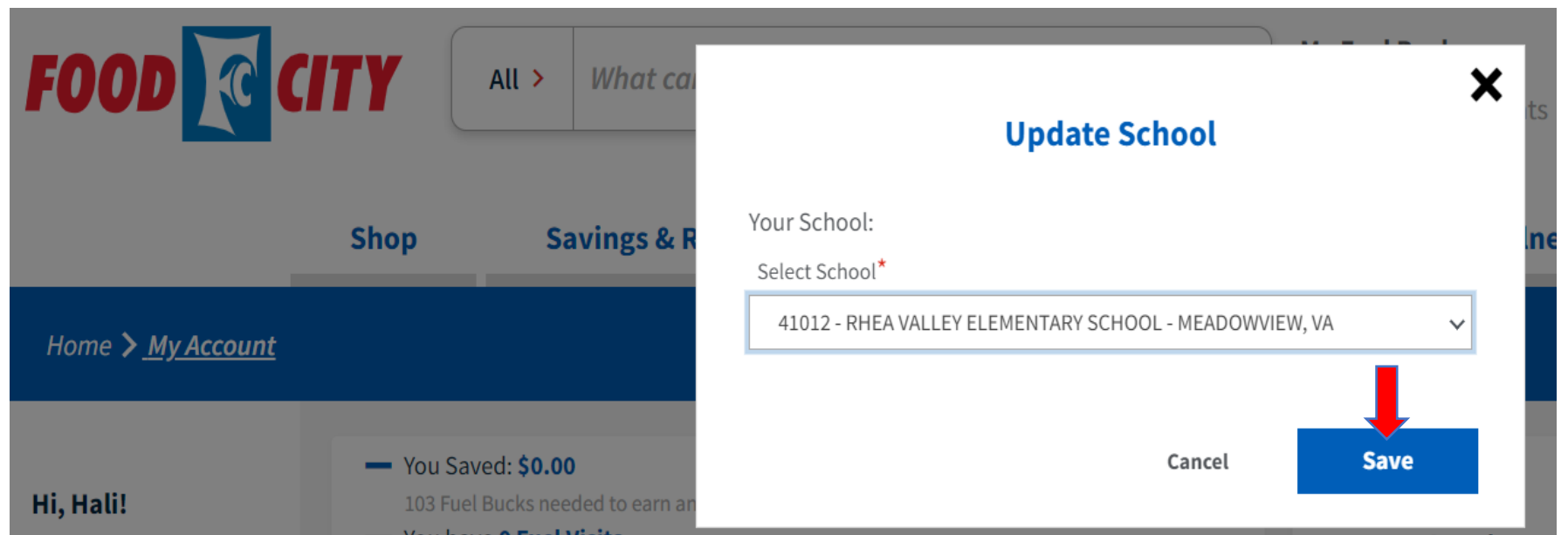
Please email schoolbucks@foodcity.com

Update School 

4. Enter and select the requested school



5. Click **Save** to add the school to the card



6. A confirmation message should appear that ***“Your school has been updated!”***

