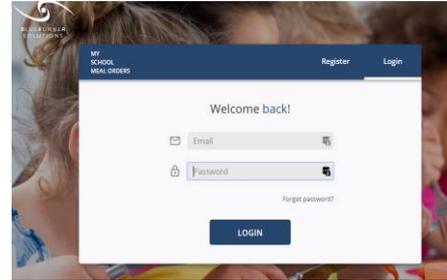


Registering an Account

To register for online meal ordering click Register. You will then be able to fill out your contact details and create a password.



MY SCHOOL MEAL ORDERS Register Login

Welcome back!

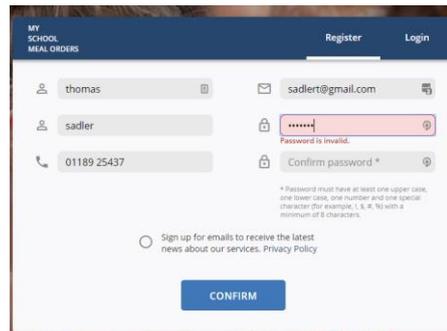
Email

Password

[Forgot password?](#)

LOGIN

If any details are not filled out correctly, you will be prompted with an invalid sign and will not be able to continue.



MY SCHOOL MEAL ORDERS Register Login

thomas

sadler@gmail.com

sadler

01189 25437

Password is invalid.

Confirm password*

* Password must have at least one upper case, one lower case, one number and one special character (for example, l, \$, #, %) with a minimum of 8 characters.

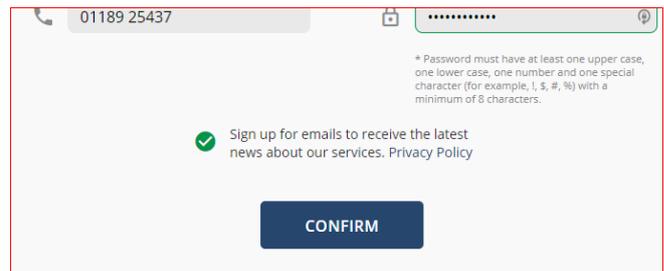
Sign up for emails to receive the latest news about our services. [Privacy Policy](#)

CONFIRM

At this point you will also have the opportunity to sign up to receive emails with the latest news about our services.

Once all details are completed correctly, you can create your account by agreeing Terms and Conditions and clicking the confirm button.

When you have confirmed, you will receive a confirmation email to validate your account.

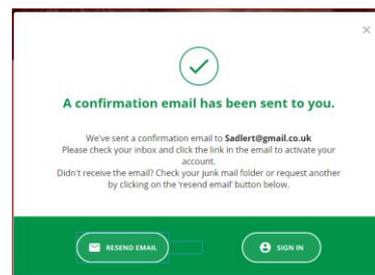


01189 25437

*** Password must have at least one upper case, one lower case, one number and one special character (for example, l, \$, #, %) with a minimum of 8 characters.**

Sign up for emails to receive the latest news about our services. [Privacy Policy](#)

CONFIRM



A confirmation email has been sent to you.

We've sent a confirmation email to **Sadler@gmail.co.uk**. Please check your inbox and click the link in the email to activate your account.

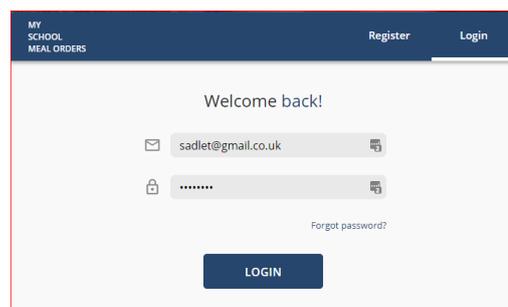
Didn't receive the email? Check your junk mail folder or request another by clicking on the 'resend email' button below.

RESEND EMAIL **SIGN IN**

Login to your account

Once you have validated your account via the confirmation email sent after registration, you can login.

To login, you must enter your registered email address and password then click the login button which will take you to the home page.



MY SCHOOL MEAL ORDERS Register Login

Welcome back!

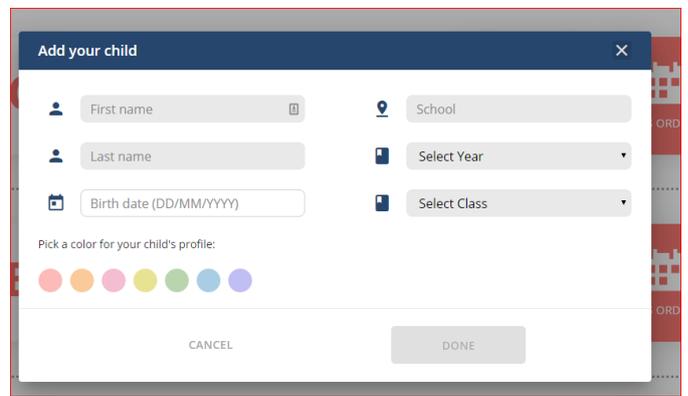
sadler@gmail.co.uk

[Forgot password?](#)

LOGIN

Add a child to your account

- When you have logged in, you will be taken to the home page which will prompt you to 'Add your child'
- Click the icon to add your child – don't worry if you have more children to add, there will be an option to do this later.
- Fill out your child's details. Please note date of birth is not a mandatory field.
- To customise your child's profile, you can pick a colour from the selection on the left-hand side.



The screenshot shows a form titled "Add your child" with a close button (X) in the top right corner. The form contains the following fields: "First name" (with a copy icon), "Last name", "Birth date (DD/MM/YYYY)", "School" (with a location pin icon), "Select Year" (dropdown menu), and "Select Class" (dropdown menu). Below these fields is a section titled "Pick a color for your child's profile:" with six colored circles (red, orange, pink, yellow, green, blue). At the bottom of the form are two buttons: "CANCEL" and "DONE".

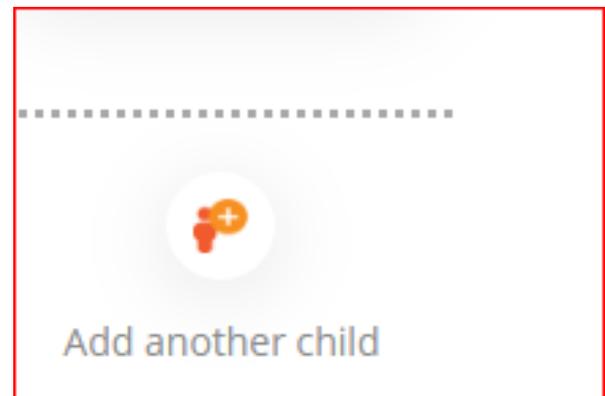
Click the done button when you are finished, and you will see your child's profile created on the home page.



Add another child to your account

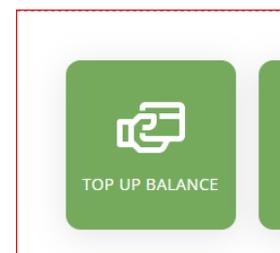
If you would like to add another child click the 'Add another child' icon which can be found on the right-hand side of the screen, under the details of the last child added.

Complete the details for this child as before and click done. The second child's profile will then appear on the home page. Repeat as needed for additional children.



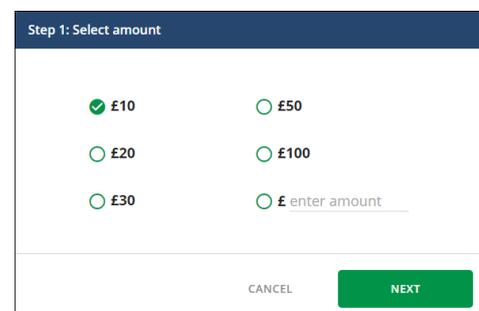
Topping up your balance

Once you have successfully added your child(ren)'s details you are then able to top up the balance on their individual accounts via the 'Top Up Balance' icon on the home page.



If any of your children are entitled to Free School Meals, you will not have a top up balance option and can proceed to 'Order Meals'

Select the 'Top Up Balance' icon and proceed to choose the amount you would like to put on your child's account. You can either top up with the suggested amounts or add your own amount with a minimum of £5.



The screenshot shows a screen titled "Step 1: Select amount". It features six radio button options for selecting an amount: £10 (selected), £20, £30, £50, £100, and £ enter amount. At the bottom of the screen are two buttons: "CANCEL" and "NEXT".

When happy with the amount selected, click next and select 'proceed' to add your payment card. Before proceeding, you have the option to save your card details for future transactions, however this is not mandatory. If you choose to save your card this will save you time when you come to top up again. All you need to do is choose your saved card and enter your CVV security code.

Fill out your card details in the secure payment gateway and select pay.

If payment is successful you will receive an email confirming your payment transaction.

If payment is not successful, you will be prompted to enter your details again. If the issue continues please contact support whose details can be found via the help page. If there is still an issue, contact your bank provider.

Ordering your child's meals

Once your child has a balance on their profile or they qualify for Free School Meals you can order their meals individually.

If your child requires a special diet, then get in touch with support whose details can be found via the help page.

To order meals select the 'Order Meals' icon.

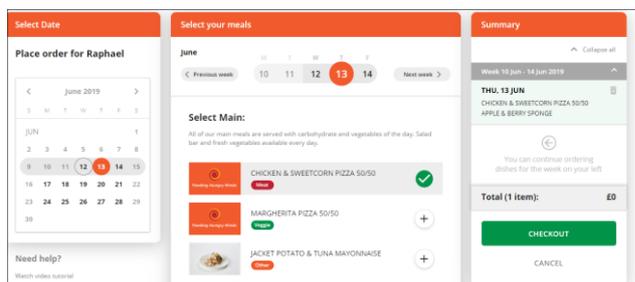
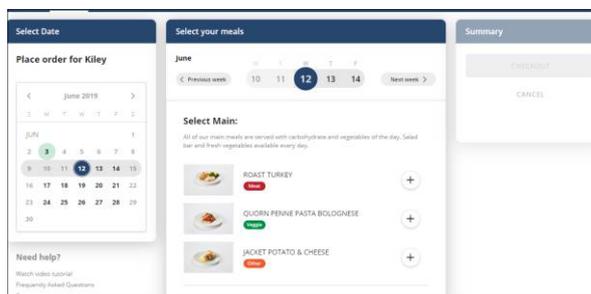
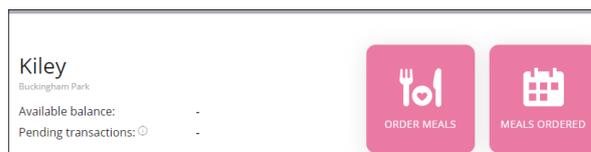
Here you will have the option to choose the days or weeks you would like to order for, either via the calendar option on the left or the day options above the menu.

A colour coded date is visible under each meal choice showing whether the meal contains meat or is vegetarian.

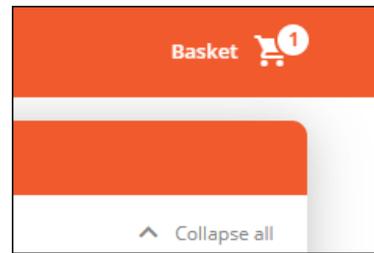
To select a meal, you must click on the 'plus' button on the righthand side of the meal choice, which will become a green tick if selected successfully.

Once you have selected a main meal and dessert (if required) your order will be shown in the 'Order Summary' on the righthand side.

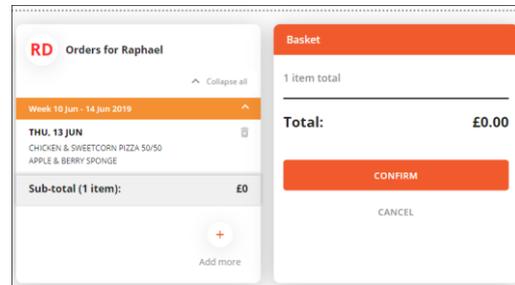
In the order summary you can review your meals ordered and cancel individual meals.



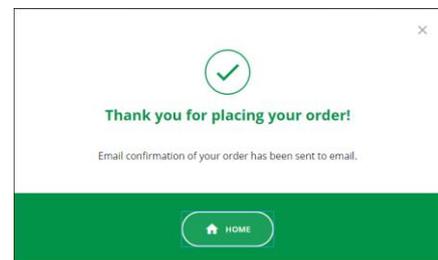
Your order will also be saved in the 'Basket' area shown in the top righthand corner as each meal is selected.



When you are happy with your selections, click the 'Checkout' option to review your orders in the basket. If your child is entitled to Free School Meals the amount will stay as zero and there will be no charge to your account

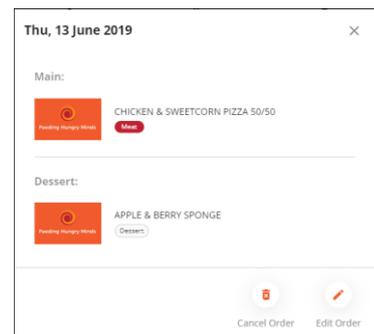


After reviewing, click 'Confirm' to finalise your order. When this is done you will receive a confirmation email.



Editing an order

If you need to change your meal choice for any day, click the order meals icon for the appropriate child, select the relevant day of the week, click cancel or edit order icon in the bottom right hand corner of the order box. Select Edit Order. Make your new selection and click done.

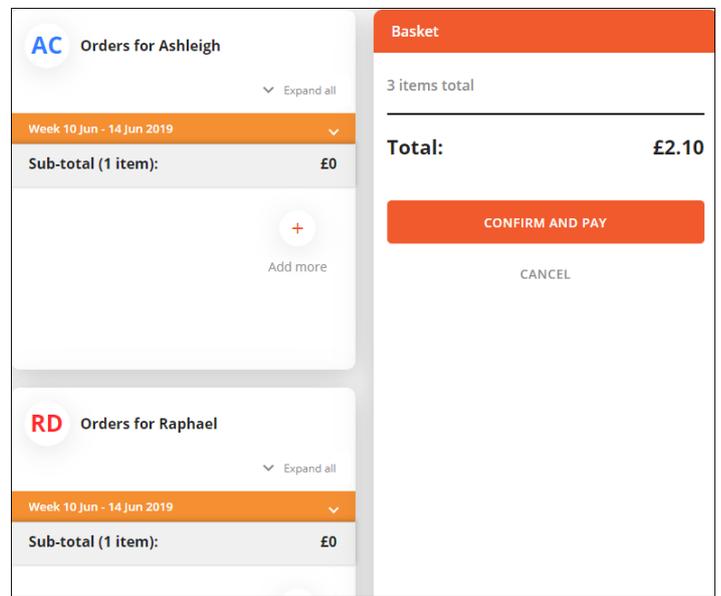


Cancelling an order

If you need to cancel your meal choice for any day, click the order meals icon for the appropriate child, select the relevant day of the week, click cancel or edit order icon in the bottom right hand corner of the order box. Select cancel Order. You will be asked to confirm that cancelling the order will result in your child not receiving a school meal. Select yes if you wish to continue and your order will be cancelled for that day.

Copy meals for another child

- To save you time, if you have multiple children at the same school, you can copy the previous child's order.
- To do this, complete the order for the child you want to copy from, then select the basket icon in the top right-hand corner of the screen and you will be given the choice to either copy the previous order or make a new order for the next child.
- If you choose to copy the previous order, the whole order will be transferred and you will have the ability to delete or add more meals from this screen.
- When orders for all children are complete click confirm and pay. You will then receive a confirmation email if your order has been successful.



Viewing your meals ordered calendar

You can view all the meals you have ordered for your children by selecting the 'Meals Ordered' icon.

Here you can see orders for the week or month for all the child profiles on your account. Simply select the relevant month to view all meals for the selected child. If you have multiple child profiles



You can also choose a weekly view, which makes it easy to see multiple meal choices at the same time.

You can print this calendar by selecting the icon in the top right-hand side of the screen. Why not place it on the fridge so your child can see what is for lunch every day.

	MON	TUE	WED	THU	FRI
AC Anya	10	11 Eve's Pudding (Apple Sponge) 2x16's Pork Sausages	12	13	14
AC Ashleigh	10	11 Fruit Salad Portion Cheese Sandwich	12	13	14
KC Kallyyah	10	11 Yes, I Want a Meal	12	13	14