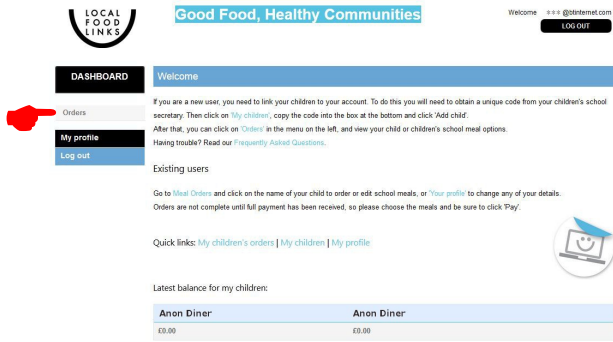


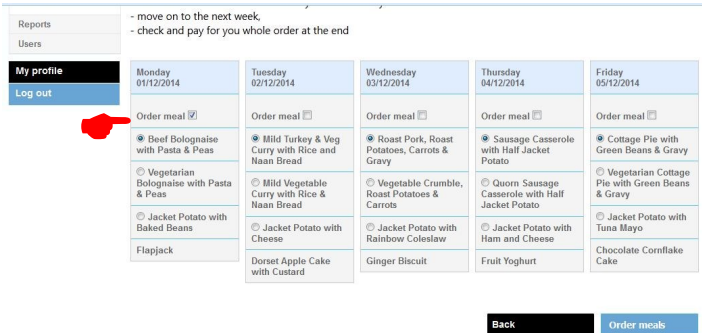
How to order Local Food Links School Lunches at myschoolmeals.co.uk



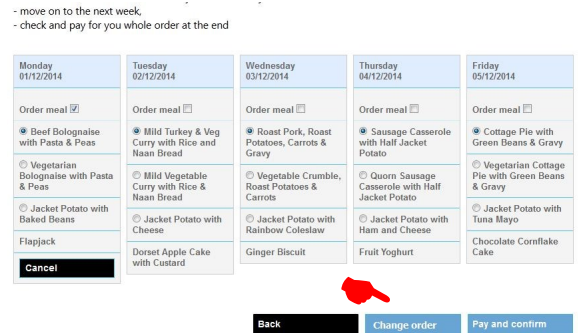
1. Login and select orders/meal orders on the Dashboard.



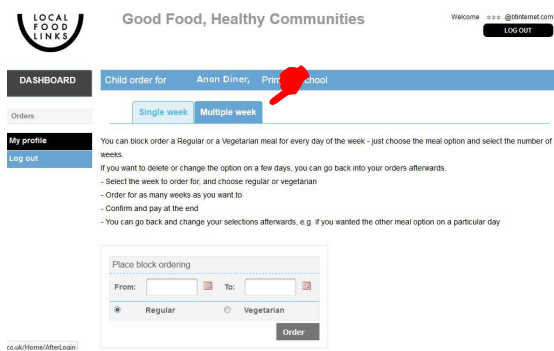
2. Select the name of the child (highlighted blue) for which you wish to place and order.



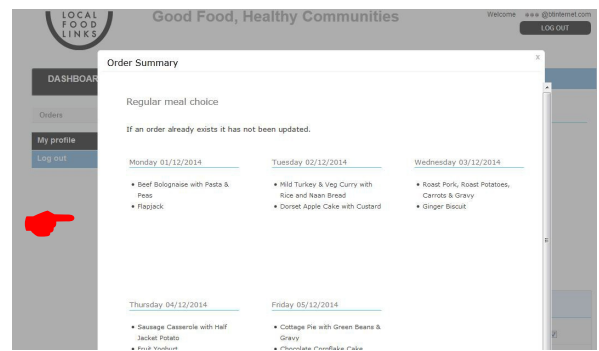
3. Select the meal(s) you wish to order. Ensure checkbox "Order meal" and the correct option radio button are highlighted.



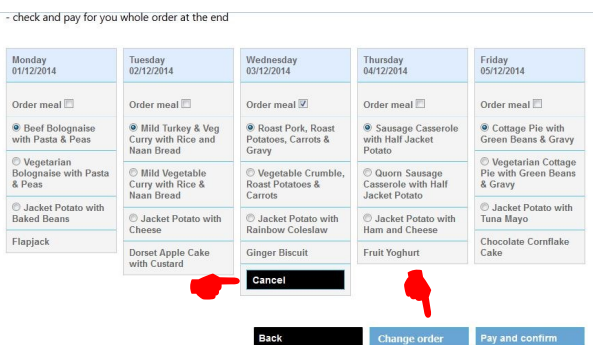
4. If you wish to make changes to your orders select the blue "Change order" button. When you are happy with your meal selections select "Pay and confirm".



5. To make a multi-week order choose the "multiple week" tab. Place a start and end date for the meals and meal option then select "Order".



6. You will see an order summary for all your multi-week order. (This feature is not available on Free School Meal orders)



7. To cancel a meal select and black cancel button and then the blue "Change order" button. To change a meal select the correct radio button and then the blue "Change order" button.



8. You can view all your child's orders on the system through "view" in Orders/Meal orders on the Dashboard.

If you have any problems with online ordering please call Tim on 01308 428 912