

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

4. If you wish to make changes to your order select the blue 'Change order' button. When you are happy with your meal selections press the next button to move onto the next week, when you have done all your orders select 'Pay and confirm'.

7. To cancel a meal select the black 'Cancel' button and then confirm 'Yes'. To change a meal select the correct radio button and then the blue 'Change order' button.

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

Name	Category	Site	Class	Year
Guest Adult03	Adults	Prince of Wales Primary	guest	
Guest Adult04	Adults	Prince of Wales Primary	guest	
Guest Child01	Primary School Pupils	Prince of Wales Primary	guest	

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

8. You can view all your child's orders on the dashboard.

Name	Category	Site	Class	Year	Free meals	Account	Orders
Guest Adult03	Adults	Prince of Wales Primary	guest		False	£0.00	View / Place
Guest Adult04	Adults	Prince of Wales Primary	guest		False		View / Place
Guest Child01	Primary School Pupils	Prince of Wales Primary	guest		False		View / Place

3. Select the meal(s) you wish to order. Ensure the checkbox 'Order meal' is ticked and the correct option radio buttons are highlighted.

Thursday 02/05/2019	Friday 03/05/2019
Free meal	Free meal
Order meal <input checked="" type="checkbox"/>	Order meal <input checked="" type="checkbox"/>
<input checked="" type="radio"/> Cottage Pie with Peas & Gravy	<input type="radio"/> Fish Fingers with Chips, Sweetcorn & Tomato Ketchup
<input type="radio"/> Homemade Tomato Soup with a Wholemeal Cheese Roll	<input checked="" type="radio"/> Roasted Vegetable Quiche with Chips, Sweetcorn & Tomato Ketchup
<input type="radio"/> Jacket Potato with	

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

Order Summary

Regular meal choice

If an order already exists it has not been updated.

Tuesday 19/03/2019	Wednesday 20/03/2019	Thursday 21/03/2019
Order already exists	<ul style="list-style-type: none"> Roast Beef, Yorkshire Pudding, Roast Potatoes, Carrots, Cabbage & Gravy Ginger Cookie 	Order already exists

Ordering Online – Local Food Links operates a secure payment and data protection compliant ordering system for parent/guardians and school admins to be able to order school lunches online.

