



My School Meals Quick Reference Guide for Parents

www.myschoolmeals.co.uk

Signing Up

Creating an account	Go to www.myschoolmeals.co.uk and click Sign Up in the top right hand corner/ enter your names/ email address/ password which must be at least 8 characters/ tick reminder box/ then click Register . You are now ready to link your child to your account.
Adding your child to your account	Log in to your account and click on My Profile on the left hand panel/ in the My Children tab you will see an Add Child section at the bottom/ enter the <i>case sensitive</i> 10 digit activation code you have received from your school into the box and click Add . If you do not have an activation code please ask your school secretary or call Local Food Links on the number below.

Ordering Meals – if your child is eligible for Free School Meals contact the council on 01305 221 000 or your school office to register

Multiple week ordering	On the left hand panel go to Orders /Meal Orders and click on the name of the child you would like to order for/ you can either order by a single week or select multiple week to block order a meal for every day of the week – select main or vegetarian and the dates you would like the meals to start and finish. <i>If there are any days where you would like to change the meal choice or cancel this can be done afterwards.</i>
Ordering meals individually	On the left hand panel go to Orders/ Meal Orders and click on the child's name you would like to order for. Use the previous and next buttons to browse to the relevant week/ click the order meal check box on the days you would like to order meals/ select the meal/ click the Pay and confirm button in the bottom right corner. To order for multiple weeks at once see Multiple week tab.
Change a child's order	<i>You can change a child's meal order up to 7 days before it is due.</i> On the left hand panel go to Orders / Meal Orders / click on the child's name you would like to change the order for. Use the previous and next buttons to browse to the relevant week. Change the meal choice and then click Change order .
Cancel a meal	On the left hand panel go to Orders / Meal Orders / click on child's name . Use the Previous and next buttons to browse to the relevant week/ Click the Cancel button under the day you no longer want a meal and then click on Change order .
View a child's order	On the left hand panel go to Orders / Meal Orders / click on child's name . Use the Previous and next buttons to browse to the relevant week.

Payments

Paying online	Once you are happy with your selection go to Orders / Meal Orders/ click the blue Pay button. You will see a summary of the child's meals you have ordered and the amount owing. Clicking Buy Now will redirect you to PayPal where you can enter your payment details. If you do not pay within 24 hours you will be sent an email reminder, and if you haven't paid within 48 hours your orders will be cancelled.
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Support

Email: support@localfoodlinks.org.uk

Phone: 01308 420269 9-5pm Monday to Friday

Please send us any feedback you may have on support@localfoodlinks.org.uk

For more information and FAQs see www.myschoolmealsfaqsforschoolparents.wordpress.com

