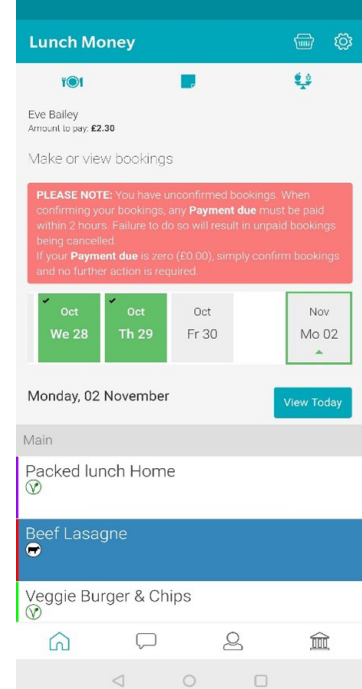
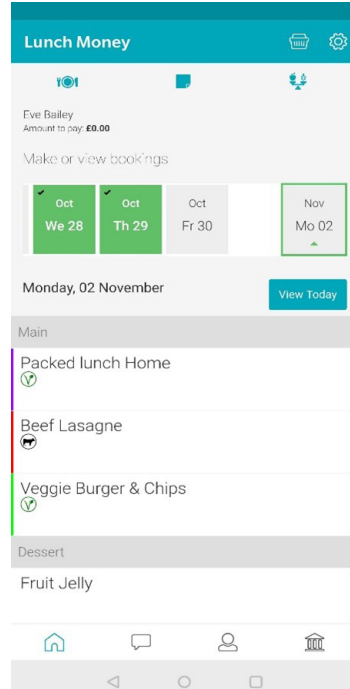
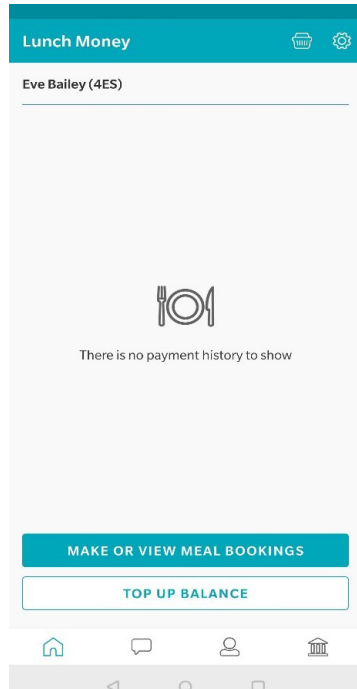


How to Use Meal Manager



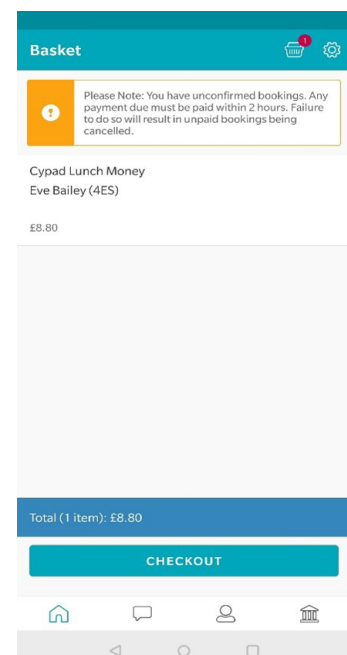
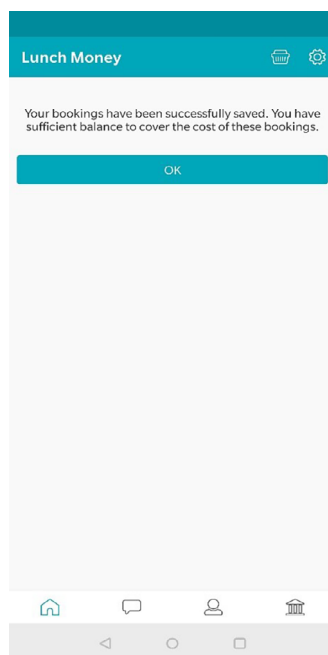
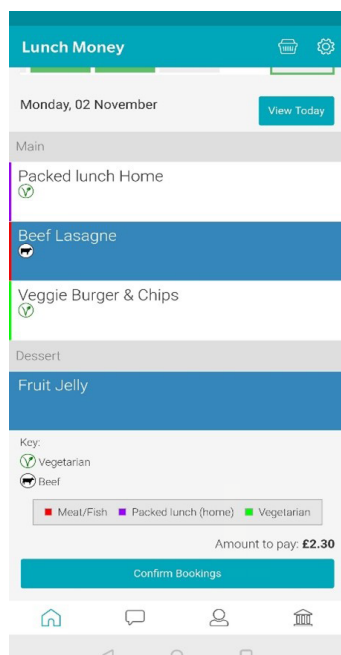
How to Book a Meal

1. Click on the child you want to book the meal for
2. Click '**Lunch Money**'
3. Click '**Make**' or '**View Meal Bookings**'
4. Select the date you would like to book and select the meals



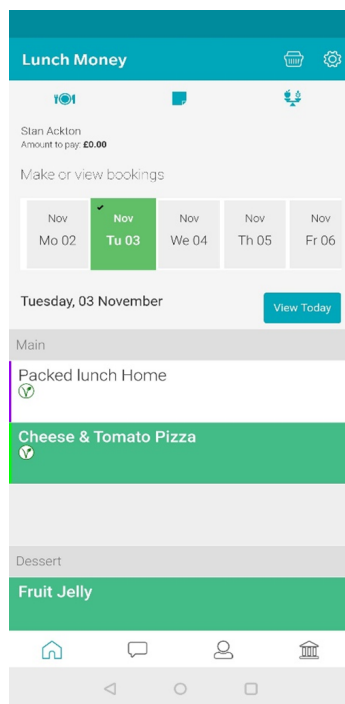
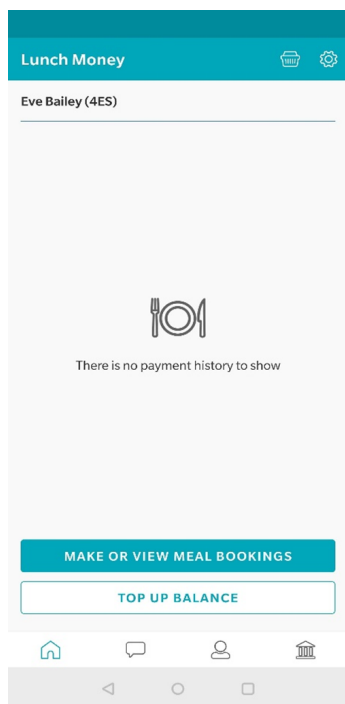
5. You will now see the total cost of your booking - click '**Confirm Booking**' to book your selection
*If you don't have available credit to use once you have clicked '**Confirm Booking**', the cost of the meal/s will be added to your basket
6. Click '**Checkout**' and make the booking/s

Please note: Any payments due must be paid within 2 hours. Failure to do so will result in unpaid bookings being made.



How to Cancel a Booking

1. Click '**Lunch Money**'
2. Click '**Make**' or '**View Meal Bookings**'
3. Select the date required and deselect the meal option



4. Click '**Confirm Booking**' (you will then see a messaging confirming that the booking has been updated)

Please contact the school if you experience any issues.

