

Parents Dinner Booking Guide

When parents open up their App they will see their navigation menu on the left hand side. The section they can book meals in is accounts. When they click on accounts it will look like this:

ParentMail	Accounts
✉ Emails	Ethel Kerr
✉ SMS	✕ School Dinners £4.00 2
📄 Forms	Ashley Cummings
📅 Events	✕ School Dinners -£14.00 3
👤 Parents' Evenings	Hipolito Wilson
📁 Accounts	✕ School Dinners £0.00 3
💰 Payments 2	Pippi Longstocking
⚠ Notify Absence	👤 KJVBreakfast Club £0.00
★ Starred	👤 Wrap Around Care - Breakfast Club £0.00 1
📬 Unread	
🗑 Archive	
📢 Announcements	
👥 Manage Organisation	
👤 PM Admin	
⚙ Settings	
❓ Help	
🚪 Logout	

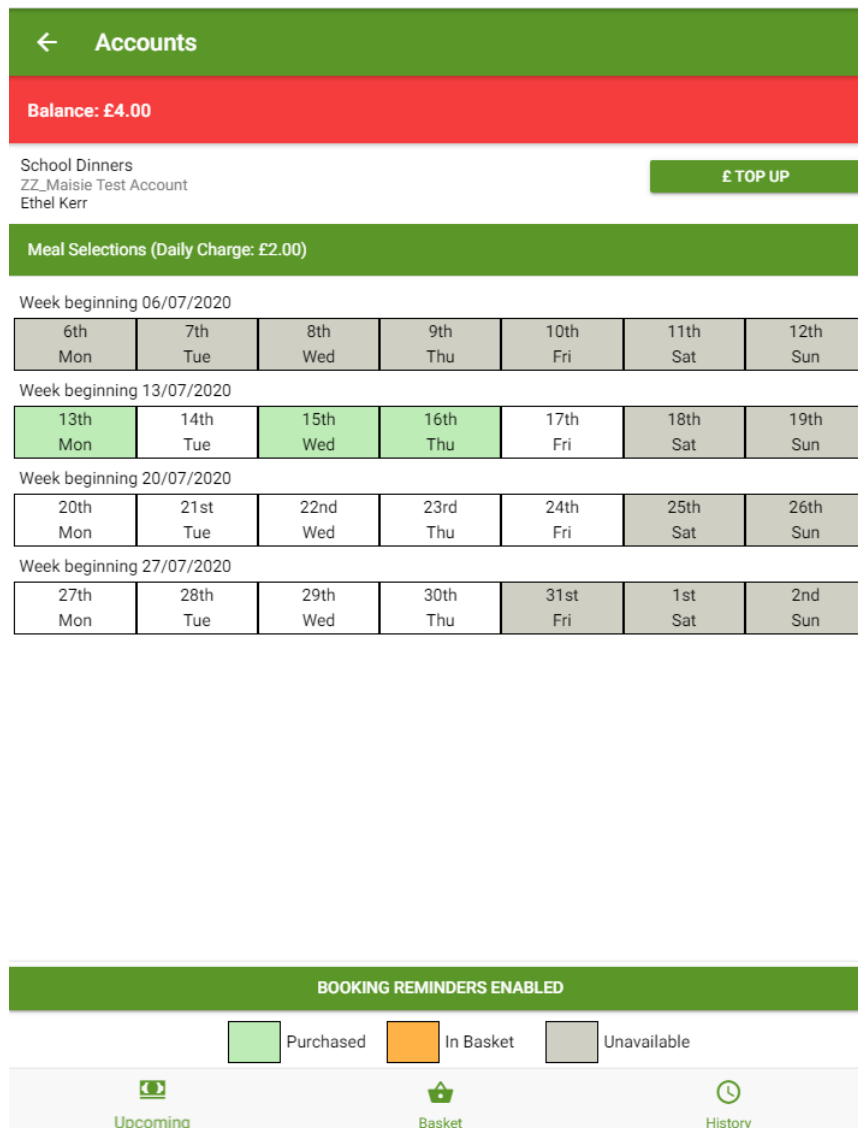
As you can see it will show them their children and any registers they have been added to – Menus and Clubs will be in the one place. They will also be able to see the different balances associated with their children's accounts. The number of weeks they can make selections for will appear as a red notification:

Accounts			
Ethel Kerr			
✕	School Dinners	£4.00	2
Ashley Cummings			
✕	School Dinners	-£14.00	3
Hipolito Wilson			
✕	School Dinners	£0.00	3
Pippi Longstocking			
👤	KJVBreakfast Club	£0.00	
👤	Wrap Around Care - Breakfast Club	£0.00	1

The first thing they will need to do is top up their balance, which they are able to do through the 'Top Up' button at the top of their menu screen. This is where they will top up at any point during the meal selection process:




To make meal selections for their children they will need to click on the relevant child and their register. They will then be brought to a section with the calendar – showing them the weeks currently available for them to select.





They will then need to click on the week or day they want to pick their children's meals for. Everything in white is available for them to pick and anything in green is what they have already purchased.

When they click on the day they want it will bring up the full week with the menu options they are able to pick from. They will need to tick what they wish their child to have – at the top of the page they will be able to see how much they have to pay per meal and when they tick their selections the total will change:

 School Dinners

CLOSE

 Ethel Kerr

 Total £0.00 - Daily Charge £2.00

Monday 20th July

Main Meal

☒

No Choice

☐

Green☐☐


Tuesday 21st July

Main Meal


☒


No Choice☐☐

When they have made their selections for that particular week they will see two options: pay now or pay later. As this is a balance register they can select either to process their choices:

 School Dinners

CLOSE

 Ethel Kerr

 Total £6.00 - Daily Charge £2.00

☐ Green

☐ Red

☐ Yellow

Friday 24th July

Main Meal

☒ No Choice

☐ Green


☐ Red

☐ Yellow


PAY LATER


PAY NOW

Once they have selected how they are paying they will need to confirm that week's choices as below:

 School Dinners

CLOSE

 Ethel Kerr

 Total £6.00 - Daily Charge £2.00

Please review your selections

Monday 20th July

Main Meal

☒ Green

Tuesday 21st July

Main Meal

☒ Red

Wednesday 22nd July

Main Meal

☒ Yellow

