



## HOW-TO GUIDE FOR BOOKING YOUR DEFAULT MEALS

*From September 2024, there is a new way to book meals for the entire year. As our menus run on a three-week cycle, you will only need to select your default meal for the first three weeks; the system will then duplicate your order for the entire year. This option is *only available for Children in receipt of Free School Meals*.*

Once you have logged into the account, you will be greeted with the following screen:

### We Need You To Set Menu Defaults

Please now select default options for the 3 menus  
your school offers.



Set Menu Defaults

**CLICK HERE, AND IT WILL TAKE YOU TO THE  
NEXT SCREEN, WHERE YOU CAN MAKE YOUR  
SELECTIONS. YOU WILL NEED TO DO THIS FOR  
ALL THREE WEEKS OF THE MENU CYCLE.**

**ONCE YOU HAVE MADE  
YOUR SELECTIONS FOR  
ALL THREE WEEKS OF  
THE MENU CYCLE, CLICK  
'SAVE DEFAULTS'.**



Save Defaults

**All default meals will now be saved. Once you've made your selection, you can go back into the account and amend or cancel any booking(s) should needs be by clicking on the required week.**

Mon 16th Sep 2024	<a href="#">View Menu &amp; Order</a>
Mon 23rd Sep 2024	<a href="#">View Menu &amp; Order</a>
Mon 30th Sep 2024	<a href="#">View Menu &amp; Order</a>
Mon 7th Oct 2024	<a href="#">View Menu &amp; Order</a>
Mon 14th Oct 2024	<a href="#">View Menu &amp; Order</a>
Mon 21st Oct 2024	<a href="#">View Menu &amp; Order</a>

