

Available from 9th October. Please register.

SCHOOL LUNCHES ONLINE



Your guide to registering for meal pre-ordering

REGISTRATION

Log on to www.feedinghungryminds.co.uk
Use the search bar to find your school



Once on your school home page, click on 'Register...' which will take you to our pre-ordering website

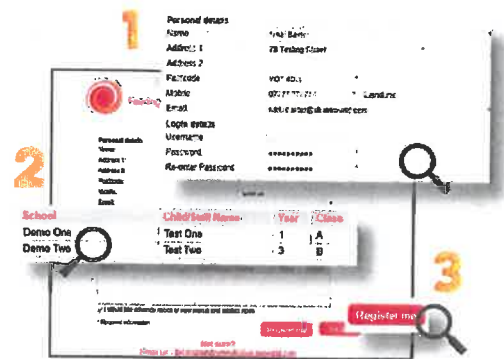


Now select 'Click here to Register' on desktop or 'Register' on your mobile device to sign up



Alternatively a link to the pre-order website may be found on the school's website or ParentPay website.

1. Complete **'Personal details'** with **parent** details. Please note, all boxes marked with an asterisk * are mandatory and must be completed.
2. Complete new **pupil** details by selecting the school from the drop down box then entering the child name, year and class.
3. Click **'Register Me'**



You should receive an email confirming that we have your details and are processing your account. We will send a second email confirming that your account is active within 2 working days. In the unlikely event that you do not receive a confirmation email, please contact the Support Team on 01924 792334 or email feedinghungryminds@uk.issworld.com

STEP TWO - MAKING A PAYMENT

Once registered, you can log in by entering your email address and password and clicking 'Sign In'. You will now be taken to your account. From here you can view your balance, add funds, view transactions and select meals (subject to the school your child attends using the pre-ordering option)

IF YOUR CHILD IS ENTITLED TO FREE SCHOOL MEALS YOU DO NOT NEED TO MAKE PAYMENTS - HOWEVER YOU DO STILL NEED TO PRE-SELECT THEIR MEALS.

NAME(S) OF CHILD(REN) | **MEAL PRICE** | **ACCOUNT BALANCE**

Name	Est. C.	Order	Amount
Test One School Name	15.40	11.00	MANU
Test Two School Name	17.60	13.20	0.00

RESERVED MEAL FUNDS

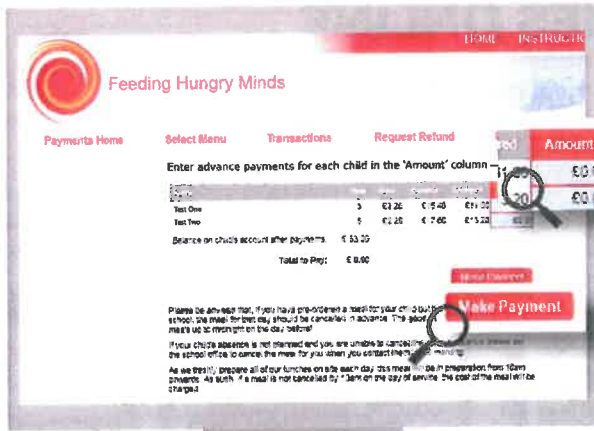
Balance after payment: £0.00
Meals purchased: £0.00
Total to pay: £0.00

RESERVED MEAL FUNDS

Please be advised that, if you have pre-ordered a meal for your child but they will not be attending school, the meal for that day should be cancelled in advance. The good news is that you can cancel meals up to midnight on the day before!

If your child's absence is not planned and you are unable to cancel the meal in advance, please ask the school office to cancel the meal for you when you contact them in the morning.



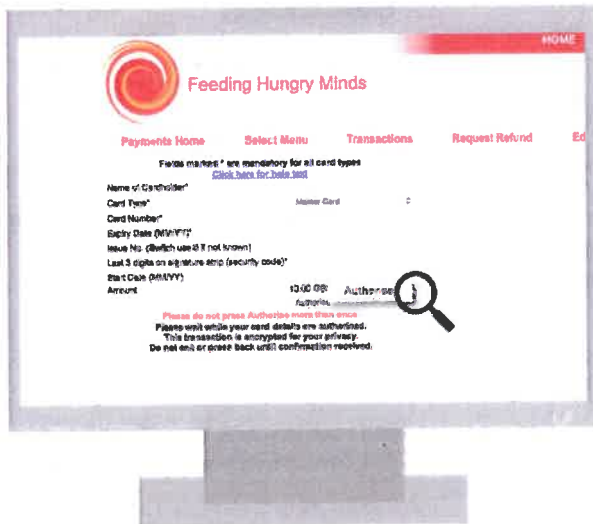


1

To make a payment click on the amount column and enter the amount you wish to pay. Once you have entered the amount click 'Make Payment' to enter your payment details

2

Please fill in your card details. Once complete click 'Authorise'. Once your payment has been authorised your account will be updated and you will receive a confirmation email



SELECTING MEALS

IF YOUR CHILD IS ENTITLED TO FREE SCHOOL MEALS YOU STILL NEED TO PRE-ORDER THEIR MEALS

You must have funds on your account before you can select a meal

Funds are moved to a reserved funds area as meals are pre-selected

The account balance is not deducted until the day of the meal

The deadline for pre-ordering meals varies for each school

Meals may be selected by your child in the classroom if the school uses the whiteboard system

Please note - Pre-selection is not available for Special Diets. Please contact the Support Team for further details.

1. Click 'Select Menu' from the options at the top of the window
2. Once the meal has been chosen the box will be highlighted in green. To deselect, click on the meal again
3. Once you are happy with your selection, click 'Save' at the bottom if you are using the desktop version. Your choices will save automatically if you are using a mobile device



If you have any queries regarding payments or pre-ordering, please contact the Support Team on 01924 792334 or alternatively you can email them at feedinghungryminds@uk.issworld.com