



MealManage Parent Guide - Private Schools

Mobile & Desktop

Prepared By

MealManage LLC
07/01/2023

MealManage Parent Guide – Mobile

Step 1: Download MealManage Mobile Application

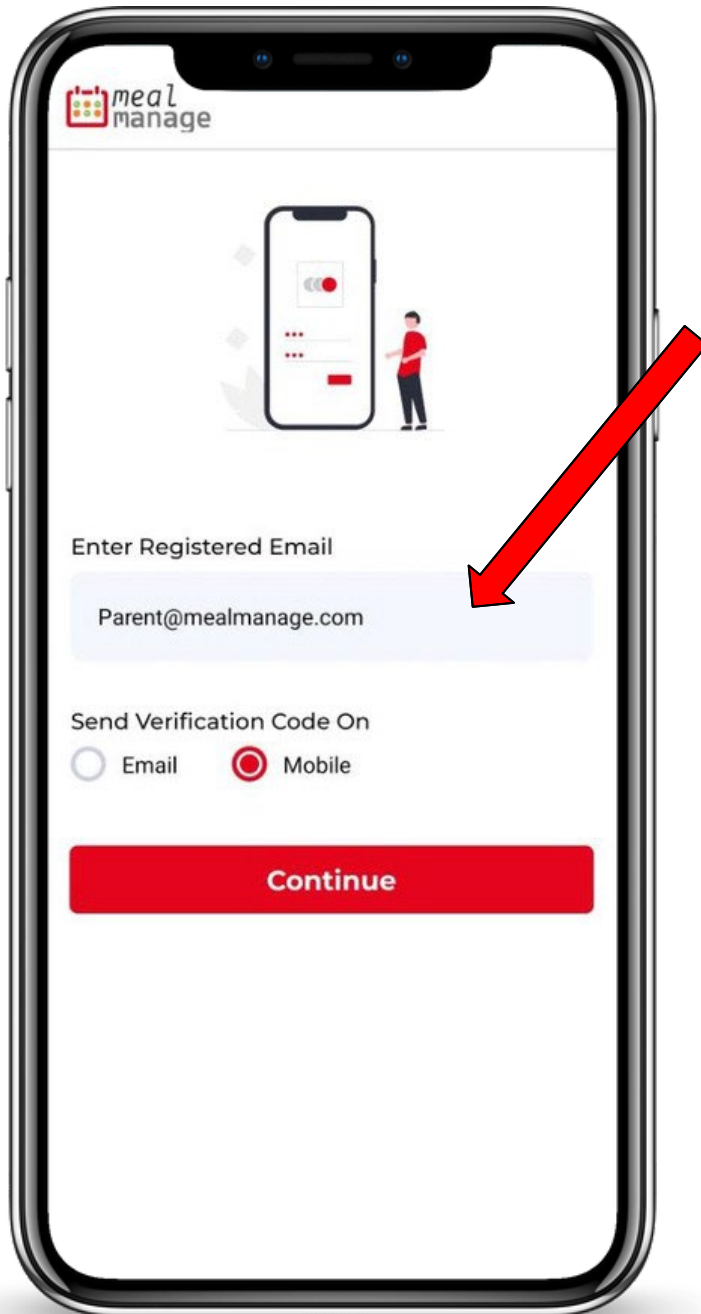
Scan the QR codes below or use the links below to download the Mobile application on your smart phone.



Download links –

- 1) Apple app store - [Download MealManage for iOS](#)
- 2) Google Play Store - [Download MealManage for Android](#)

Step 2: Registration / Activation



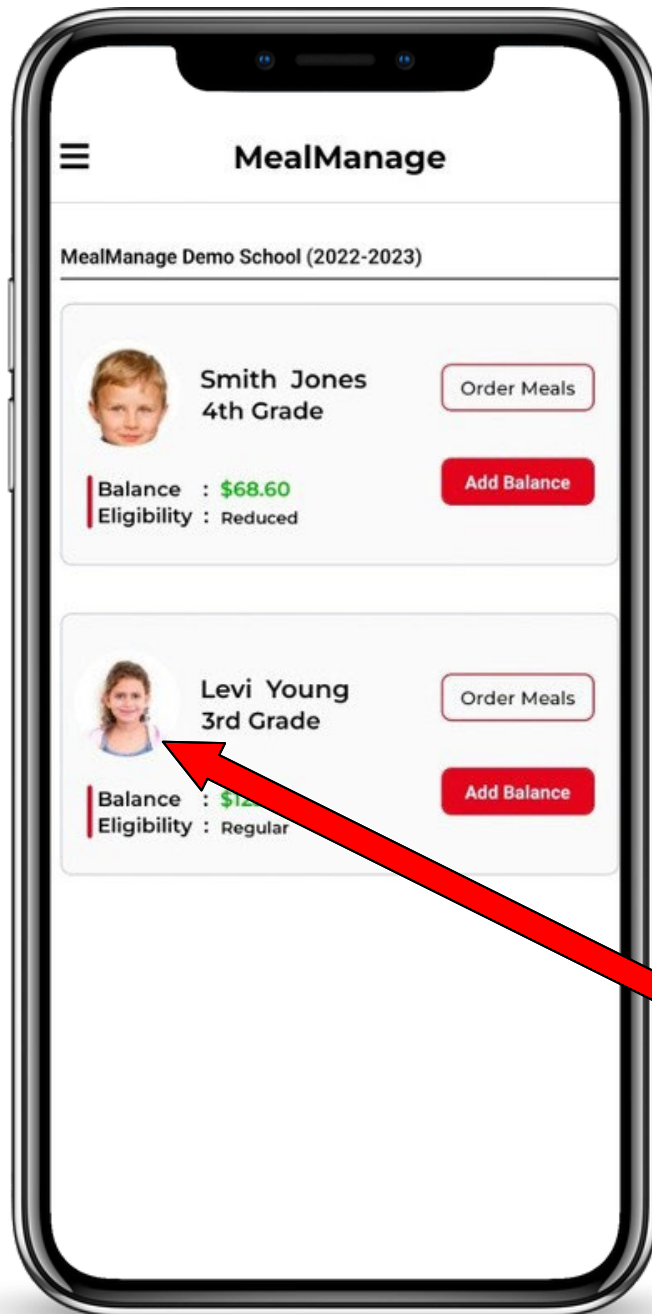
You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

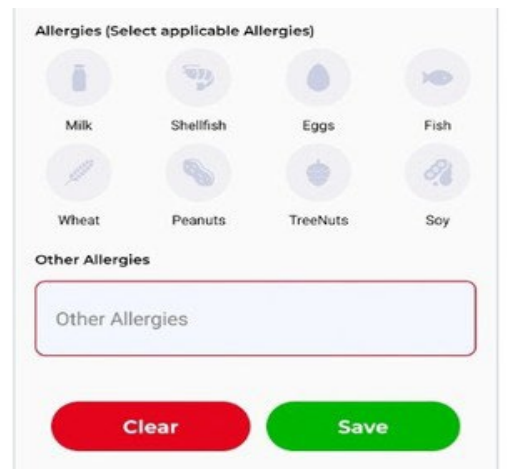
Open the Mobile App. Enter your email and follow the prompts to activate your profile.

Step 3: Dashboard Setup

Once logged in, all your students can be managed from one single account.



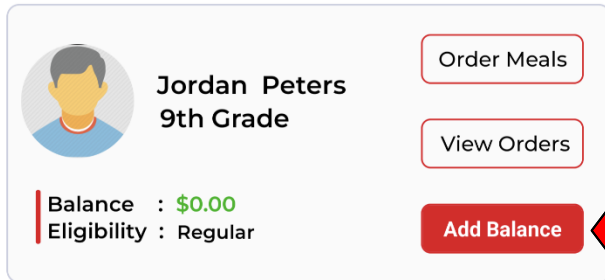
Allergy Information can be added by selecting the student's name directly.




Add your student's allergy Information by selecting the respective icons and save.

Step 4: Add Balance

Your account balance can be used for Meals and other purchases at school. Payments can be made at the end of ordering as well. You can add balance to one student or multiple students simultaneously as shown below.

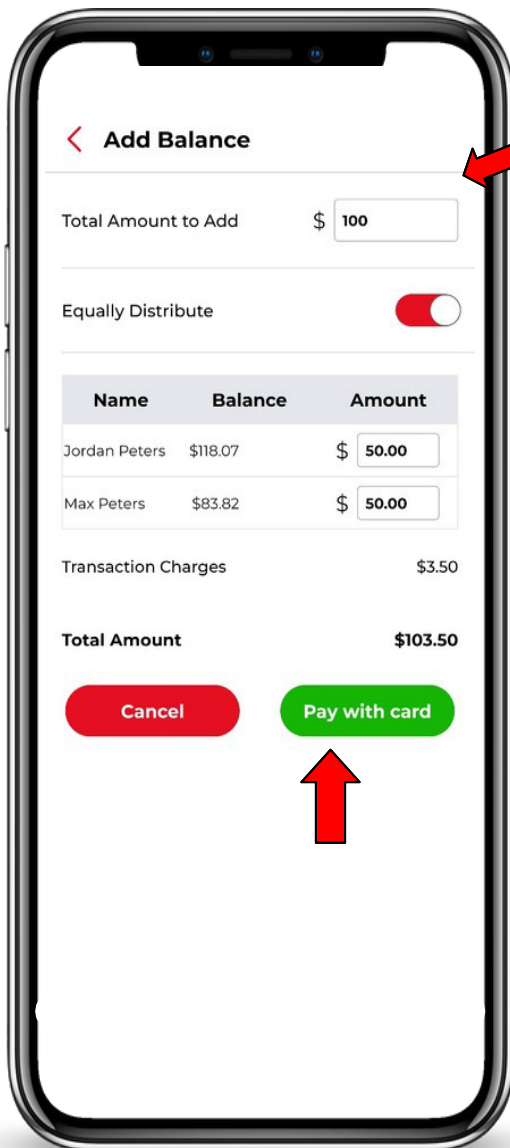



Jordan Peters
 9th Grade

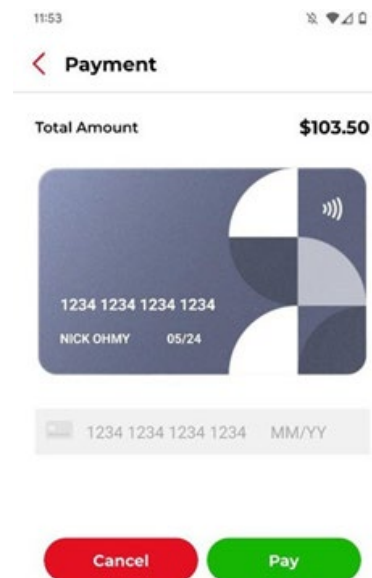
Balance : **\$0.00**
 Eligibility : Regular

Order Meals
 View Orders
Add Balance

Click on Add balance button.



Enter the amount you wish to load into student's account.

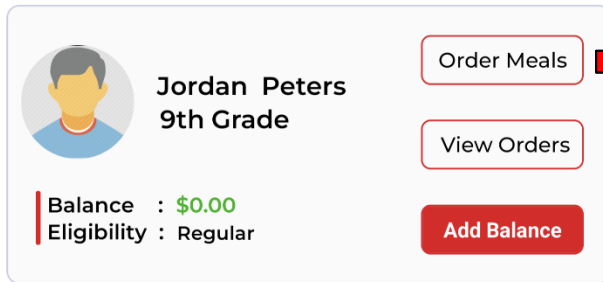


Enter your card information and click pay.

Note: MealManage will not save your card information. Payment is 100% secure.

Step 5: Order Meals & Payments

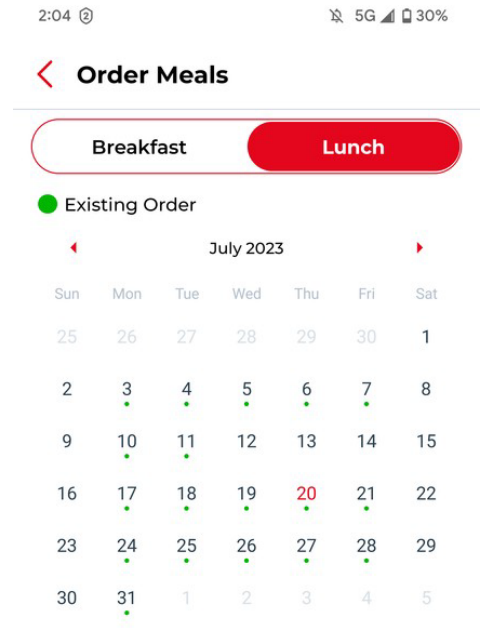
If your School is accepting pre-orders, click the 'Order Meals' button to order your meals.




Jordan Peters
 9th Grade

Balance : \$0.00
 Eligibility : Regular

Order Meals
 View Orders
 Add Balance



2:04 5G 30%

< Order Meals

Breakfast Lunch

Existing Order

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Total : \$0.00 Go to Order Summary >

You can order meals until the cutoff time specified by school.

Once you have made the selections for a day, the day will be marked with a green dot as shown below. You can use calendar view for convenience.



12:28

< Order Meals

Breakfast Lunch

January / February 2023

FRI	SAT	SUN	MON	TUE	WED	THU
27	28	29	30	31	1	2

Main course Side A La Carte

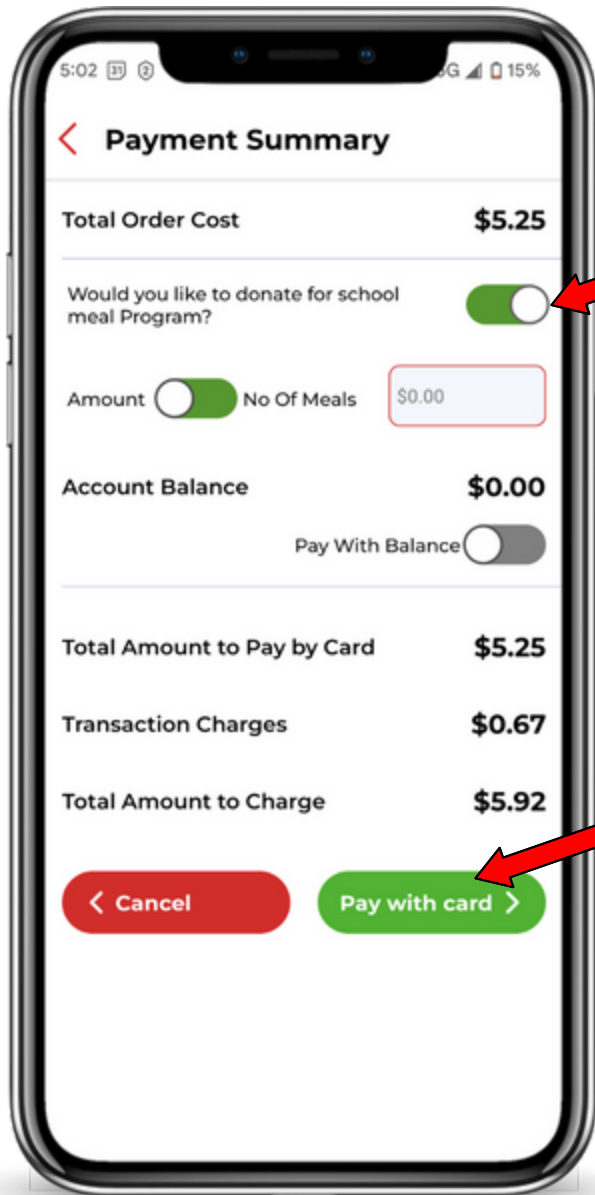
 A - Mac n Cheese \$0.00
 B - Mac n Cheese \$0.00 1
 C - Mac n Cheese \$0.00

Order Value : \$0.00 Order >

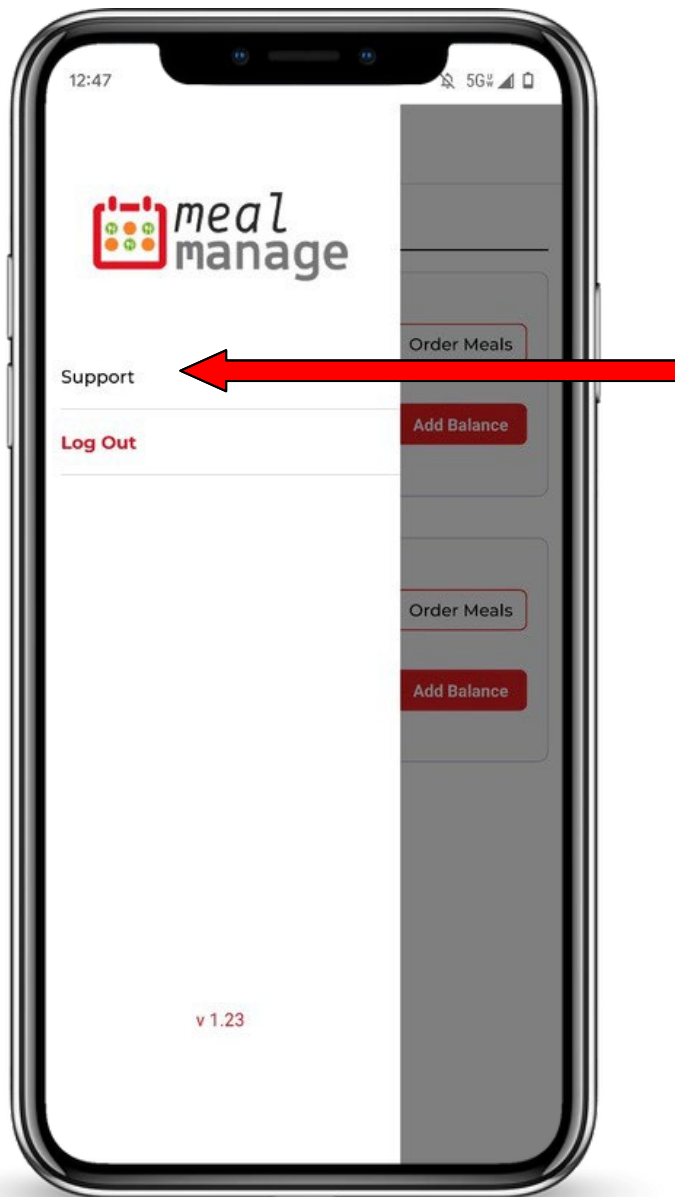
Once you have made all your selections, press the order button below and pay with either a credit/debit card or with your account balance.

***Cancellations** - To make a cancellation, just de-select the item and process like placing a normal order. The system will automatically credit your account. You can only make cancellations before the cutoff time, or you will have to contact your school directly to place the order for you.

If you would like to make a donation to your school's lunch program, you may do so before processing your order. Just slide the donation button to begin and a receipt will be emailed to you upon completion of your order.



Step 6: Support

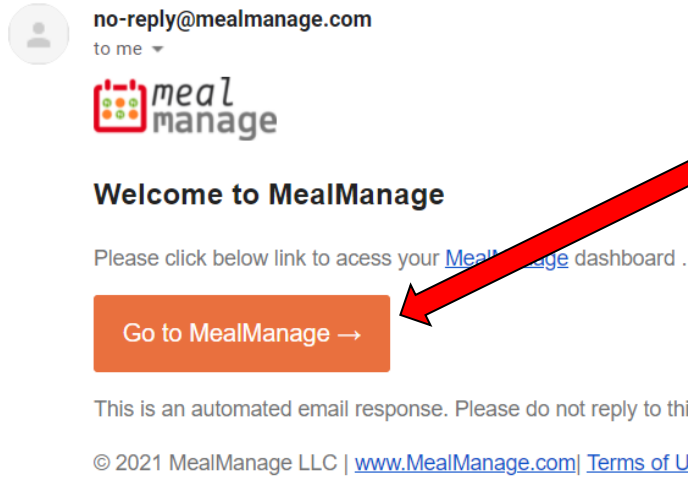


If you need additional assistance, please contact your school directly by clicking the menu button at the top left of the app and click the support button.

Note: Instructional videos can also be found on FAQ page of MealManage - <https://www.mealmanage.com/faq.php>.

MealManage Parent Guide – Desktop

Step 1: Registration/Activation

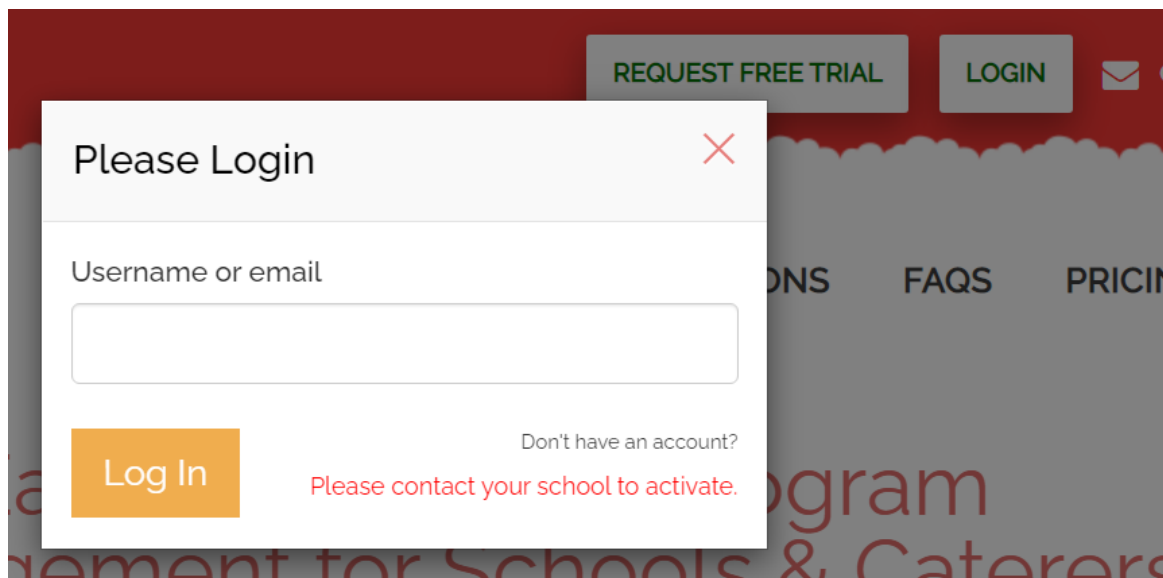


You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

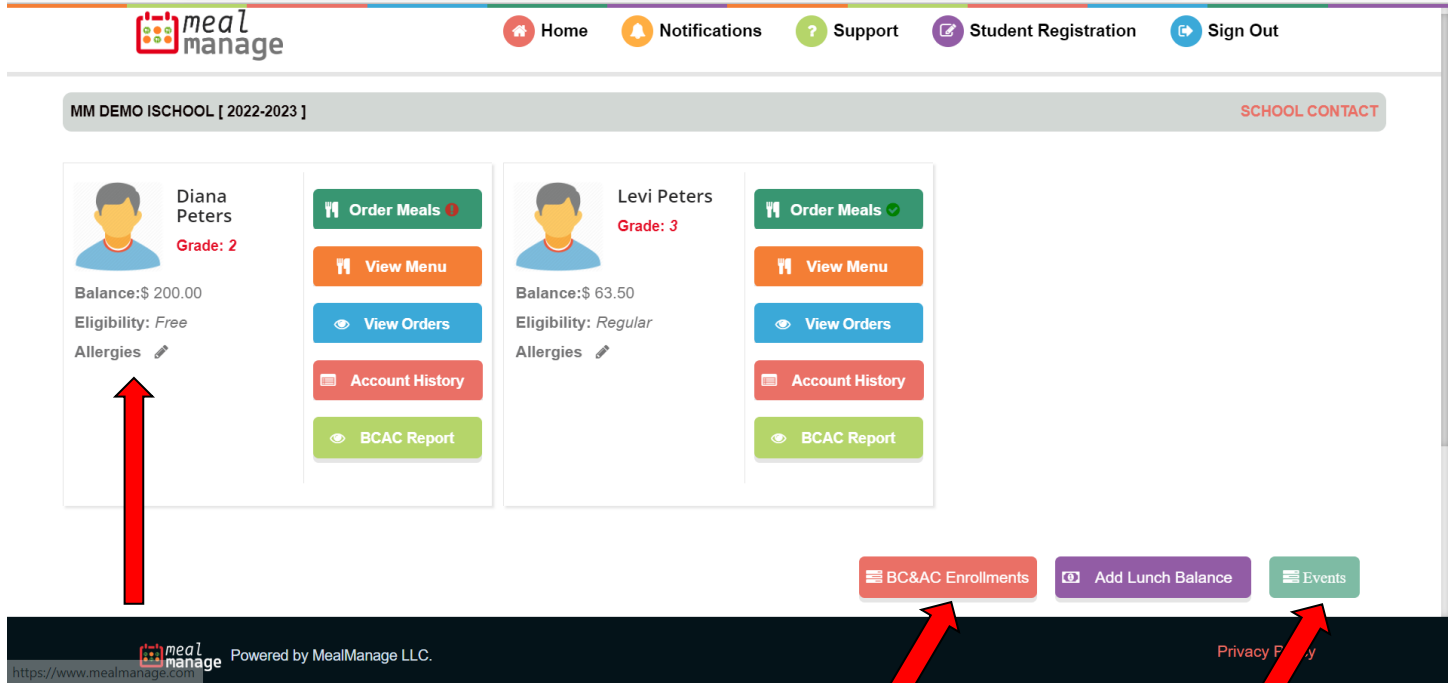
Alternatively

After your first registration by email, you can then also login by using the link: <https://www.mealmanage.com> . Click on Login button. Use the email ID which you provided to school.



Step 2: Dashboard Setup

If applicable, you can provide allergy information for students.



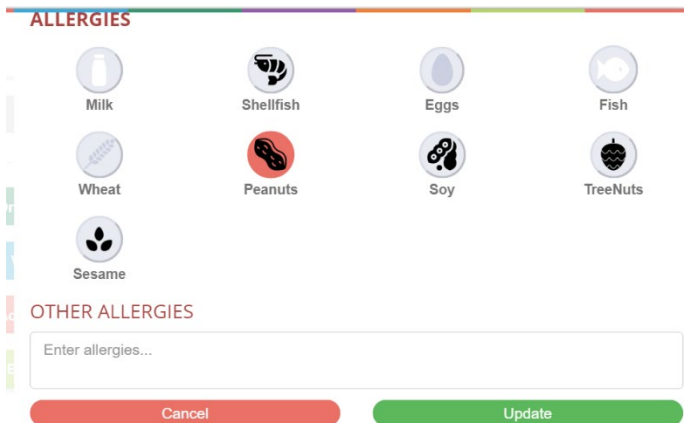
The screenshot shows the MealManage dashboard for 'MM DEMO ISCHOOL [2022-2023]'. At the top, there is a navigation bar with links for Home, Notifications, Support, Student Registration, and Sign Out. Below this, a header bar displays the school name and a 'SCHOOL CONTACT' link. The main content area features two student profiles:

- Diana Peters, Grade: 2:** Balance: \$ 200.00, Eligibility: Free. The 'Allergies' field is highlighted with a red arrow.
- Levi Peters, Grade: 3:** Balance: \$ 63.50, Eligibility: Regular.

Each profile has buttons for 'Order Meals', 'View Menu', 'View Orders', 'Account History', and 'BCAC Report'. At the bottom of the dashboard, there are buttons for 'BC&AC Enrollments', 'Add Lunch Balance', and 'Events'. A red arrow points to the 'BC&AC Enrollments' button. The footer contains the MealManage logo, 'Powered by MealManage LLC.', and a 'Privacy Policy' link.

If applicable, add your student's allergy information box as shown.

If available at your school, you can also apply for before and after care as well as participate in events your school might host.



The 'ALLERGIES' screen displays a grid of allergen icons for selection:

- Milk
- Shellfish
- Eggs
- Fish
- Wheat
- Peanuts
- Soy
- TreeNuts
- Sesame

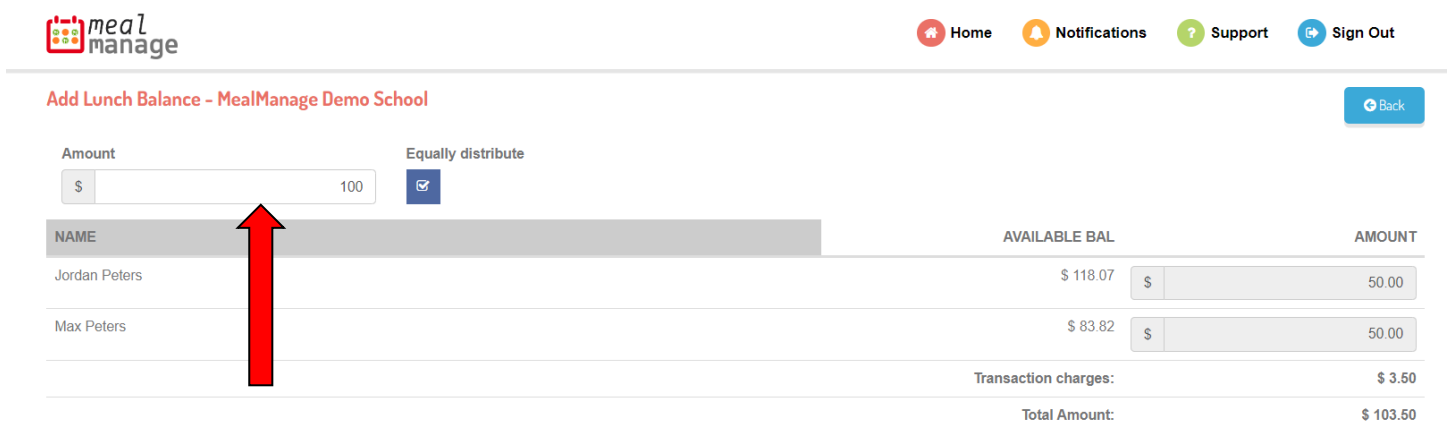
Below the grid is a section for 'OTHER ALLERGIES' with a text input field labeled 'Enter allergies...'. At the bottom, there are 'Cancel' and 'Update' buttons.

Step 3: Add Balance

Add balance to student account. This balance can be used for Meal and other purchases at school. Payments can also be made at the time of ordering.



Click on Add Balance Button

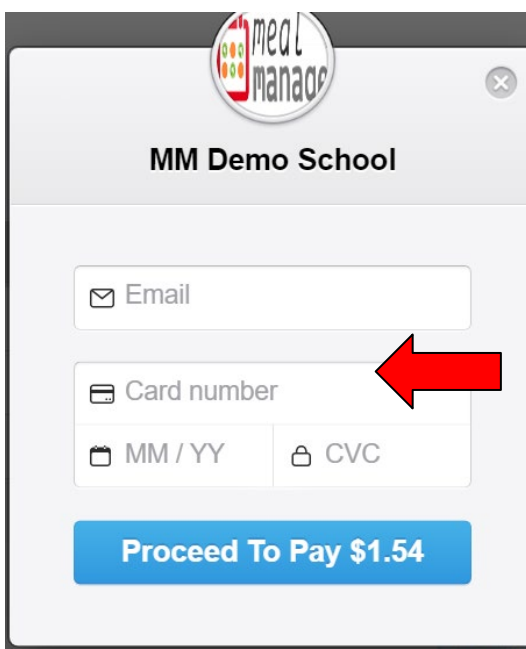


The screenshot shows the 'Add Lunch Balance - MealManage Demo School' page. At the top, there are navigation links for Home, Notifications, Support, and Sign Out. The main content area has a title 'Add Lunch Balance - MealManage Demo School' and a 'Back' button. Below the title, there is an 'Amount' input field with a dollar sign and the number '100'. To the right of the input field is a checked checkbox labeled 'Equally distribute'. Below this is a table with columns 'NAME', 'AVAILABLE BAL', and 'AMOUNT'. The table lists two students: Jordan Peters with an available balance of \$118.07 and Max Peters with an available balance of \$83.82. Below the table, there are 'Transaction charges' of \$3.50 and a 'Total Amount' of \$103.50. At the bottom right, there are two buttons: 'Cancel' and 'Pay With Card'. A red arrow points from the 'Amount' input field to the 'Pay With Card' button.

Enter the amount you wish to load into student's account.



Click "Pay with Card Button". Payment window will open.



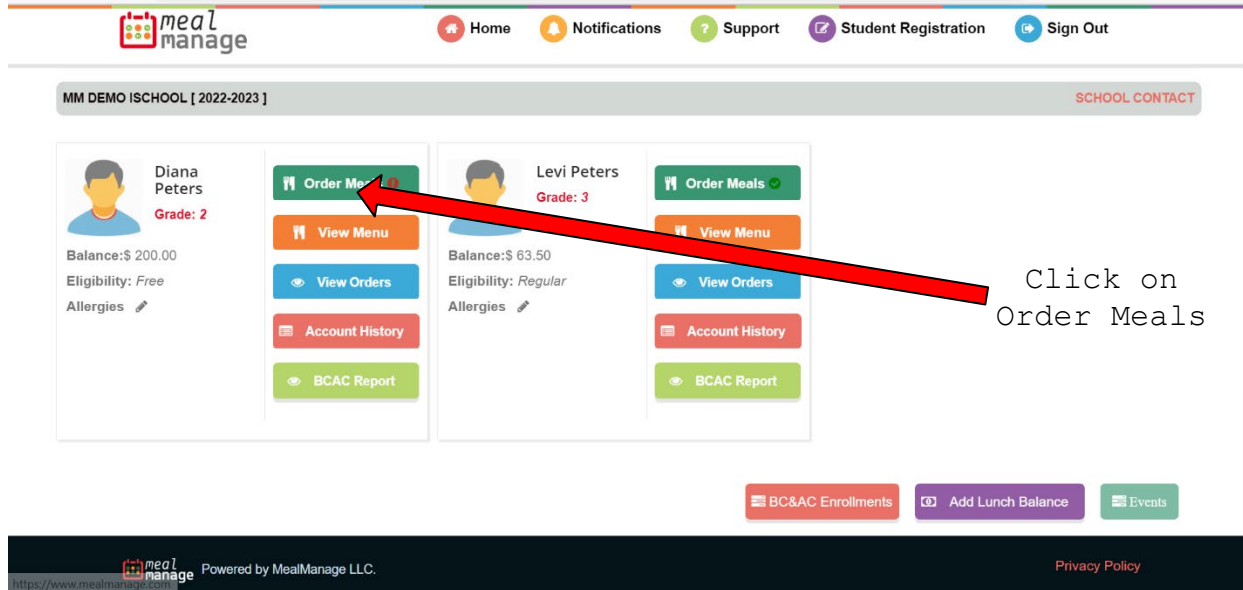
The screenshot shows a payment window titled 'MM Demo School'. It has a close button in the top right corner. Below the title, there are four input fields: 'Email', 'Card number', 'MM/YY', and 'CVC'. A red arrow points to the 'Card number' field. At the bottom, there is a blue button labeled 'Proceed To Pay \$1.54'.

Enter your card information.

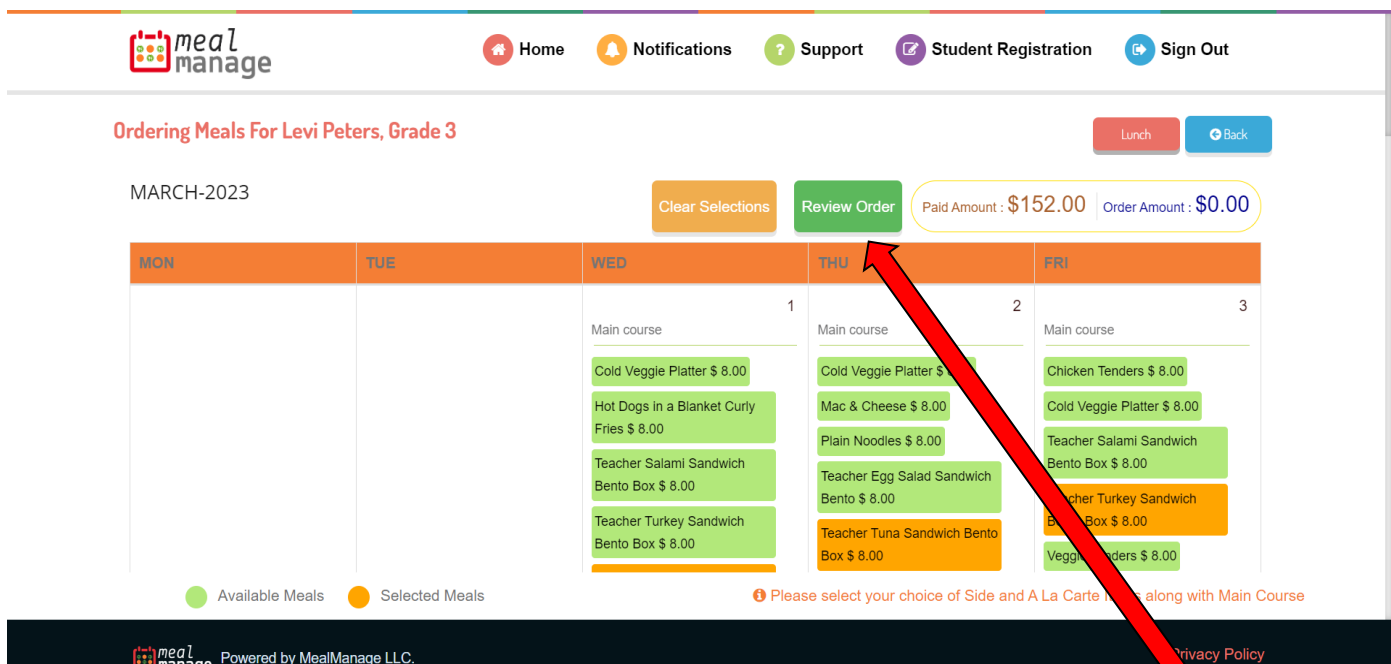
Note: MealManage will not save your card information. Payment is 100% secure.

Step 4: Order student's meals

If school is accepting pre-orders, you can use MealManage to pre-order school meals. When menu is published by school, **Order Meals** link will be enabled. Menu published by School will open (as shown below)-



The screenshot shows the MealManage dashboard for a school. At the top, there are navigation links: Home, Notifications, Support, Student Registration, and Sign Out. Below this, the school name 'MM DEMO ISCHOOL [2022-2023]' and 'SCHOOL CONTACT' are visible. The main area displays two student profiles: Diana Peters (Grade 2) and Levi Peters (Grade 3). Each profile has a set of buttons: 'Order Meals', 'View Menu', 'View Orders', 'Account History', and 'BCAC Report'. A red arrow points to the 'Order Meals' button for Levi Peters. A text box on the right says 'Click on Order Meals'. At the bottom, there are buttons for 'BC&AC Enrollments', 'Add Lunch Balance', and 'Events'. The footer includes the MealManage logo, 'Powered by MealManage LLC.', and a 'Privacy Policy' link.



The screenshot shows the 'Ordering Meals For Levi Peters, Grade 3' interface. At the top, there are navigation links: Home, Notifications, Support, Student Registration, and Sign Out. Below this, the school name 'MM DEMO ISCHOOL [2022-2023]' and 'SCHOOL CONTACT' are visible. The main area displays the ordering interface for MARCH-2023. There are buttons for 'Clear Selections', 'Review Order', 'Paid Amount : \$152.00', and 'Order Amount : \$0.00'. The menu is organized by day: MON, TUE, WED, THU, and FRI. Each day has a 'Main course' section with a list of items. Items are color-coded: green for available meals, orange for selected meals, and red for items with an allergy match. A red arrow points to the 'Review Order' button. A text box on the right says 'When finished, click the review button to review your orders. When you are ready to place the order click the submit button at the top.' At the bottom, there are buttons for 'BC&AC Enrollments', 'Add Lunch Balance', and 'Events'. The footer includes the MealManage logo, 'Powered by MealManage LLC.', and a 'Privacy Policy' link.

Make your selections on the available menu. Available items are displayed in green, selected items appear orange, and red items are items with an allergy match.

When finished, click the review button to review your orders. When you are ready to place the order click the submit button at the top.

[Back To Menu](#)
[Go To Payment Summary](#)
 Paid Amount : \$0.00 | Order Amount : \$0.00

ED	THU	FRI
2	3	4

When finished reviewing your orders, click the payment summary button to place them. If you have any questions, please see below.

***Cancellations** - To make a cancellation, just de-select the item and process like placing a normal order. The system will automatically credit your account. You can only make cancellations before the cutoff time, or you will have to contact your school directly to place the order for you.

***Donations** - To make a donation to your school's meal program, you may do so on the bottom left side of your pay screen. A separate donation receipt will be sent to your email upon completion of your order.

Aug-23 \$ 0.00

Total Amount \$ 0.00

Would you like to donate for school?

Donation Amount

\$ 0

No. of Meals

\$5 per meal

**Please enter donation amount (or) No. of meals you want to donate

Now your donations are matched by our corporate partners.



Up to 20% Match



Up to 20% Match

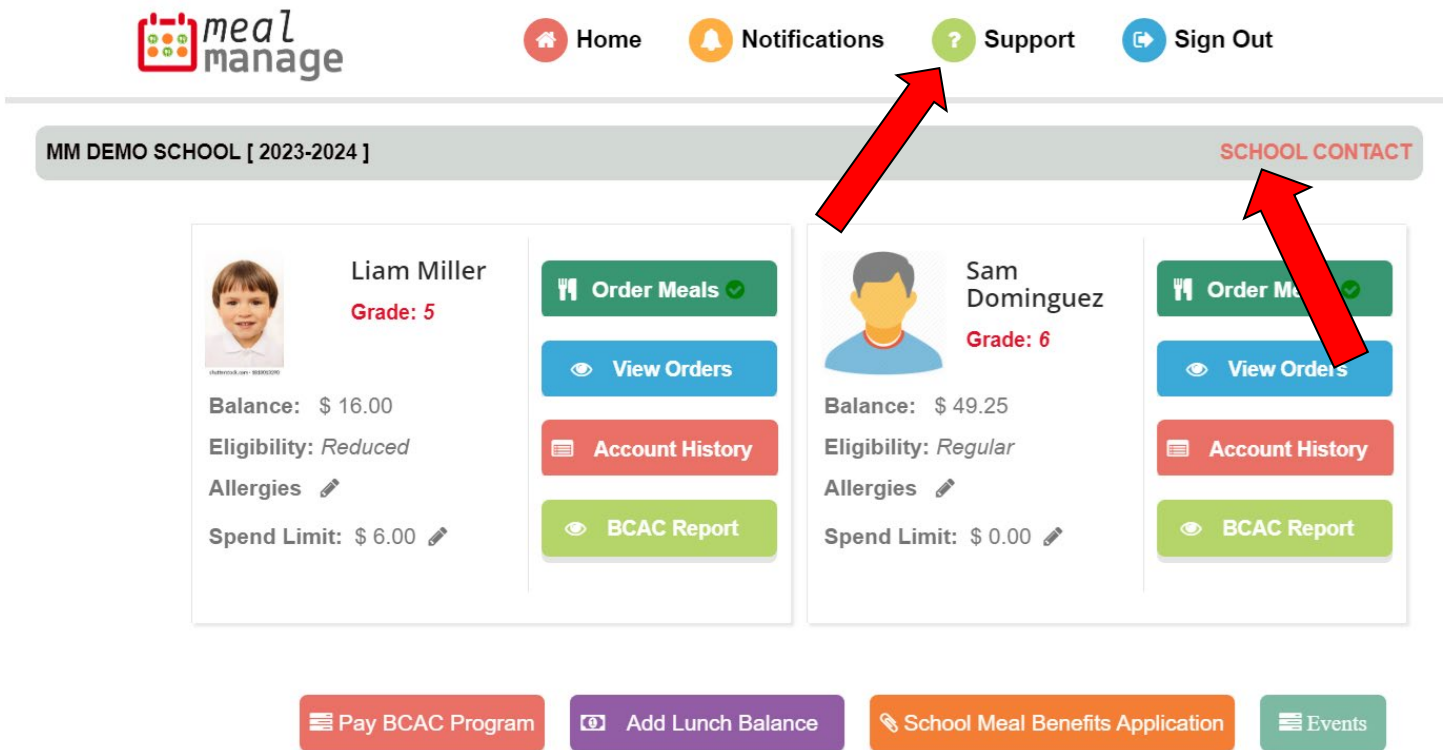
Online Payment

Amount to Pay

Transaction charge

Total Payment Am

Step 5: Support



meal manage

Home Notifications **Support** Sign Out

MM DEMO SCHOOL [2023-2024] SCHOOL CONTACT

Liam Miller
Grade: 5
Balance: \$ 16.00
Eligibility: *Reduced*
Allergies
Spend Limit: \$ 6.00

Sam Dominguez
Grade: 6
Balance: \$ 49.25
Eligibility: *Regular*
Allergies
Spend Limit: \$ 0.00

Order Meals View Orders Account History BCAC Report

Pay BCAC Program Add Lunch Balance School Meal Benefits Application Events

If you need additional assistance, please contact your school directly by clicking the **green support button** at the top of your page. Your school contact is also listed, as shown above.

NOTE: Instructional videos can also be found on FAQ page of MealManage – <https://www.mealmanage.com/faq.php>.