



# **MealManage Parent Guide - Public Schools**

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## Mobile & Desktop

**Prepared By**

MealManage LLC  
07/01/2023

# MealManage Parent Guide – Mobile

## Step 1: Download MealManage Mobile Application

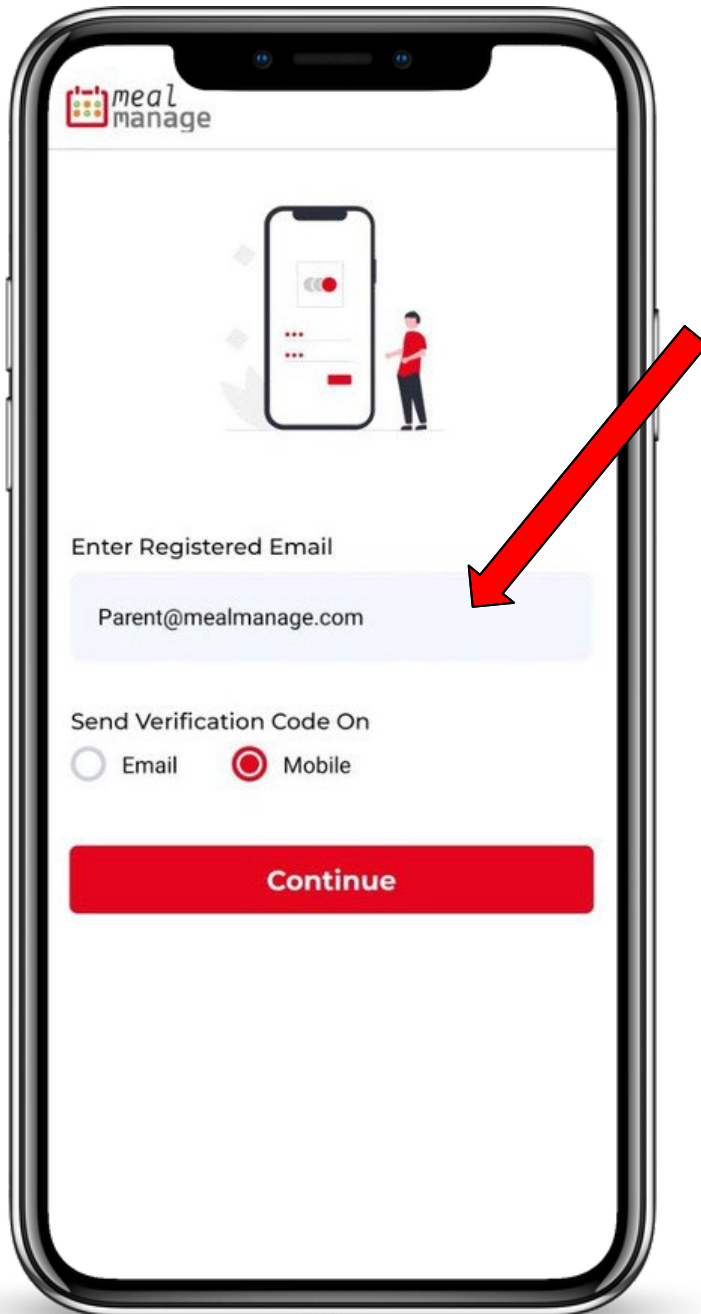
Scan the QR codes below or use the links below to download the Mobile application on your smart phone.



## Download links –

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

## Step 2: Registration / Activation



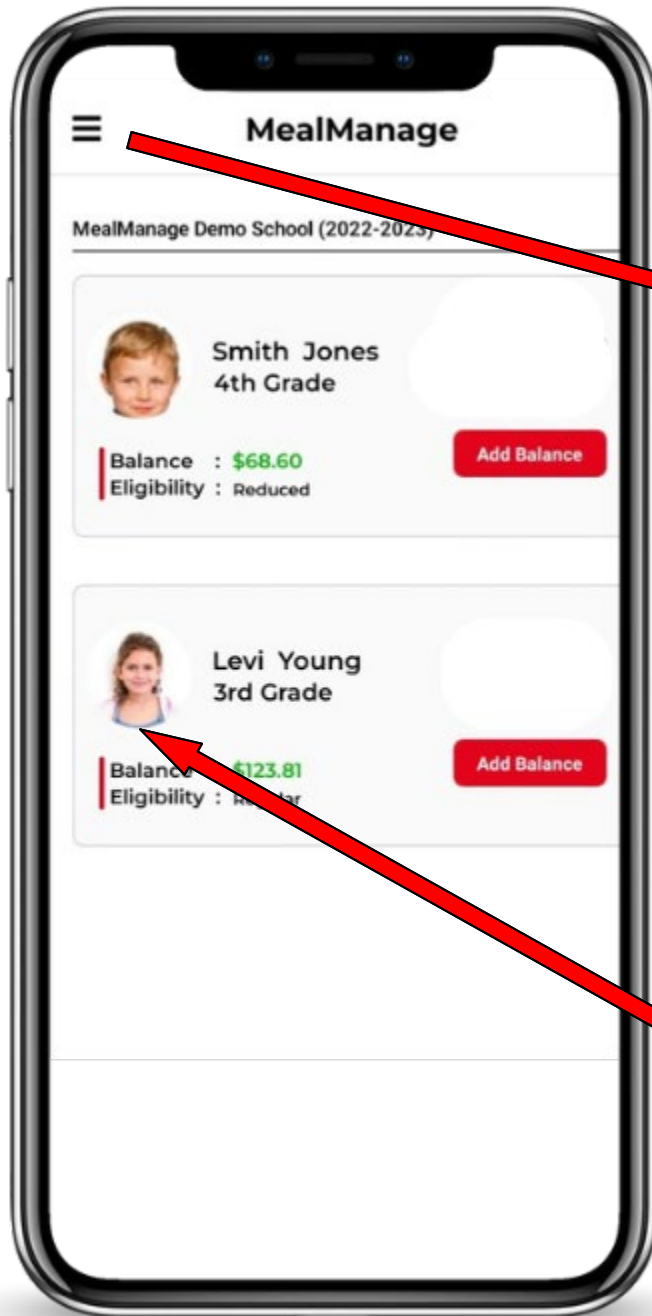
You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

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

A. Once logged in, you can manage all your students from one account. Free & Reduced application can be accessed with the 3 bar menu tab at the top left side of the screen.











Support

Free/Reduced Application

Log Out

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

Allergies (Select applicable Allergies)

			
Milk	Shellfish	Eggs	Fish
			
Wheat	Peanuts	TreeNuts	Soy

Other Allergies

Clear Save

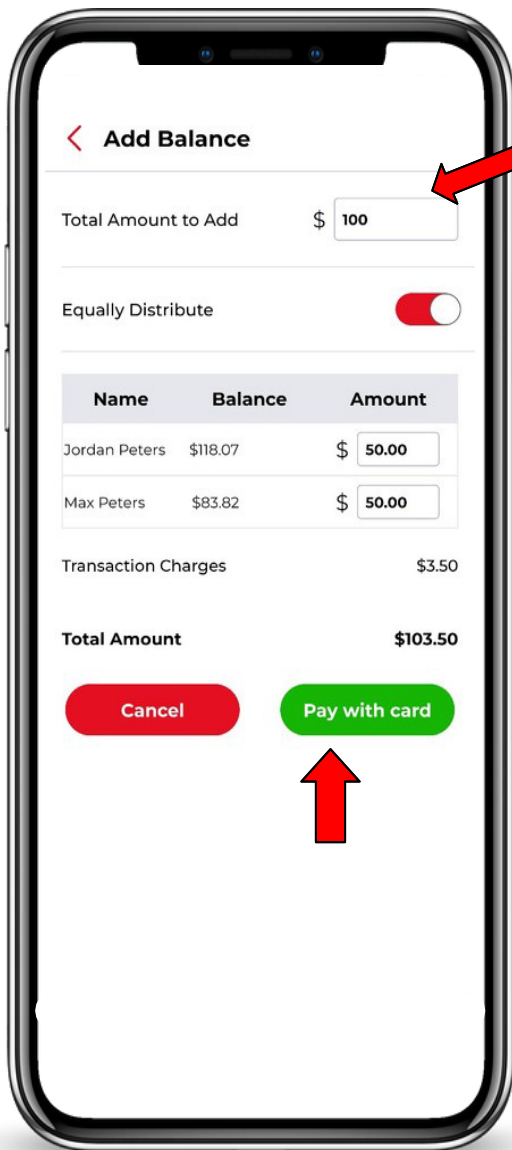
Add your student's allergy information by selecting the respective icons and save.

### Step 4: Add Balance

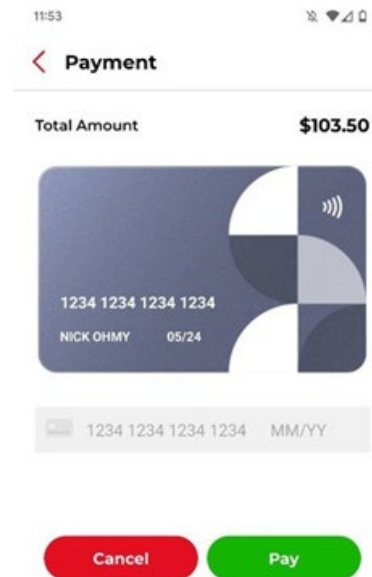
Your account balance can be used for Meals and other purchases at school. Payments can be done at the end of ordering as well. You can add balance to one student or multiple students, simultaneously as shown below.



Click on Add balance button.



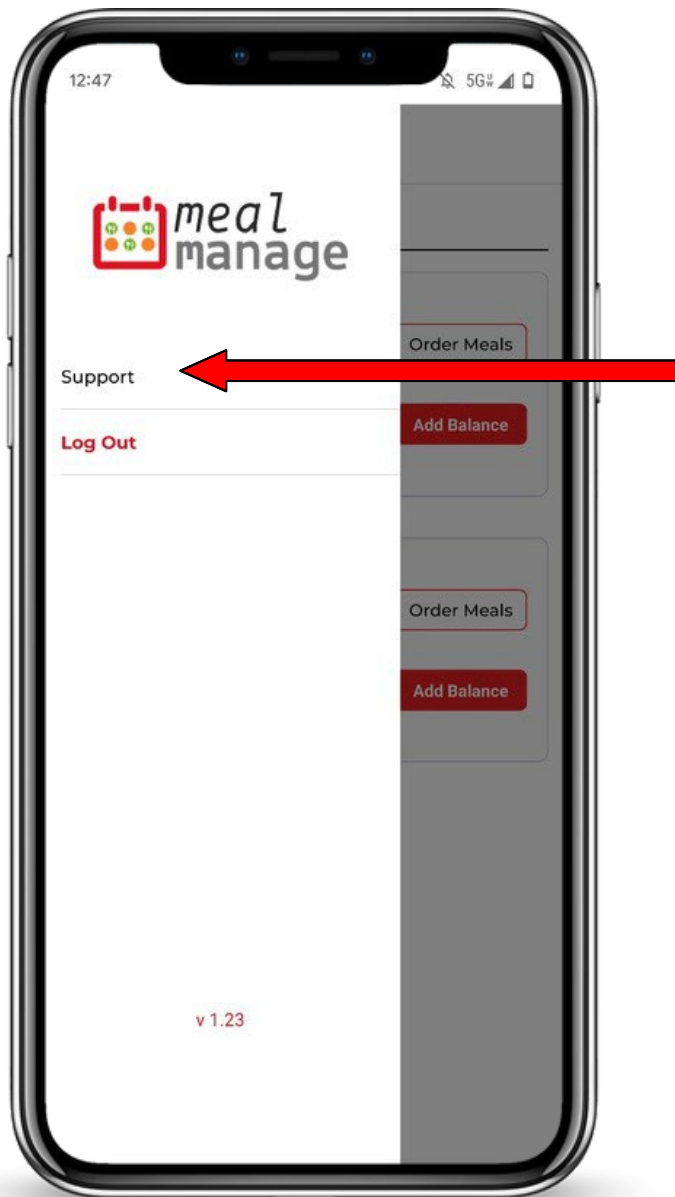
Enter the amount you wish to load into student's account.



Enter your card information and click pay.

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

## Step 5: 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

 no-reply@mealmanage.com  
to me ▾



### Welcome to MealManage

Please click below link to access your [MealManage](#) dashboard .

[Go to MealManage →](#)

This is an automated email response. Please do not reply to this email. If you have further questions, send email to [fsm@asdf.com](mailto:fsm@asdf.com).

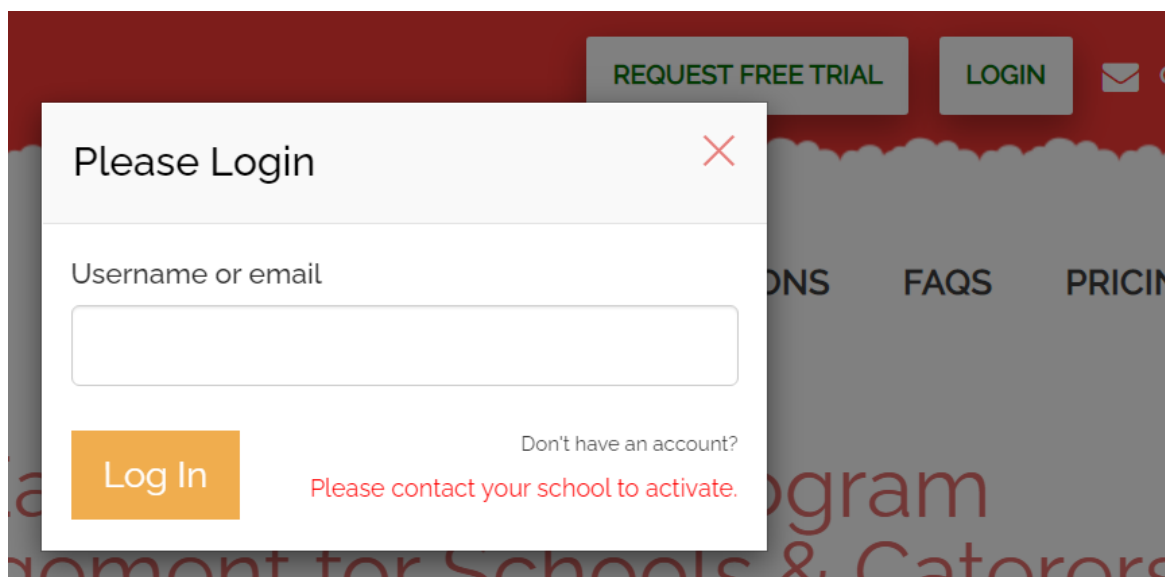
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You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

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 of students. Also, you can apply for free & reduced application as indicated below.

The dashboard header includes the MealManage logo, Home, Notifications, Support, and Sign Out buttons. Below the header, the school name 'MM DEMO SCHOOL [ 2023-2024 ]' and 'SCHOOL CONTACT' are displayed. Three student profiles are shown:

- Joshua Thomas**, Grade: 5, Balance: \$ 100.00, Eligibility: Free, Allergies, Spend Limit: \$ 0.00
- 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

Navigation buttons at the bottom include: BC&AC Enrollments, Add Lunch Balance, School Meal Benefits Application (highlighted with a red arrow), and Events.

Apply for the Free & Reduced Lunch Application, if needed

The 'ALLERGIES' section shows a grid of icons for Milk, Shellfish, Eggs, Fish, Wheat, Peanuts, Soy, and TreeNuts. A red arrow points to the Fish icon. Below the grid is a text input field labeled 'OTHER ALLERGIES' with the placeholder 'Enter allergies...'. At the bottom are 'Cancel' and 'Update' buttons.

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

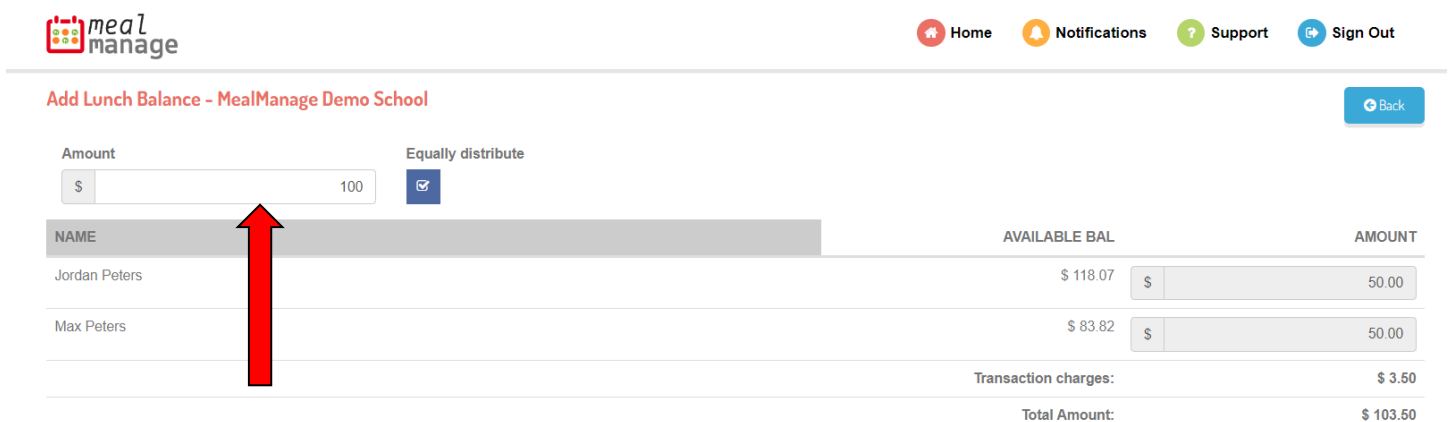


### Step 3: Add Balance

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 left is the 'meal manage' logo. On the right are navigation links: Home, Notifications, Support, and Sign Out. Below the title is a 'Back' button. The main form includes an 'Amount' input field with a dollar sign and the value '100', and a checked 'Equally distribute' checkbox. Below this is a table with columns for 'NAME', 'AVAILABLE BAL', and 'AMOUNT'. The table lists two students: Jordan Peters with an available balance of \$118.07 and Max Peters with \$83.82. Below the table, 'Transaction charges' are listed as \$3.50, and the 'Total Amount' is \$103.50. At the bottom right are two buttons: 'Cancel' and 'Pay With Card'.

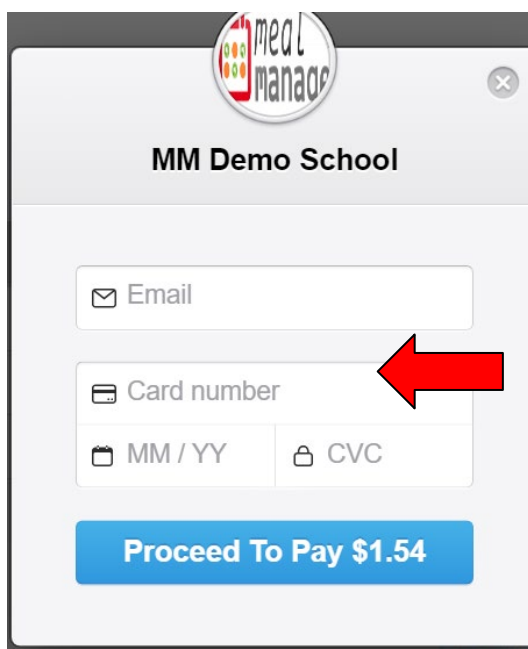
NAME	AVAILABLE BAL	AMOUNT
Jordan Peters	\$ 118.07	\$ 50.00
Max Peters	\$ 83.82	\$ 50.00

Transaction charges: \$ 3.50  
Total Amount: \$ 103.50

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



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



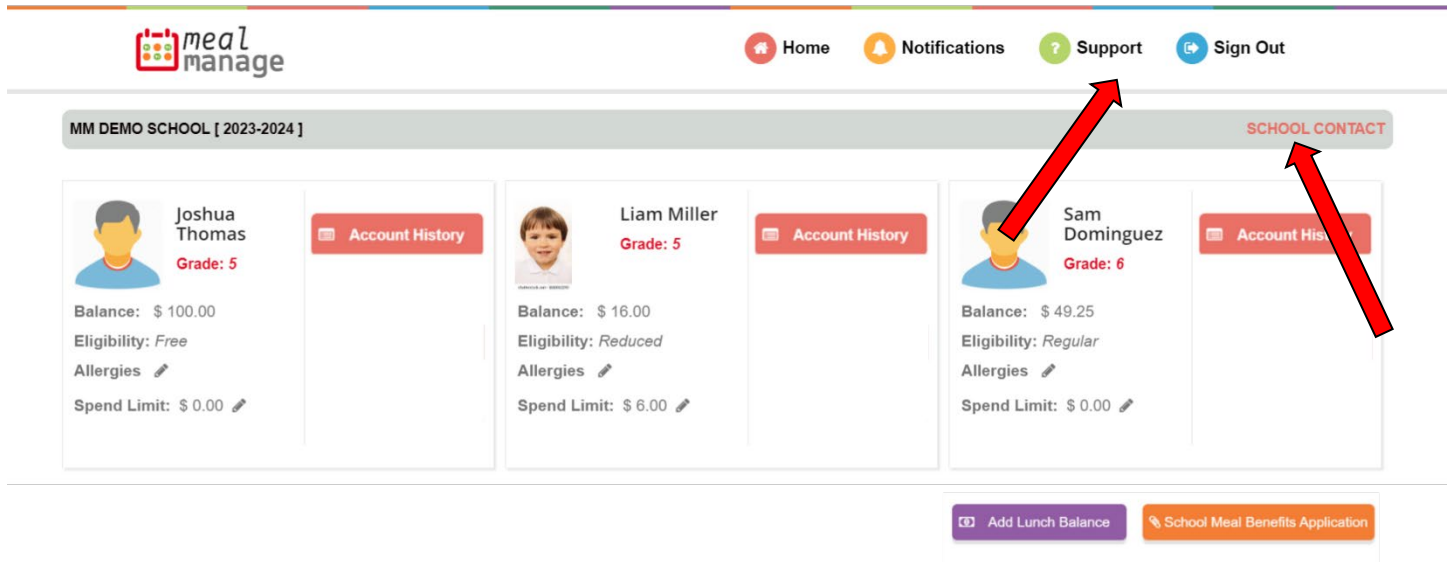
The screenshot shows a payment window titled 'MM Demo School'. It contains an 'Email' field, a 'Card number' field, and two smaller fields for 'MM/YY' and 'CVC'. At the bottom is a blue button that says 'Proceed To Pay \$1.54'. A red arrow points to the 'Card number' field.

Enter your card information.

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

## Step 4: Support

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 below.



meal manage

Home Notifications ? Support Sign Out

MM DEMO SCHOOL [ 2023-2024 ] SCHOOL CONTACT

Student Name	Grade	Balance	Eligibility	Allergies	Spend Limit
Joshua Thomas	Grade: 5	\$ 100.00	Free		\$ 0.00
Liam Miller	Grade: 5	\$ 16.00	Reduced		\$ 6.00
Sam Dominguez	Grade: 6	\$ 49.25	Regular		\$ 0.00

Add Lunch Balance School Meal Benefits Application

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