MealManage Parent Guide - Charter Schools

Mobile & Desktop

MealManage Parent Guide – Mobile

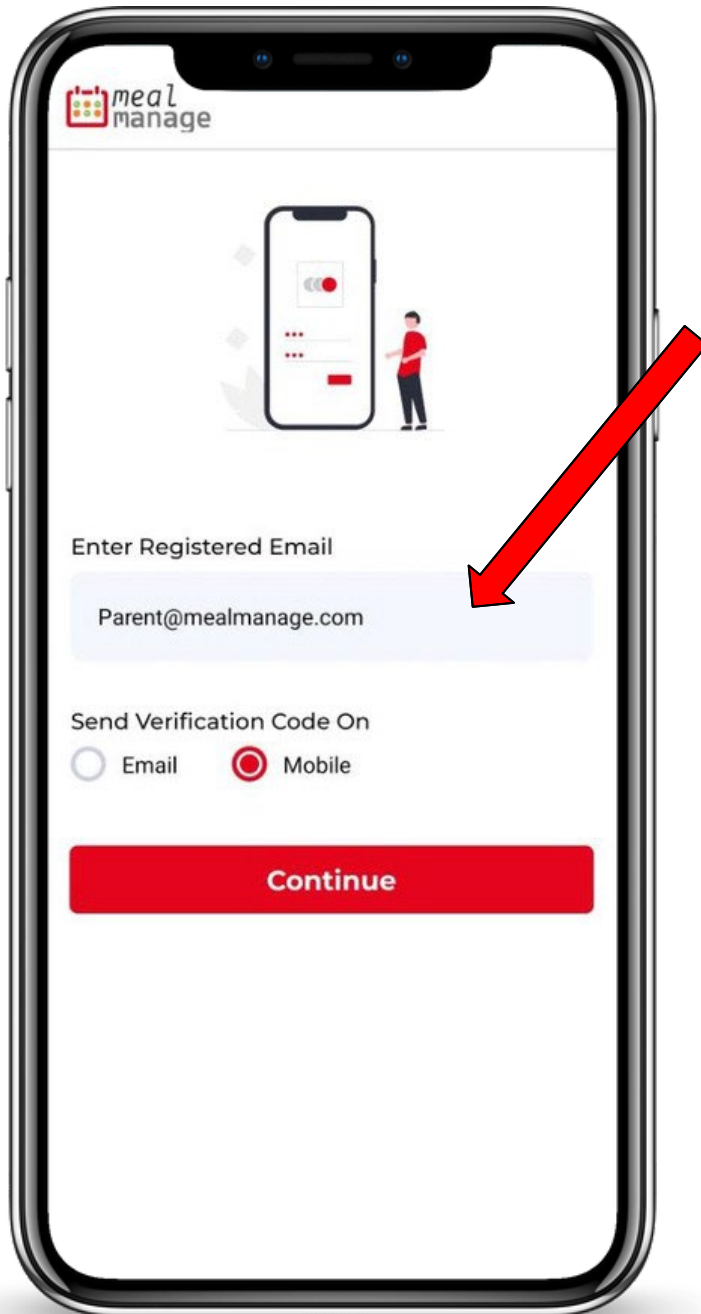## Step 1: Download MealManage Mobile Application

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

iOS

Android

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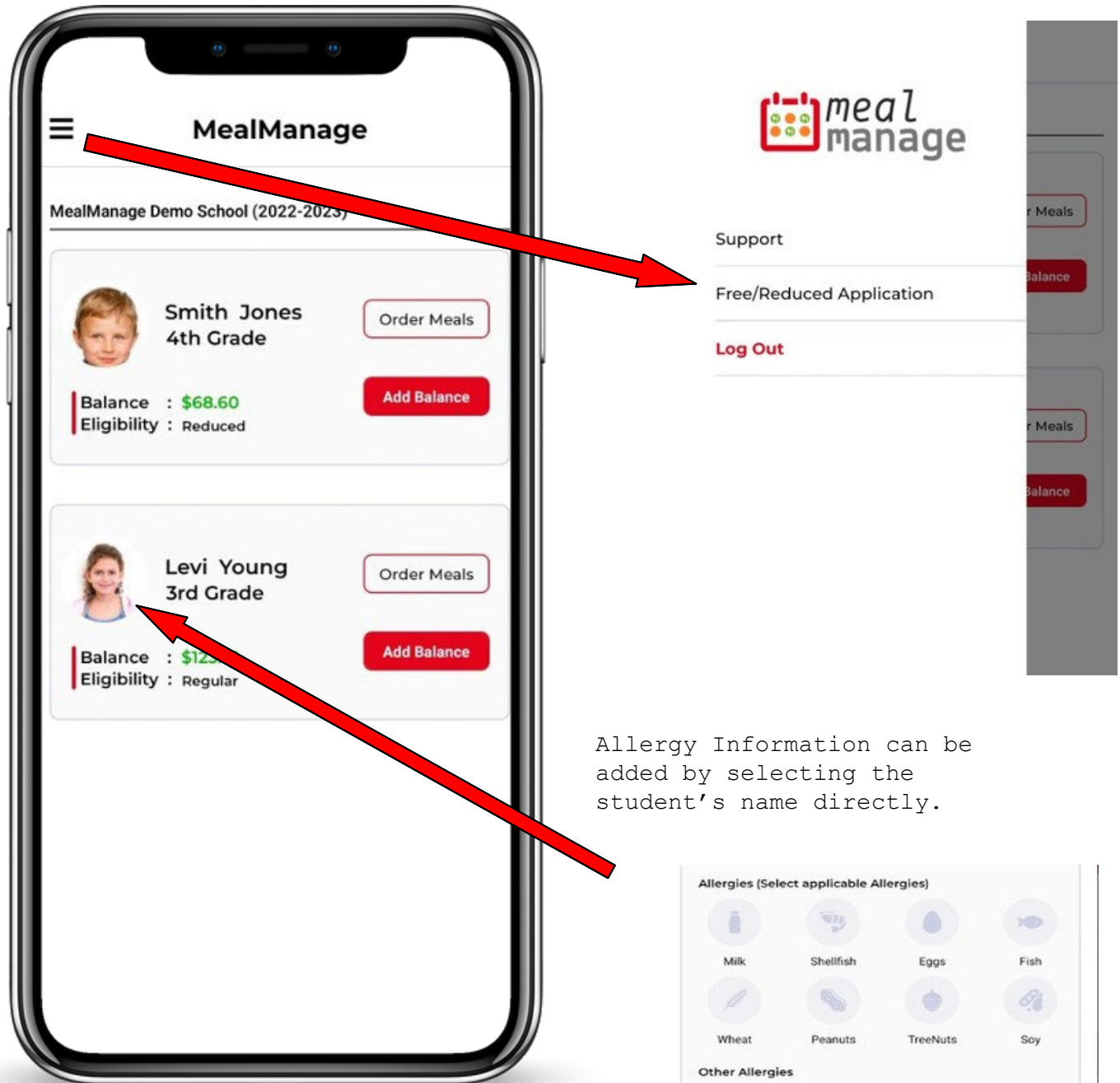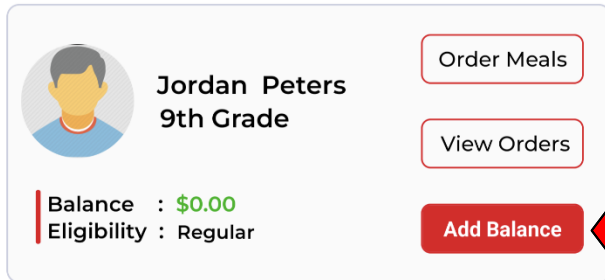
Allergy Information can be added by selecting the student's name directly.

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 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.
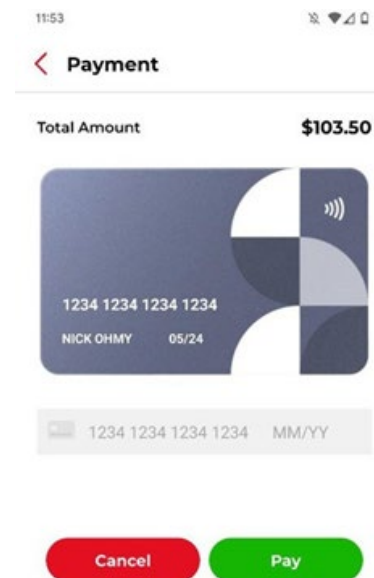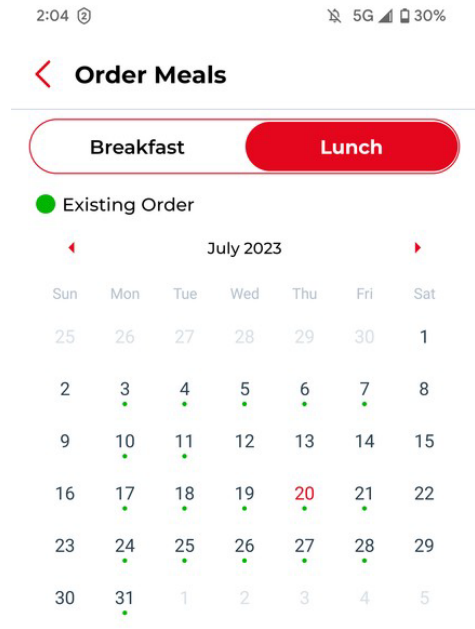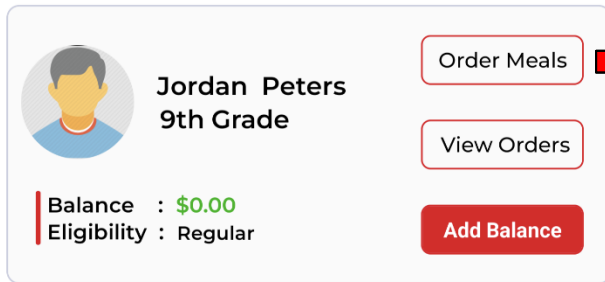

Enter the amount you wish to load into student's account.

Enter your card information and click pay.

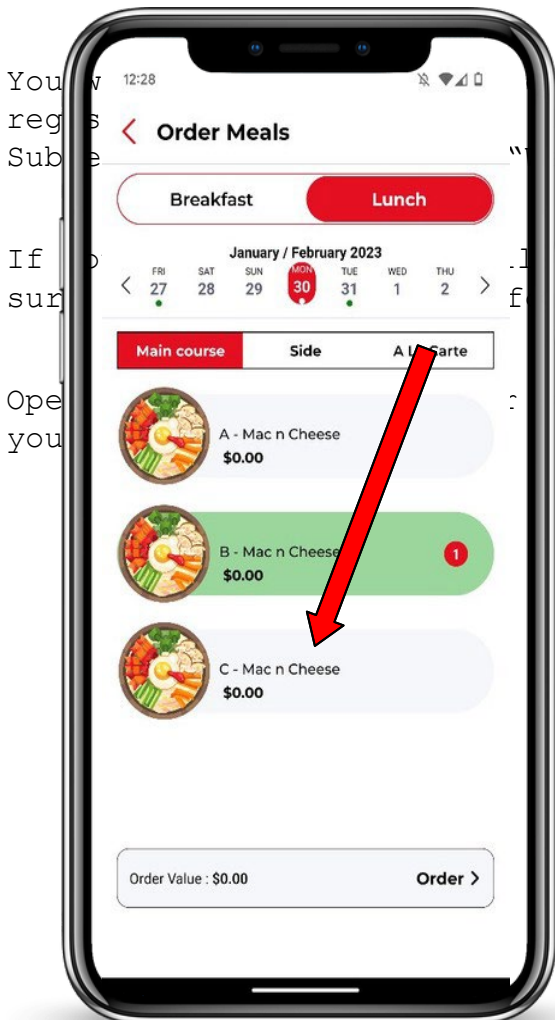Note: MealManage will not save your card information. Payment is 100% secure.

Step 5: Order Meals

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

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.

You w̶ ̶ ̶ ̶ ̶ ̶hail from school a̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶have regi̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶hat means your ac̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶sed. Sub̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶"̶elcome to MealMana̶

If ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶.̶ please contact so̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶Make sur̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶f̶older if you cannot̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶.

Ope̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶:̶ your email and fol̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶ ̶vate you̶ ̶ ̶ ̶ ̶ ̶

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.

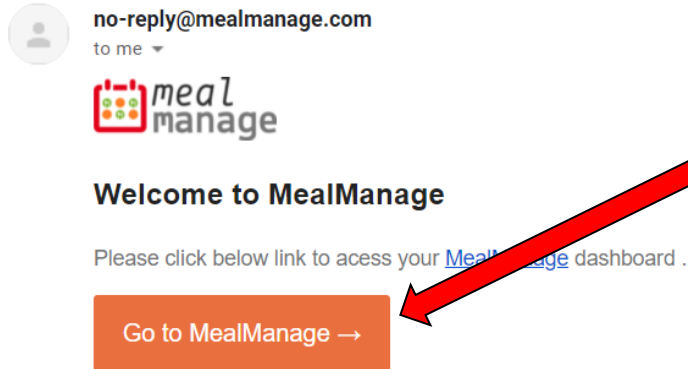Final step is to view payment summary and pay.
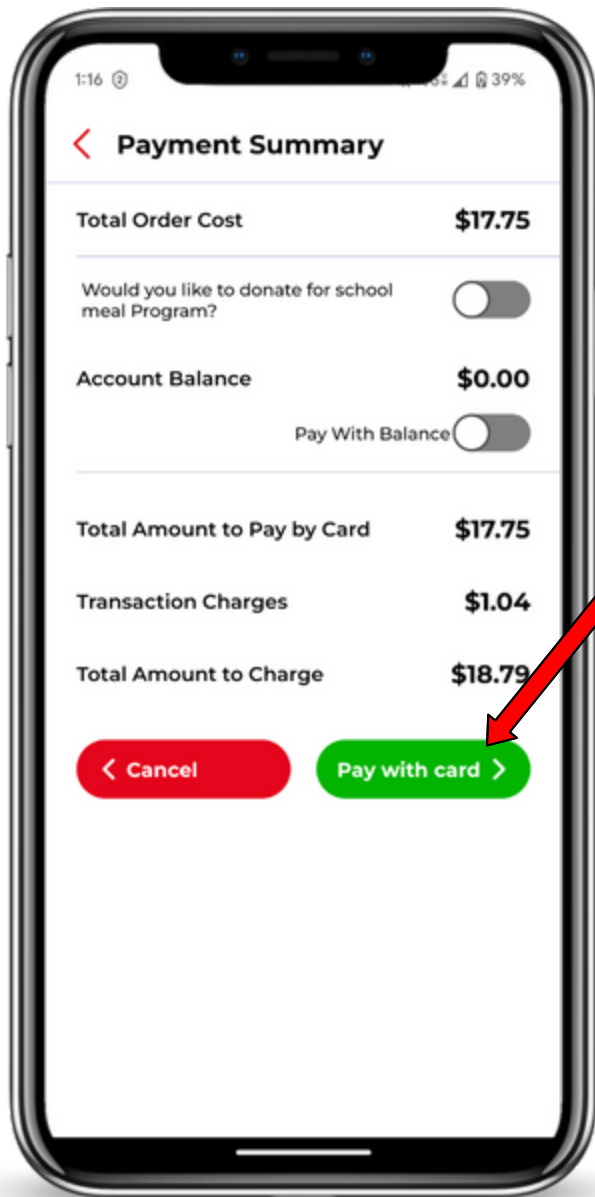
Step 6: Support
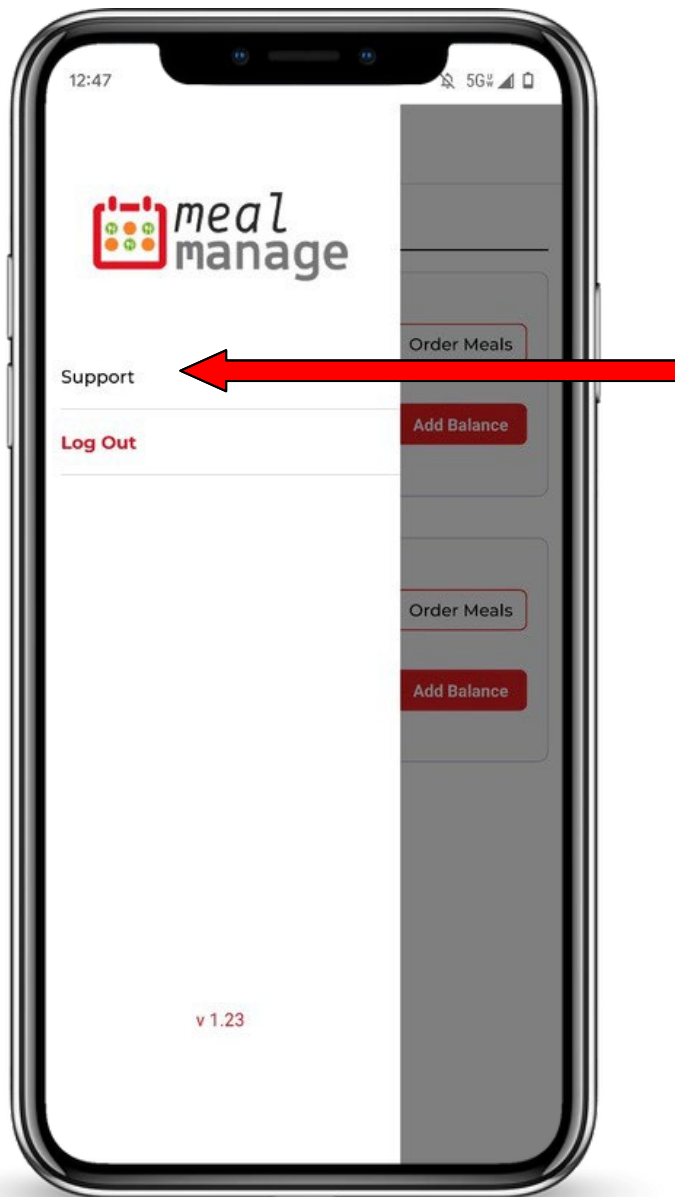
If you need additional assistance, please contact your school directly by clicking the menu button at the top left of the app and click the support button.

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

no-reply@mealmanage.com
to me

Welcome to MealManage

Please click below link to acess 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.

© 2021 MealManage LLC | www.MealManage.com| Terms of Use | Privacy Policy

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.

REQUEST FREE TRIAL   LOGIN

Please Login   ✕

Username or email

[   ]

Log In   Don't have an account?
                Please contact your school to activate.
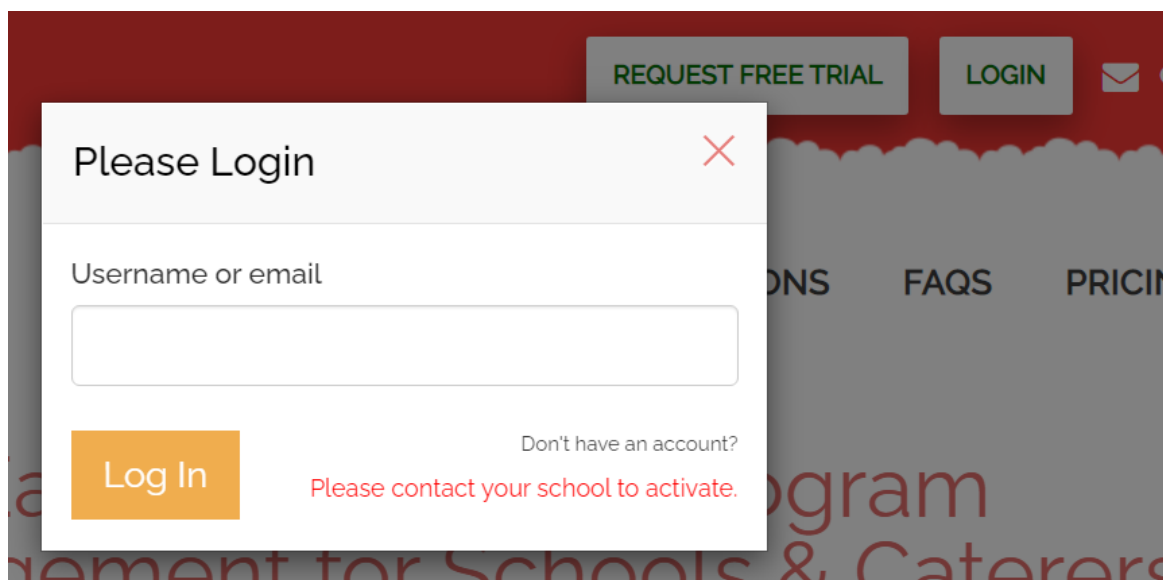
Step 2: Dashboard Setup

If applicable, you can provide allergy information for students. Also, you can apply for free & reduced application as indicated below.

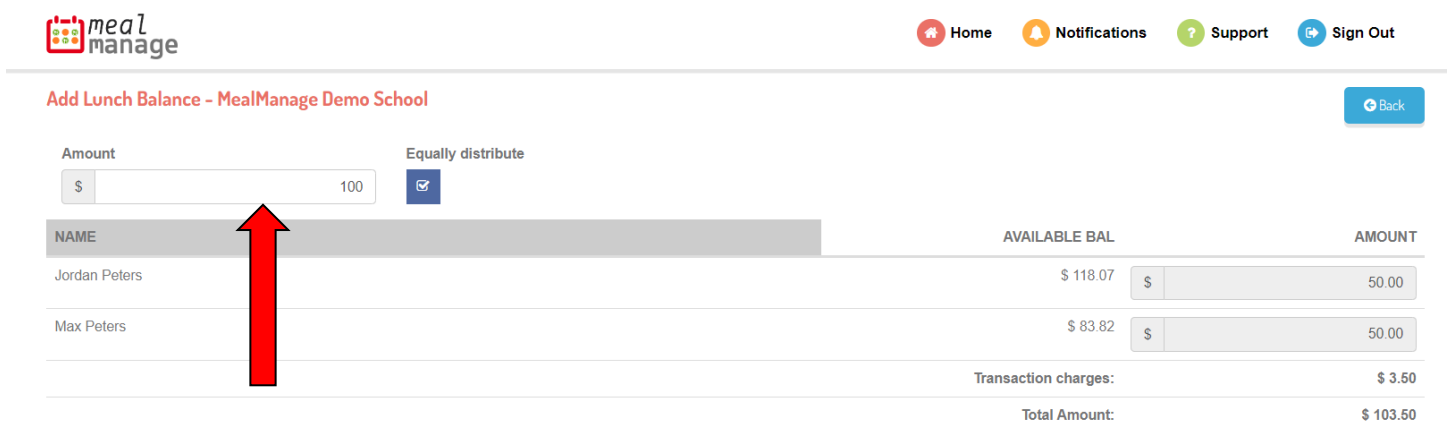Apply for the Free & Reduced Meal Application, if needed

If applicable, Add your student's allergy information box 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.
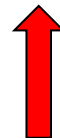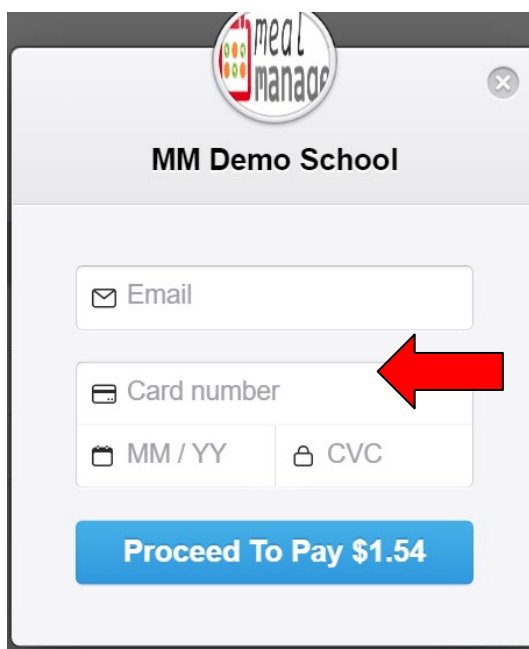
Add Lunch Balance   Click on Add
                           Balance Button

meal manage   Home   Notifications   Support   Sign Out

Add Lunch Balance – MealManage Demo School   Back

Amount		Equally distribute		
$	100	☑		

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.

✖ Cancel   Pay With Card

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

MM Demo School

✉ Email

▭ Card number

📅 MM / YY   🔒 CVC

Proceed To Pay $1.54

Enter your card information.

Note: MealManage will not save your card information. Payment is 100% secure.
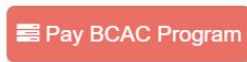
Step 4: Order student's meals

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.

Click on Order Meals

Menu published by School will open (as shown below)-
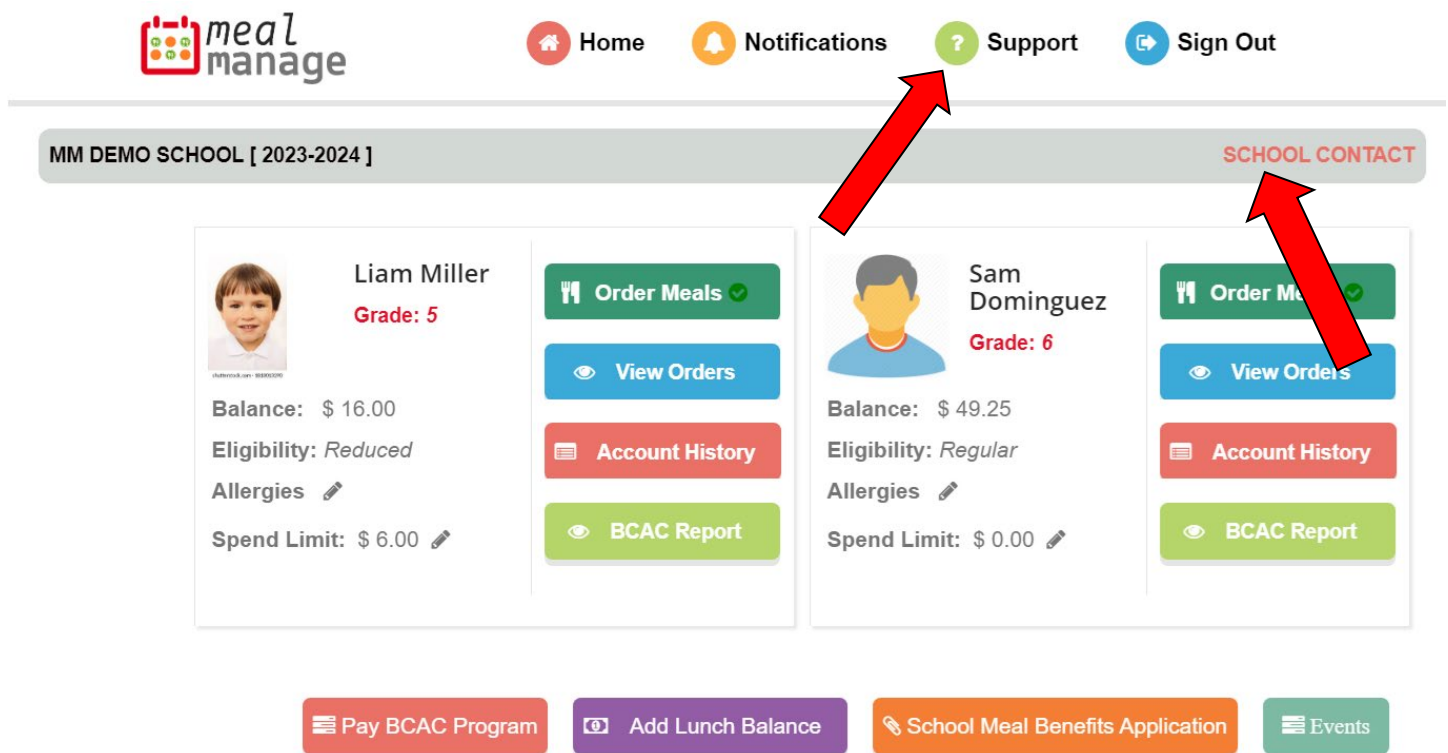

Make your selections on the available menu. Available items are displayed in green, selected items appear orange, and red items are items with an allergy match.

When finished, click the review button to review your orders. When you are ready to place the order click the "Payment Summary" button at the top.
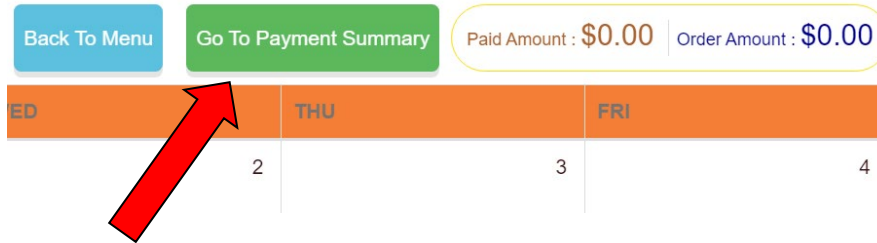
Step 5: Support

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 above.

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