



# **MealManage Parent Guide - Charter Schools**

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## Mobile & Desktop

**Prepared By**

MealManage LLC  
07/01/2023

# MealManage Parent Guide – Mobile

## Step 1: Download MealManage Mobile Application

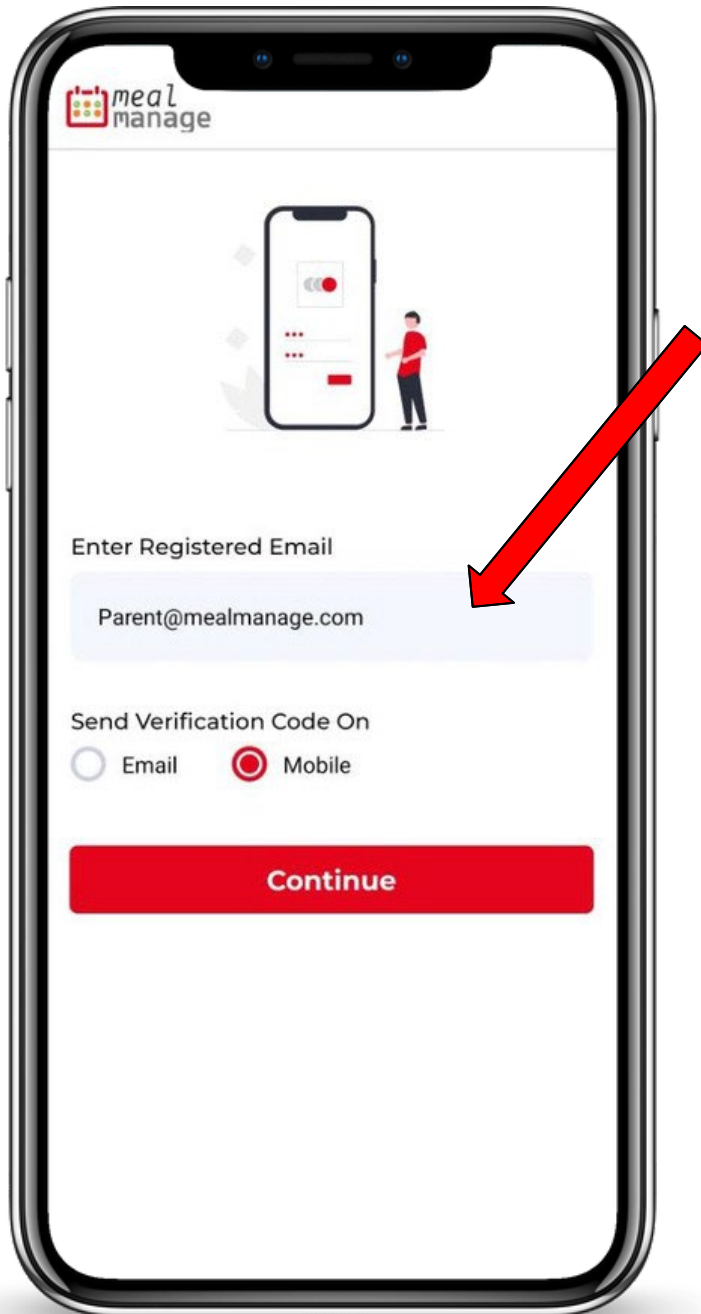
Scan the QR codes below or use the links below to download the Mobile application on your smart phone.



## Download links -

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

## Step 2: Registration / Activation



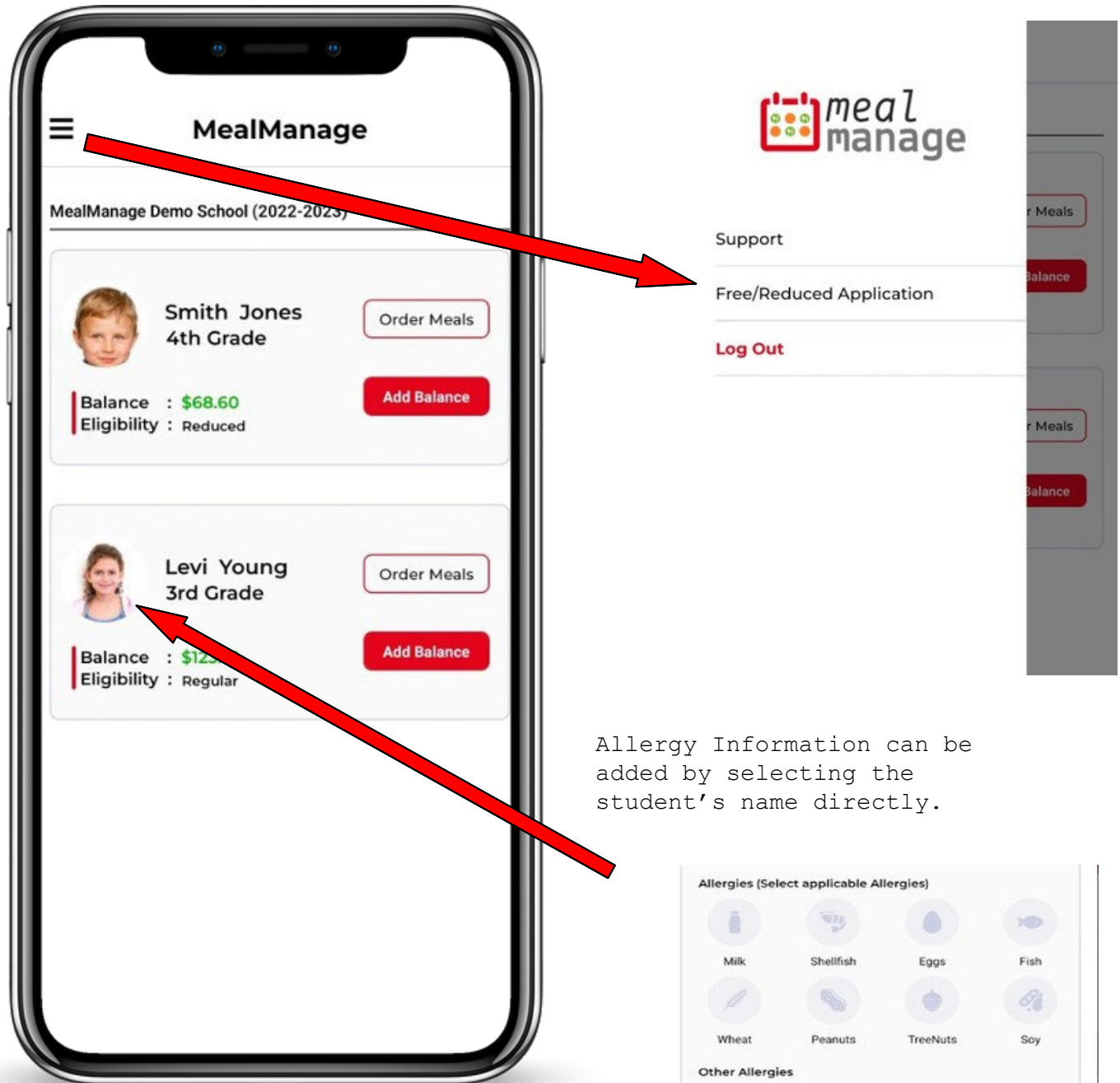
You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

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.

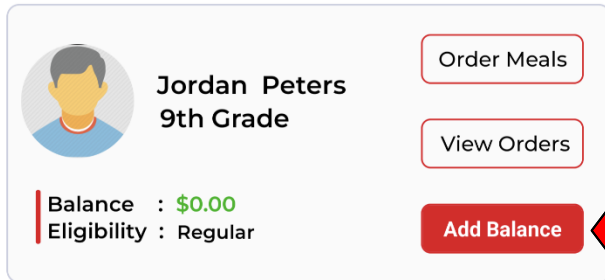



Allergy Information can be added by selecting the student's name directly.

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.

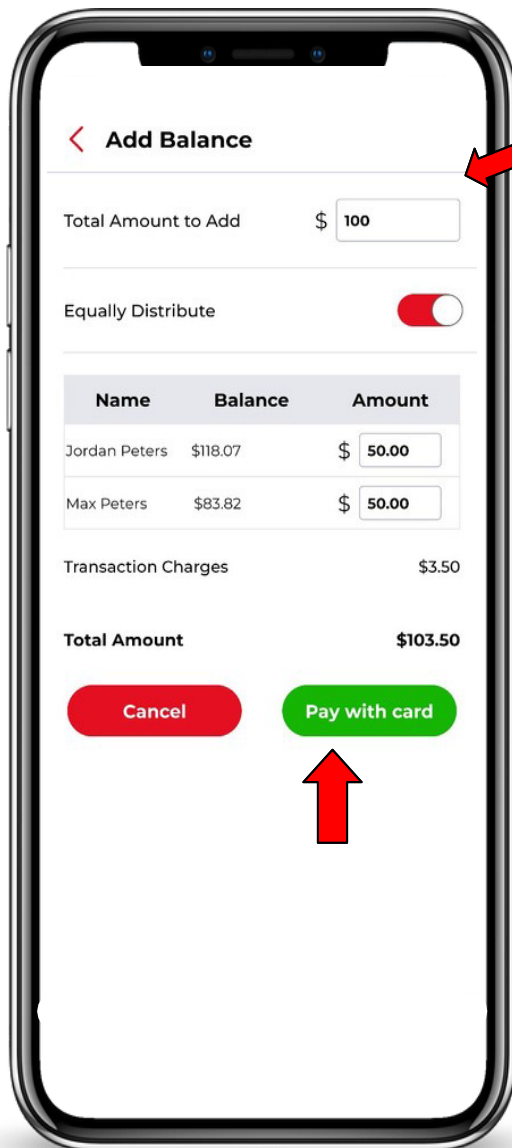



**Jordan Peters**  
 9th Grade

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

Order Meals  
 View Orders  
**Add Balance**

Click on Add balance button.



**< Add Balance**

Total Amount to Add \$ 100

Equally Distribute

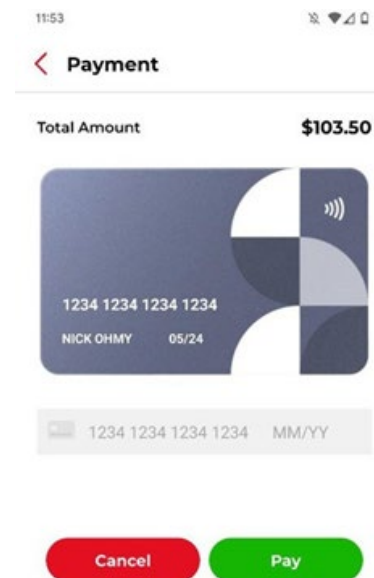
Name	Balance	Amount
Jordan Peters	\$118.07	\$ 50.00
Max Peters	\$83.82	\$ 50.00

Transaction Charges \$3.50

**Total Amount \$103.50**

Cancel Pay with card


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



11:53

**< Payment**

Total Amount **\$103.50**



1234 1234 1234 1234 MM/YY

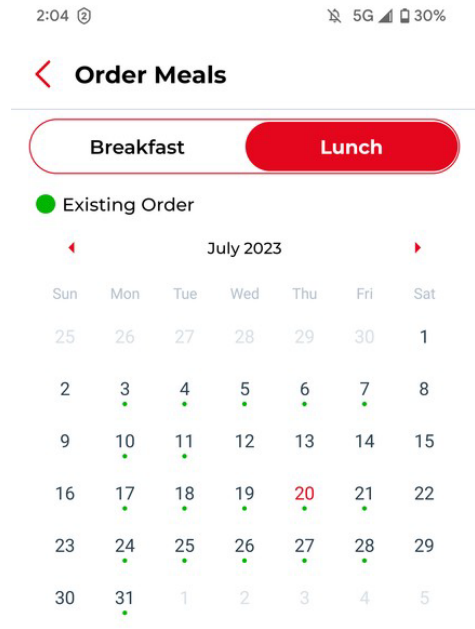
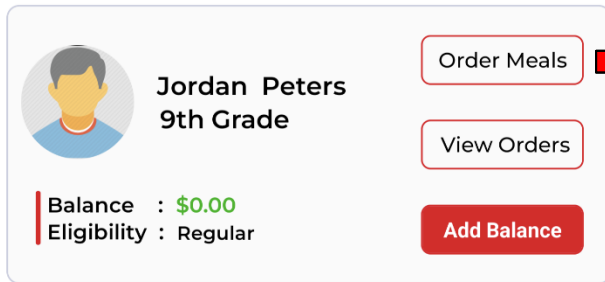
Cancel Pay

Enter your card information and click pay.

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

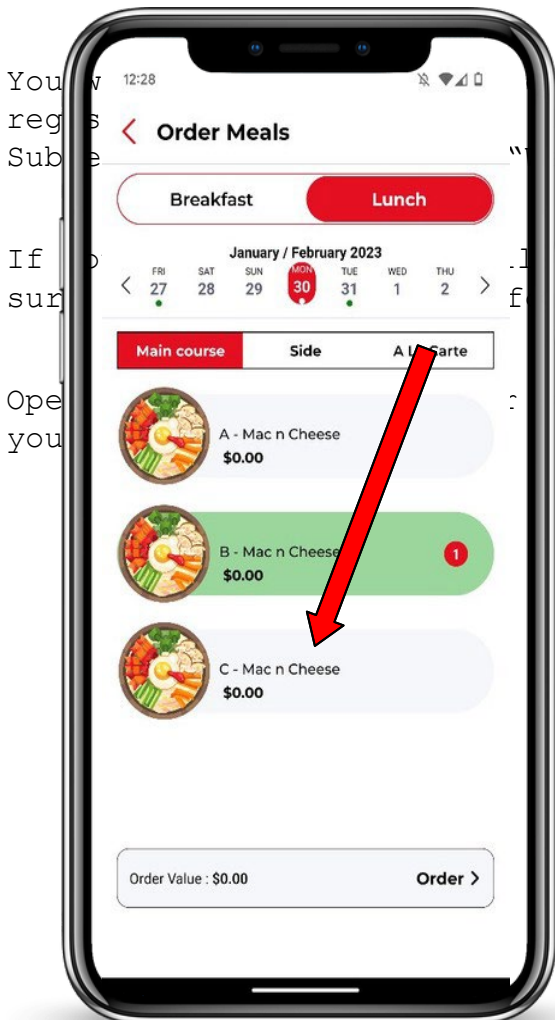
## Step 5: Order Meals

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.

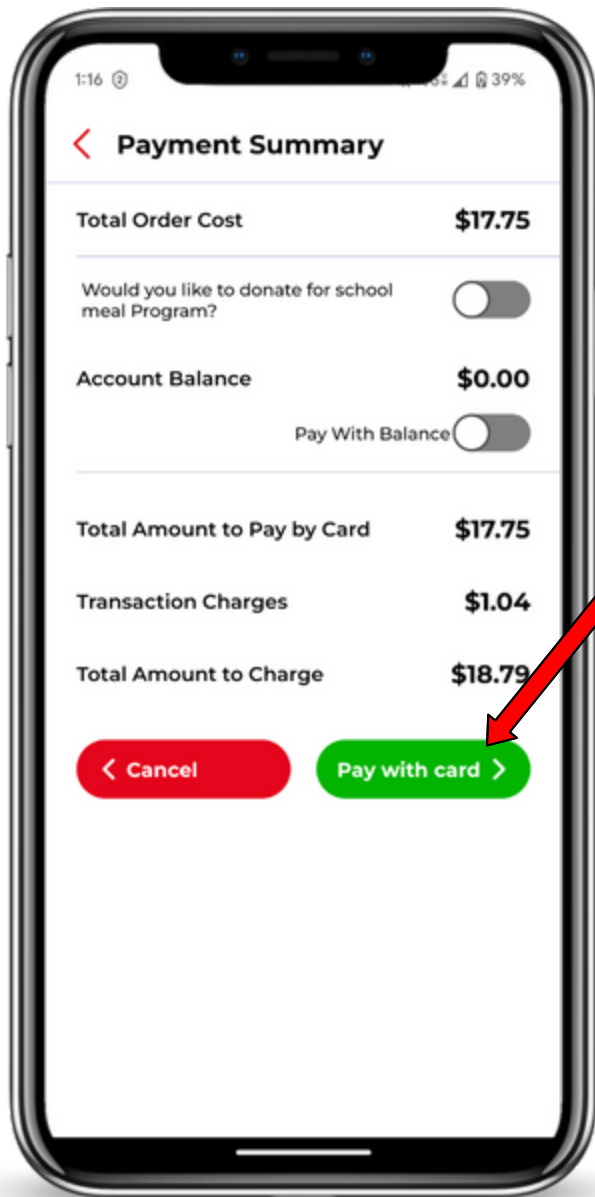


You will receive an email from school a week in advance that means your account is active. Welcome to MealManana. If you have any questions, please contact school directly. If you cannot find your account, please contact school directly.

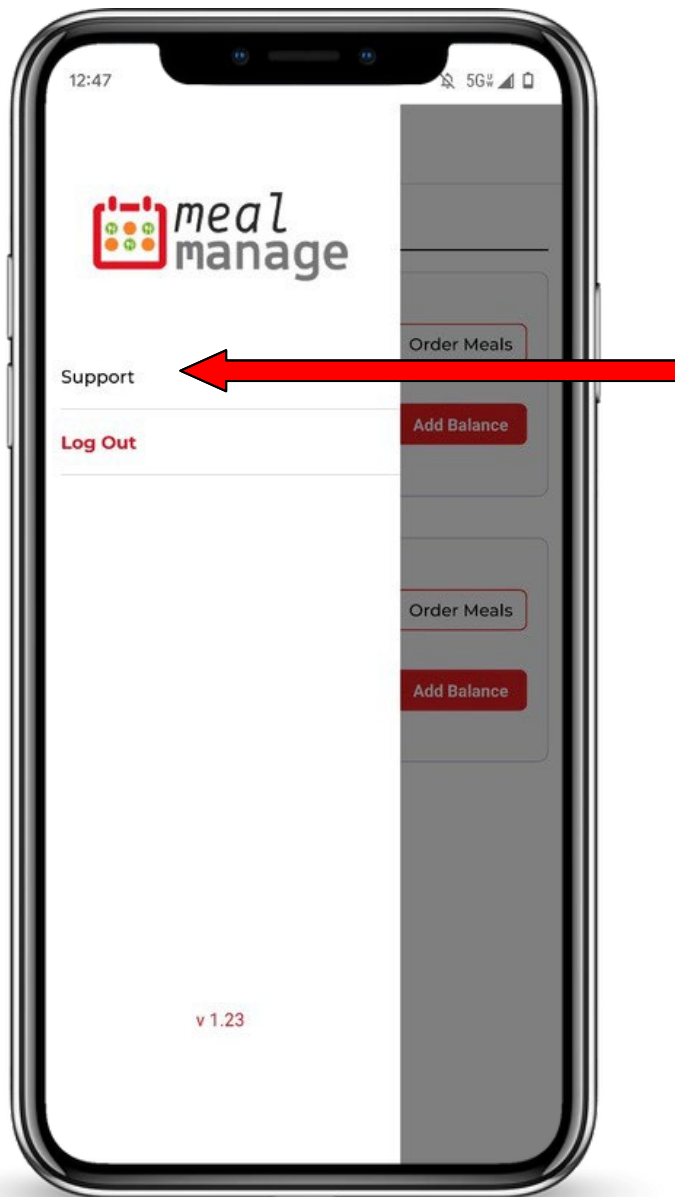
Total: \$0.00    Go to Order Summary >

**\*Cancellations** - To make a cancellation, just de-select the item and process like your 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



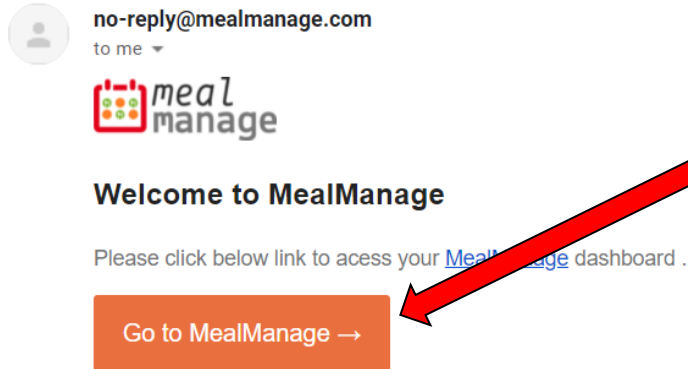
If you need additional assistance, please contact your school directly by clicking the menu button at the top left of the app and click the support button.

**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



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".

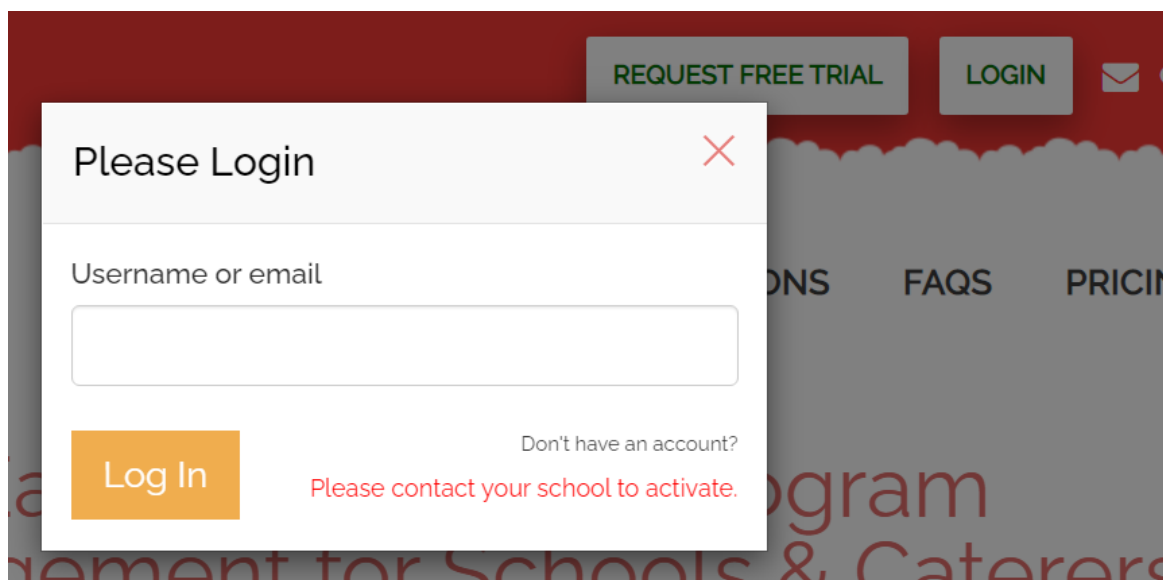
If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

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



Home



Notifications













Support



Sign Out










MM DEMO SCHOOL [ 2023-2024 ]

SCHOOL CONTACT

 <p><b>Liam Miller</b> Grade: 5</p> <p>Balance: \$ 16.00 Eligibility: <i>Reduced</i> Allergies ✎ Spend Limit: \$ 6.00 ✎</p>	<p> Order Meals ✓</p> <p> View Orders</p> <p> Account History</p> <p> BCAC Report</p>	 <p><b>Sam Dominguez</b> Grade: 6</p> <p>Balance: \$ 49.25 Eligibility: <i>Regular</i> Allergies ✎ Spend Limit: \$ 0.00 ✎</p>	<p> Order Meals ✓</p> <p> View Orders</p> <p> Account History</p> <p> BCAC Report</p>
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 Pay BCAC Program
  Add Lunch Balance
  School Meal Benefits Application
  Events

**ALLERGIES**

 Milk	 Shellfish	 Eggs	 Fish
 Wheat	 Peanuts	 Soy	 TreeNuts
 Sesame			

**OTHER ALLERGIES**

Enter allergies...

Apply for the Free & Reduced Meal Application, if needed

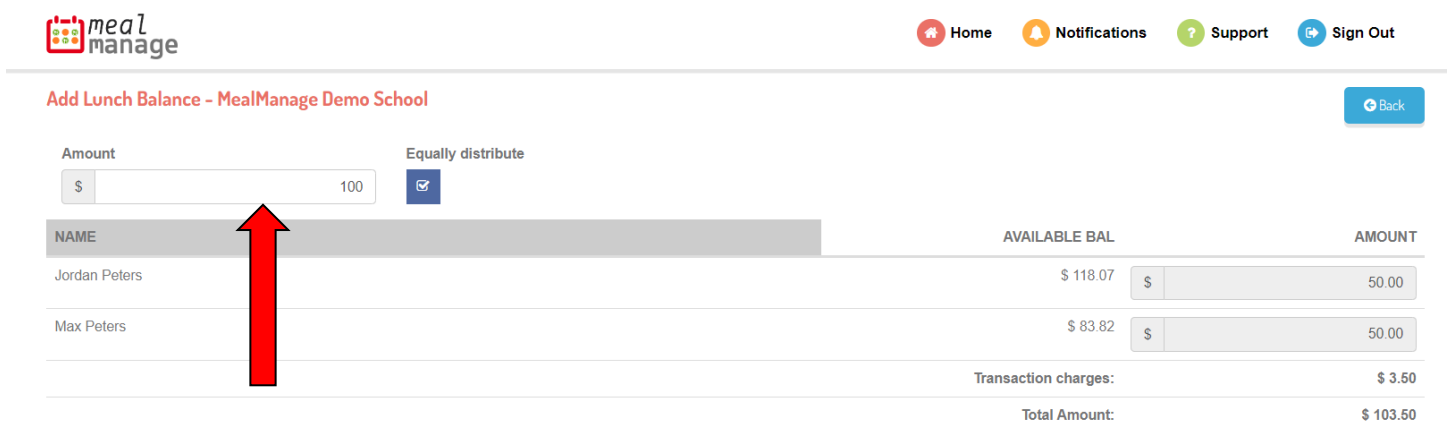
If applicable, Add your student's allergy information box as shown.

### 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.

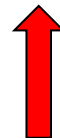


Click on Add Balance Button

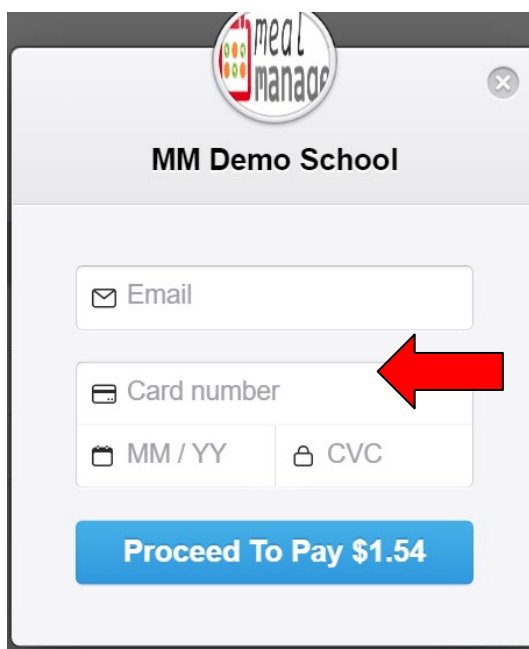


The screenshot shows the 'Add Lunch Balance - MealManage Demo School' page. At the top left is the 'meal manage' logo. On the right are navigation links: Home, Notifications, Support, and Sign Out. Below the title is a 'Back' button. The main form includes an 'Amount' input field with a dollar sign and 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 a payment amount of \$50.00, and Max Peters with an available balance of \$83.82 and a payment amount of \$50.00. 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'.

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 a 'meal manage' logo in a circle at the top left. Below the title are four input fields: 'Email', 'Card number', 'MM/YY', and 'CVC'. A blue button at the bottom 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: Order student's meals

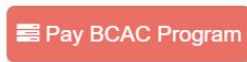
If school is accepting pre-orders, you can use MealManage to pre-order school meals. When menu is published by school, **Order Meals** link will be enabled.



MM DEMO SCHOOL [ 2023-2024 ]

SCHOOL CONTACT

 <p><b>Liam Miller</b> Grade: 5</p> <p>Balance: \$ 16.00 Eligibility: <i>Reduced</i> Allergies  Spend Limit: \$ 6.00 </p>	<p> <b>Order Meals</b> </p> <p> <b>View Orders</b></p> <p> <b>Account History</b></p> <p> <b>BCAC Report</b></p>	 <p><b>Sam Dominguez</b> Grade: 6</p> <p>Balance: \$ 49.25 Eligibility: <i>Regular</i> Allergies  Spend Limit: \$ 0.00 </p>	<p> <b>Order Meals</b> </p> <p> <b>View Orders</b></p> <p> <b>Account History</b></p> <p> <b>BCAC Report</b></p>
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Click on  
Order Meals

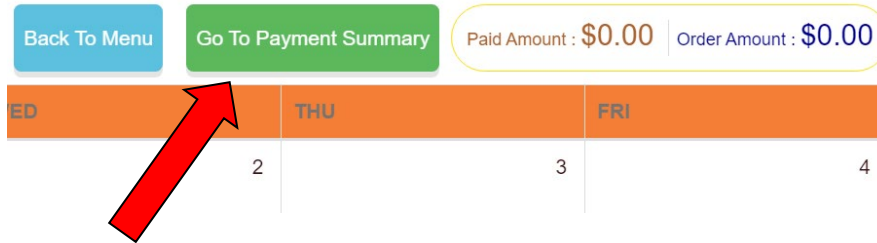
Menu published by School will open (as shown below)-

<p>Main course 16</p> <p>Fish Slicks \$ 3.25</p> <p>Sides</p> <p>Hawaiian Rolls Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p> <p>Milk \$ 0.75</p> <p>Water \$ 0.7</p>	<p>Main course 17</p> <p>Chicken Soft Tacos \$ 3.25</p> <p>Sides</p> <p>Lettuce Cheese Salsa Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p> <p>Milk \$ 0.75</p> <p>Water \$ 0.7</p>	<p>Main course 18</p> <p>Grilled Chicken Pita Wrap \$ 3.25</p> <p>Sides</p> <p>Chips Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p> <p>Milk \$ 0.75</p> <p>Water \$ 0.7</p>	<p>Main course 19</p> <p>Cheese Pizza \$ 3.25</p> <p>Pepperoni Pizza \$ 3.25</p> <p>Sides</p> <p>Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p> <p>Milk \$ 0.75</p> <p>Water \$ 0.7</p>	<p>Main course 20</p> <p>Breaded Chicken Sandwich \$ 3.25</p> <p>Deli Turkey Sandwich \$ 3.25</p> <p>Sides</p> <p>Mashed Potatoes Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p> <p>Milk \$ 0.75</p> <p>Water \$ 0.7</p>
<p>Main course 23</p> <p>Cheese Pizza \$ 3.25</p> <p>Pepperoni Pizza \$ 3.25</p> <p>Sides</p> <p>Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p>	<p>Main course 24</p> <p>Breaded Chicken Sandwich \$ 3.25</p> <p>Deli Turkey Sandwich \$ 3.25</p> <p>Sides</p> <p>Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p>	<p>Main course 25</p> <p>Chicken Nuggets \$ 3.25</p> <p>Deli Turkey Sandwich \$ 3.25</p> <p>Sides</p> <p>Chips Fruit &amp; Veggies Milk &amp; Juice \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p>	<p>Main course 26</p> <p>Cheese Pizza \$ 3.25</p> <p>Pepperoni Pizza \$ 3.25</p> <p>Sides</p> <p>Fruit &amp; Veggies Milk &amp; Juice &amp; Chips Fruit \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p>	<p>Main course 27</p> <p>Cheese Pizza \$ 3.25</p> <p>Pepperoni Pizza \$ 3.25</p> <p>Sides</p> <p>Fruit &amp; Veggies Milk &amp; Juice &amp; Chips Fruit \$ 0</p> <p>A La Carte</p> <p>Juice \$ 1.25</p>

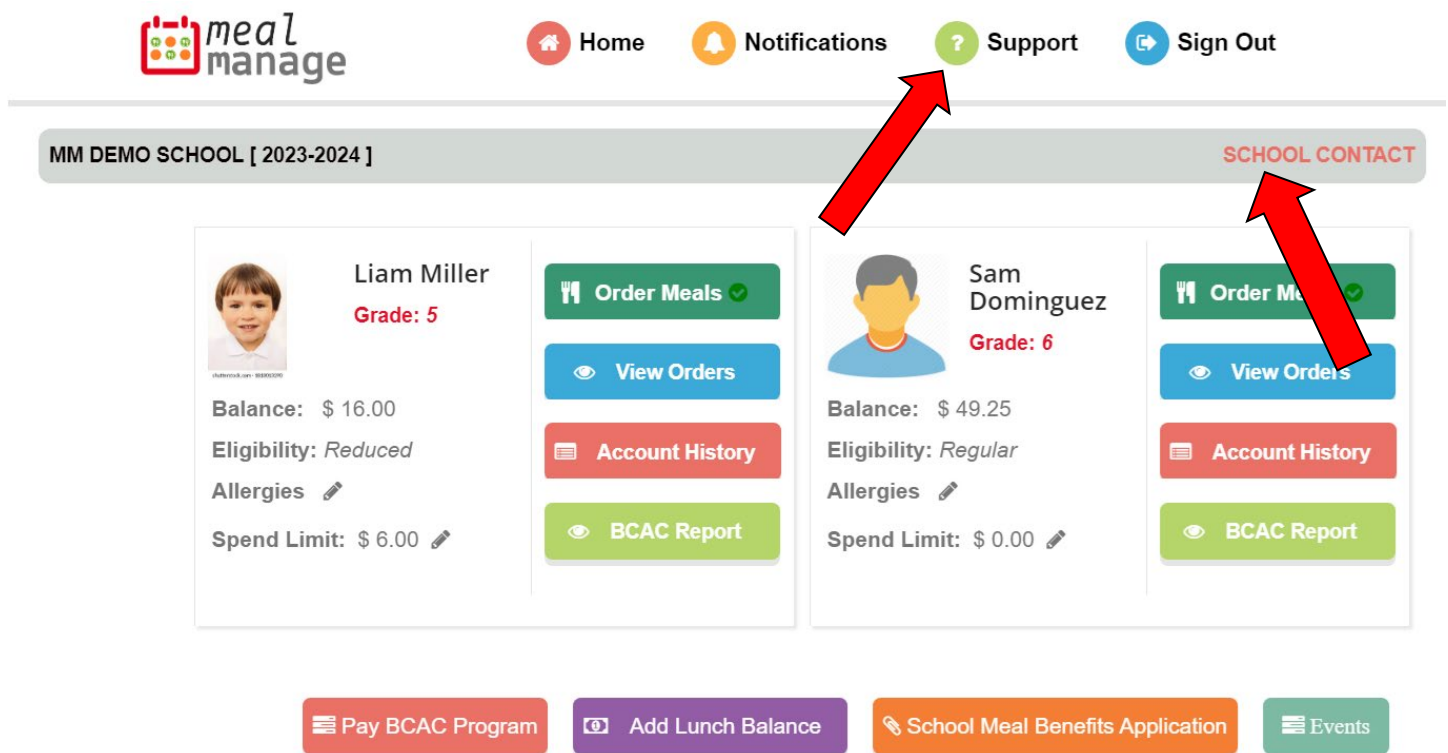
Order Amount: \$21.50

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>.