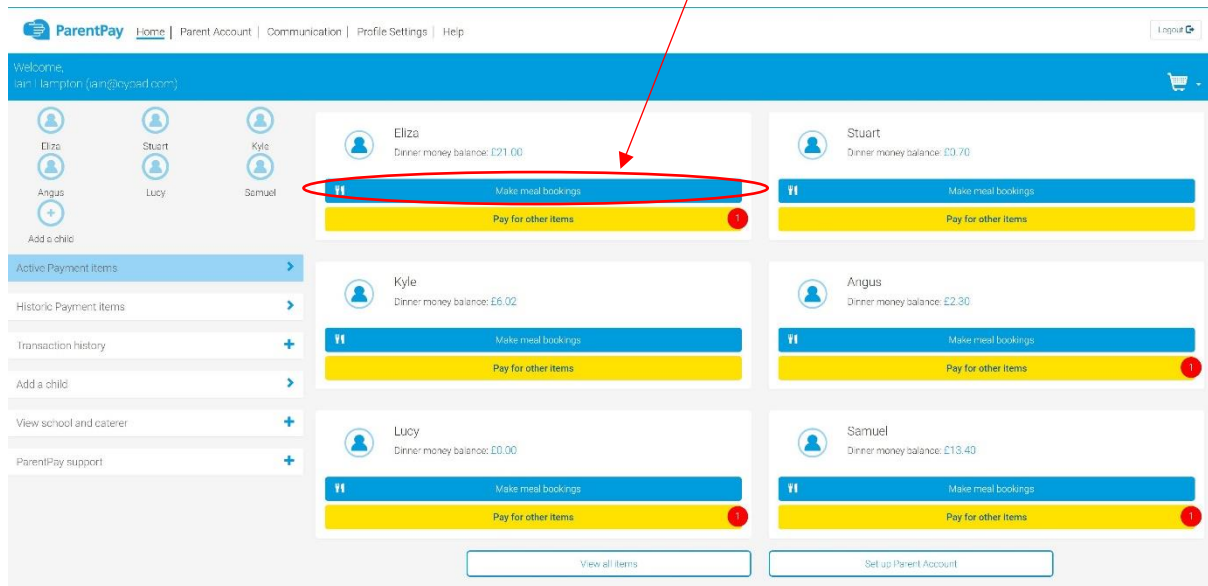


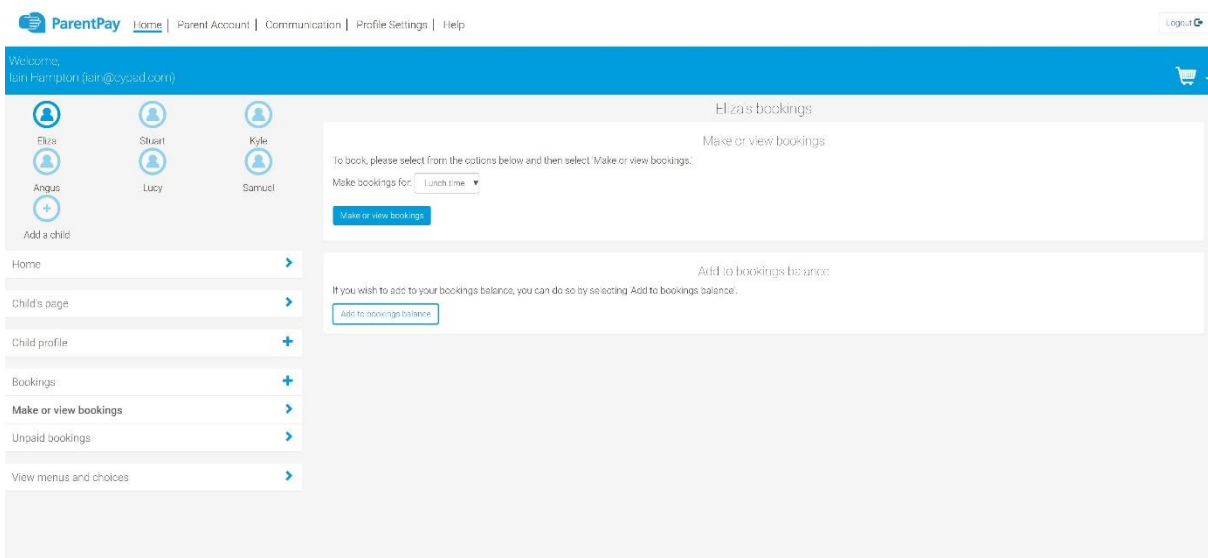
Parent Pre Selection

Guide to Ordering via ParentPay

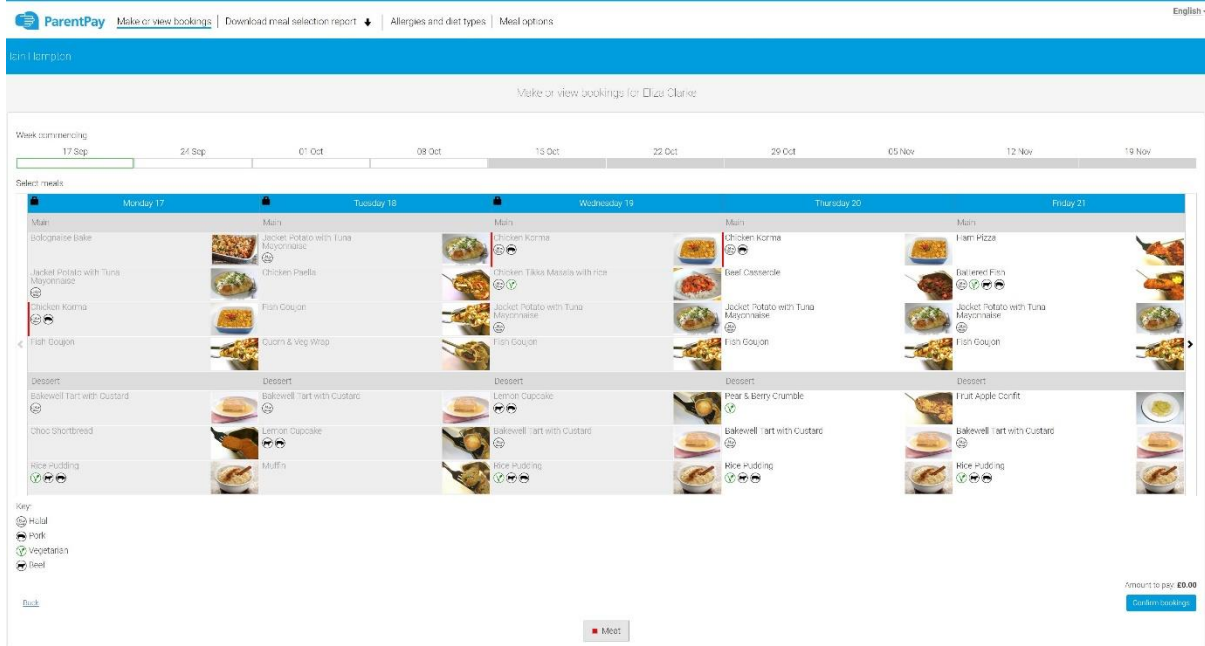
Step 1 – Log on to your ParentPay account. Click on the ‘Make Meal Bookings’ box under the child you would like to book meals for



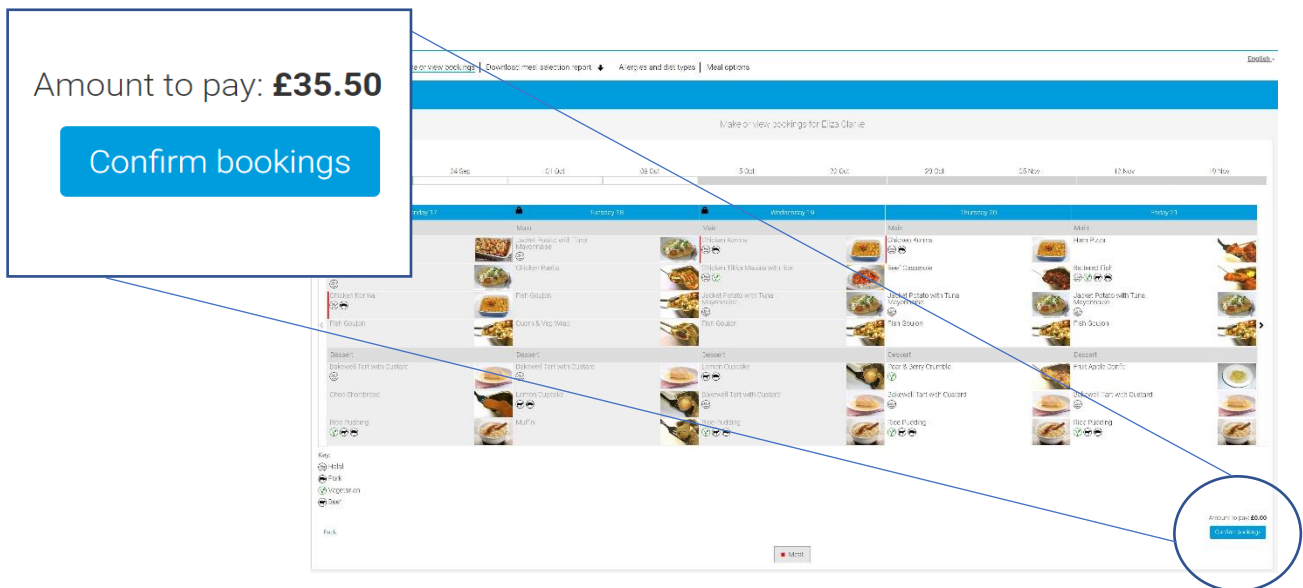
Step 2 – Ensure the drop down box is set to ‘Lunchtime’. Click ‘Make or View Bookings’



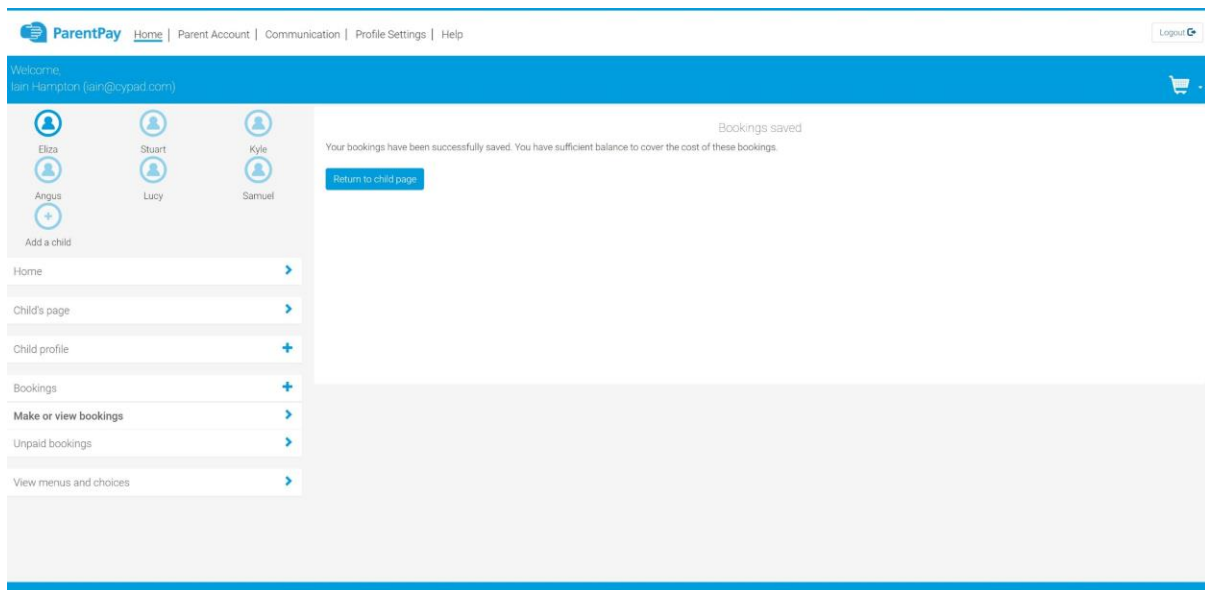
Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.



Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account



Step 5 – You have now confirmed your meal bookings and will see the following screen.



If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen.

You will see an option to 'Download Meal Selection Report', click this option and open the downloaded PDF file. This will show you all selections you have made for your child over the coming weeks. You can print this out and stick it on your fridge to remind yourself/your child what meal choice they are having on each day

The screenshot shows a PDF report titled 'Your school meals 17 Sep to 29 Oct' for 'Eliza Clarke'. The report is a table with columns for days of the week (W/C, Monday, Tuesday, Wednesday, Thursday, Friday) and rows for specific dates. The table lists the menu items for each day. At the bottom, there is an 'Allergens' section with a list of allergens and their corresponding menu items.

W/C	Monday	Tuesday	Wednesday	Thursday	Friday
17 Sep 18	No menu items	No menu items	No menu items	Chicken Korma Pear & Berry Crumble	Battered Fish Fruit Apple Confit
24 Sep 18	Chicken Korma Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Chicken Korma Bakewell Tart with Custard	Battered Fish Fruit Apple Confit
01 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Jacket Potato with Tuna Mayonnaise Bakewell Tart with Custard	Beef Casserole Bakewell Tart with Custard	Battered Fish Bakewell Tart with Custard
08 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Beef Casserole Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Fruit Apple Confit

Allergens
Bakewell Tart with Custard: Eggs; **Battered Fish:** Cereals containing gluten, Eggs, Fish, Milk; **Chicken Tikka Masala with rice:** Peanuts; **Fruit Apple Confit:** Eggs, Nuts; **Jacket Potato with Tuna Mayonnaise:** Fish;