

★ Before you order.

How the three-week menu cycle works - and when to place or cancel orders.

A 3-week menu cycle

Your school operates a **3-week menu cycle**. Place orders for **15 consecutive school days** to cover one full cycle.

WEEK 1

1 2 3 4 5

WEEK 2

6 7 8 9 10

WEEK 3

11 12 13 14 15



The cycle repeats

Once orders are placed for all **15 consecutive school days**, those orders will **automatically roll over** into the next three-week menu cycle.

Change of plans?

Parents can **change or delete orders**. Please keep the ordering and cancellation deadlines below in mind.

Two important deadlines

PLACE ORDERS

3 days in advance

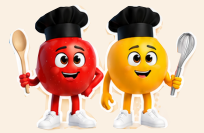
Place orders **at least 3 days** before the meal date.

CANCEL ORDERS

2 days in advance

Cancel orders **no later than 2 days** before the meal date.

Ready to order? Turn the page for the phone walkthrough.



★ Ready, set, lunch!

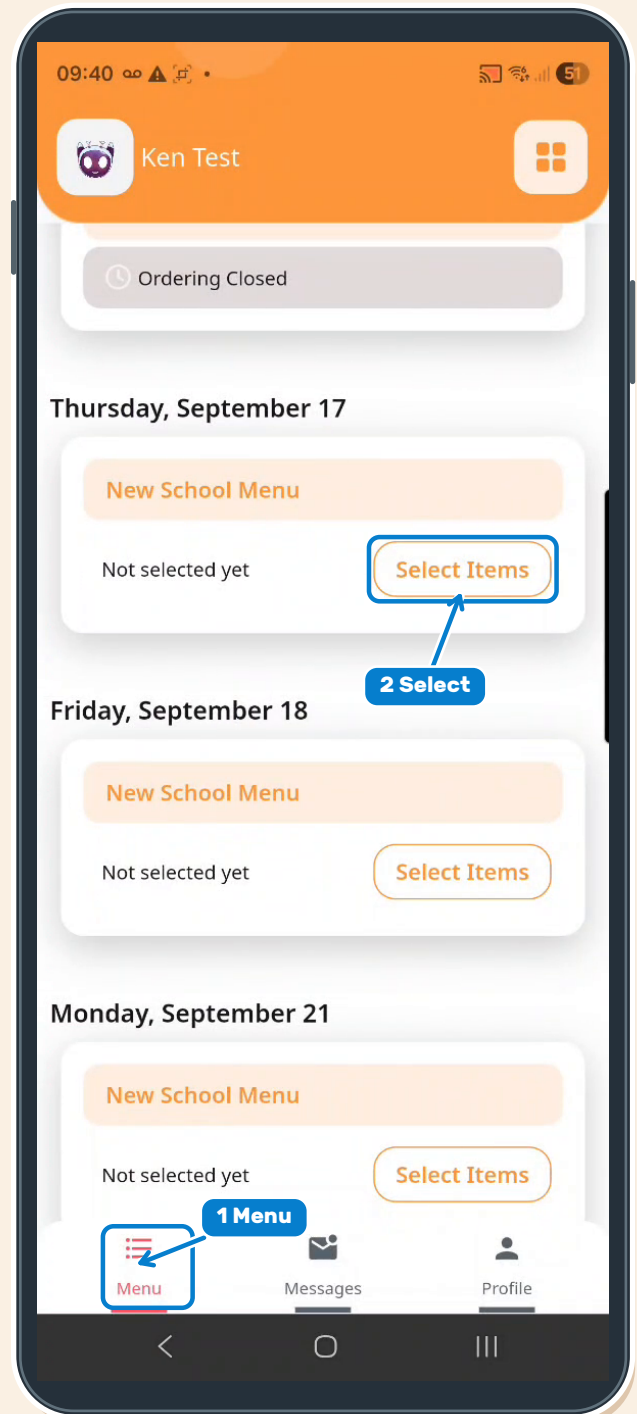
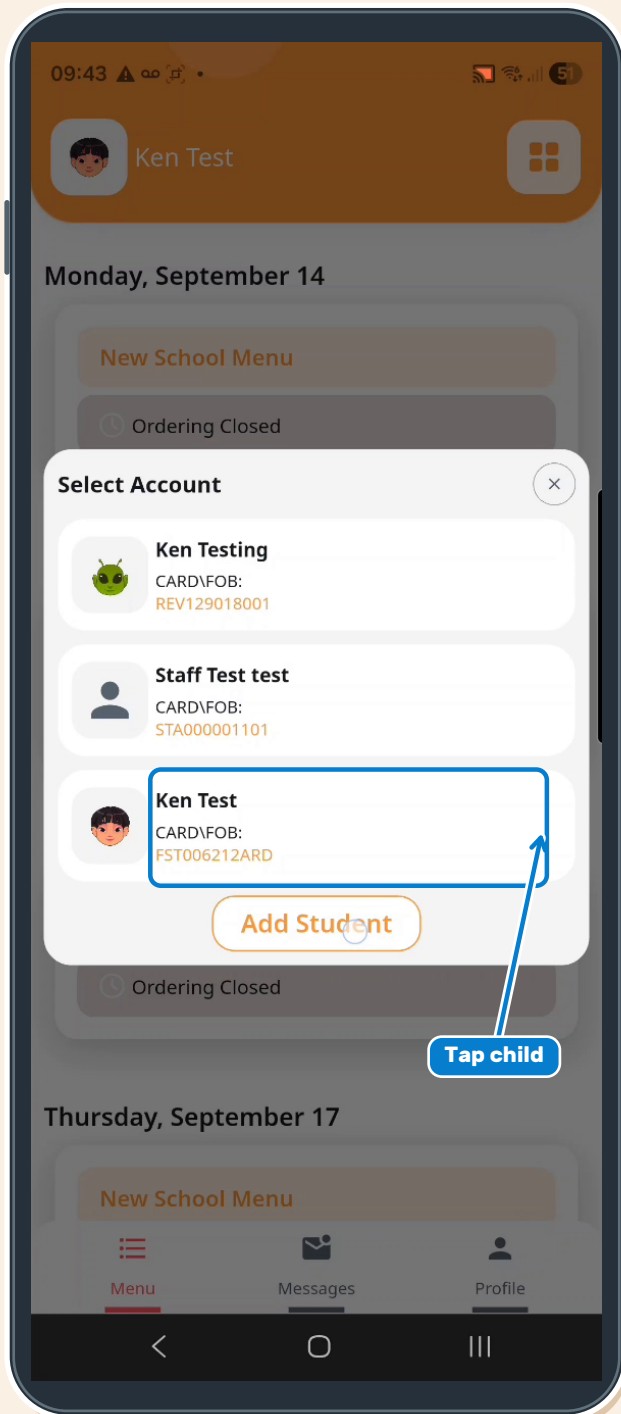
Already signed in? Follow the screens from left to right. Names and dates shown are examples.

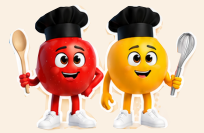
1 Choose your child

Tap the **name or avatar at the top left**, then choose your child in **Select Account**. Check the name before ordering.

2 Choose the date

Tap **Menu**, scroll to the date you need and tap **Select Items**. Dates marked **Ordering Closed** are unavailable.





★ What's on the menu?

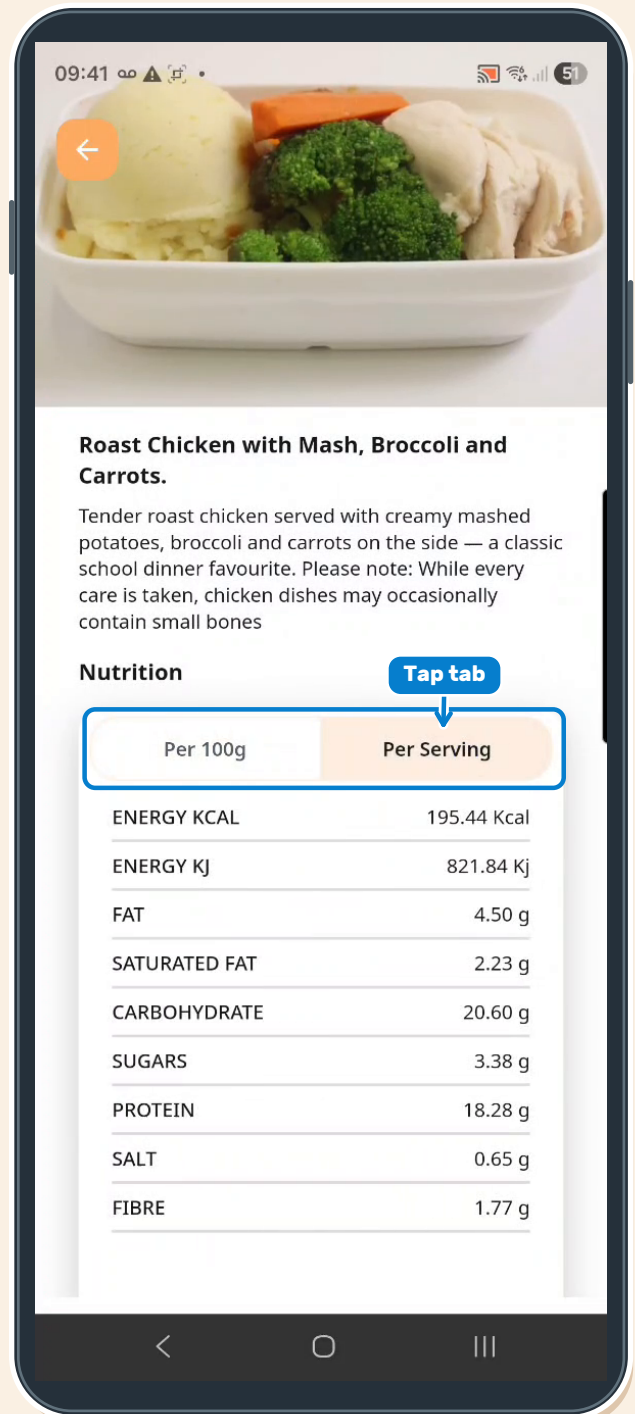
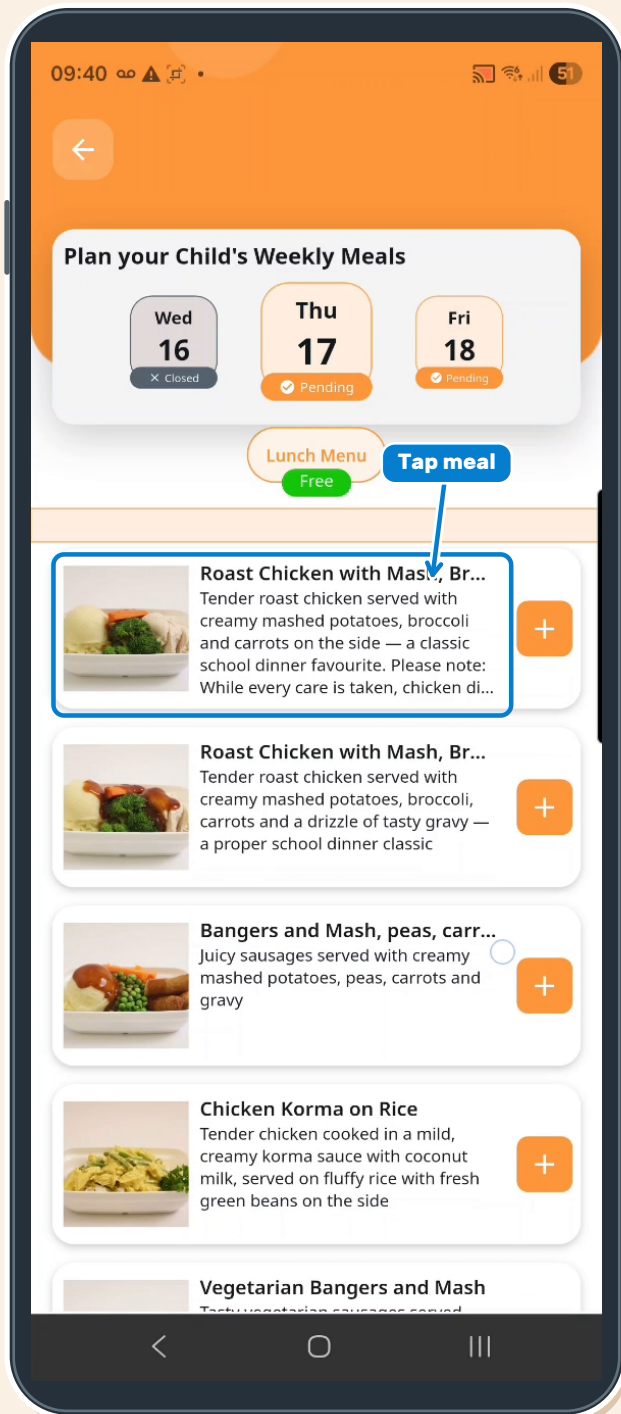
Explore a dish before ordering. The meal photo or description opens its details.

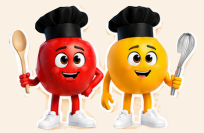
3 Explore the meals

Scroll through the meals for the selected date. Tap a **meal photo or description** to read more. The orange **+** places an order.

4 Check the nutrition

Read the dish description. In **Nutrition**, tap **Per 100g** or **Per Serving** to change the figures shown.





★ Read it. Then choose.

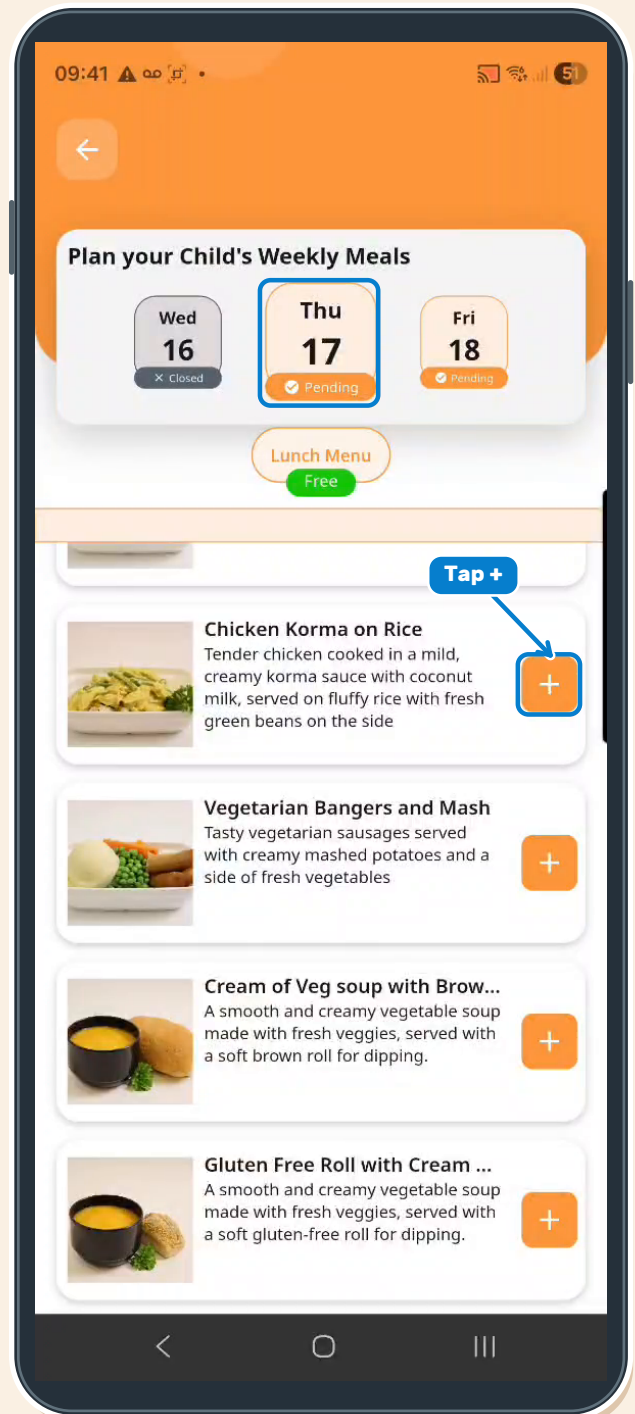
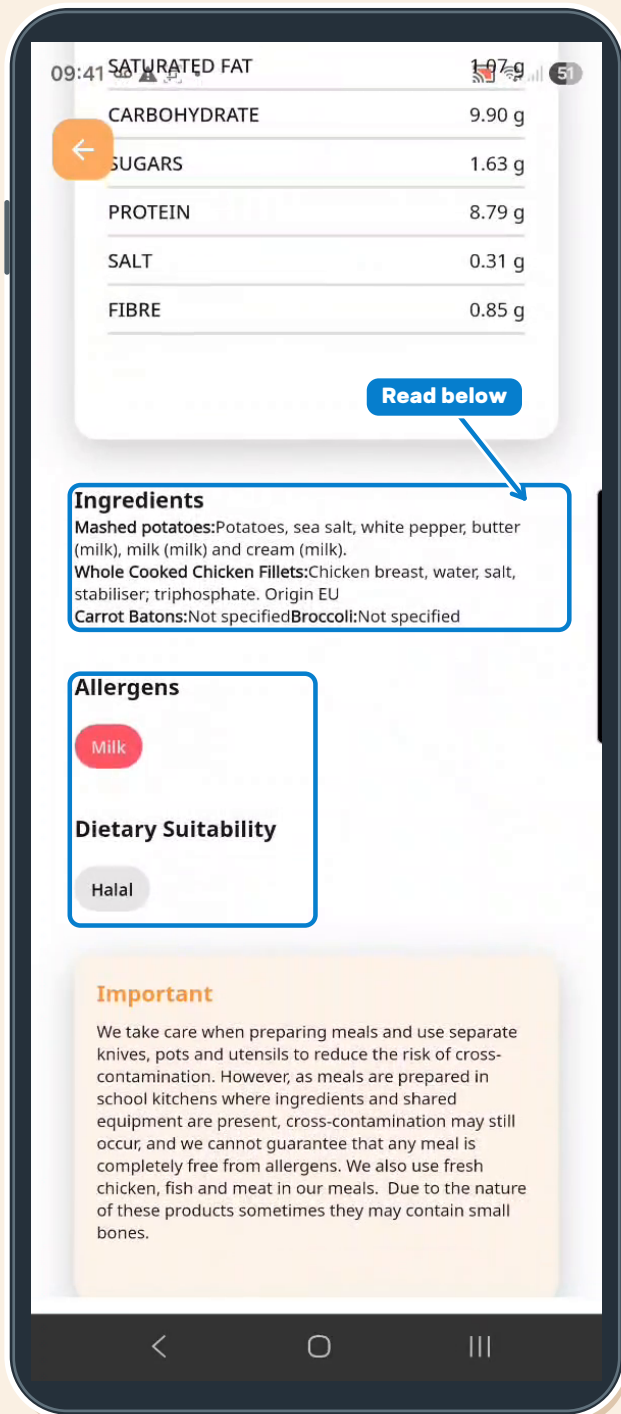
Shared school kitchens: cross-contamination may occur. Meals cannot be guaranteed completely free from allergens.

5 Read the ingredients

Scroll down for **Ingredients**, **Allergens** and **Dietary Suitability**. Read the full **Important** notice, then use the back arrow.

6 Place the order

Back on the meal list, check the selected **date**. Tap the orange **+** beside your chosen meal to place the order.





★ Order confirmed!

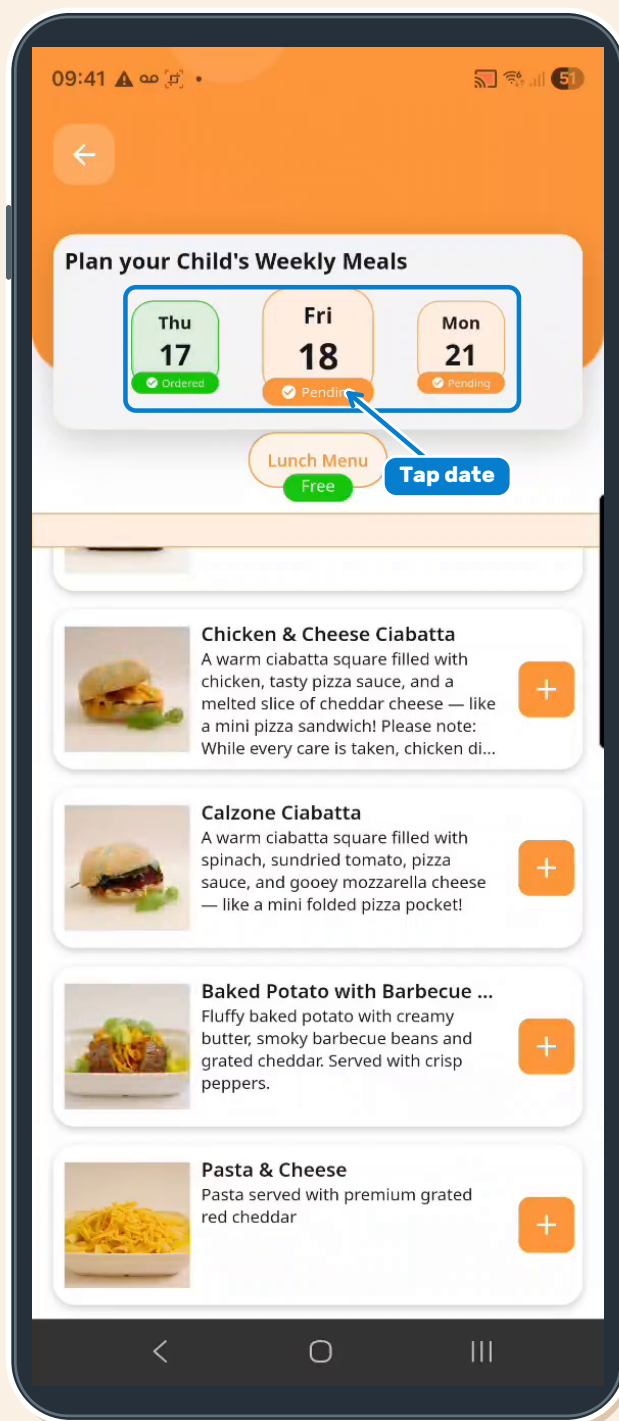
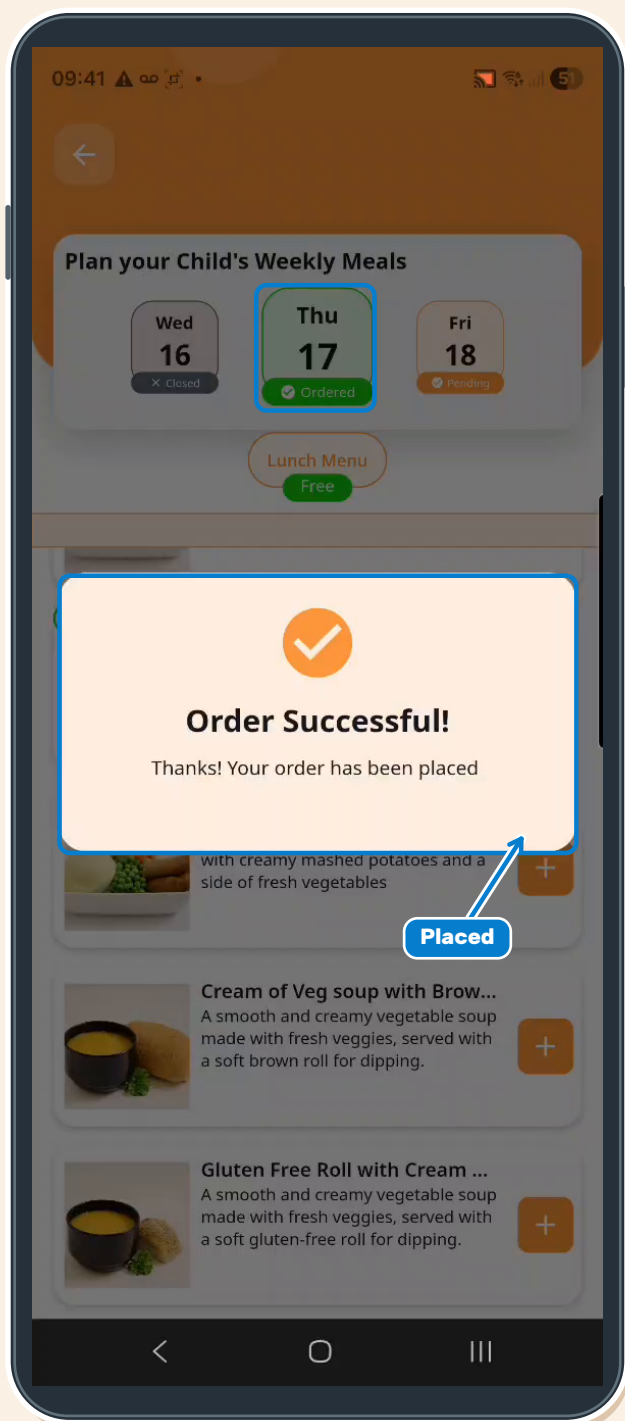
Check the confirmation, then work through each date you need.

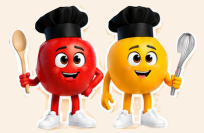
7 Look for success

Wait for **Order Successful!** The date changes to green and shows **Ordered**. This confirms an order has been placed.

8 Move to the next day

Select the next date and repeat. **Ordered** means an order is placed; **Pending** still needs one. Repeat for each child.





★ Their profile. Their class.

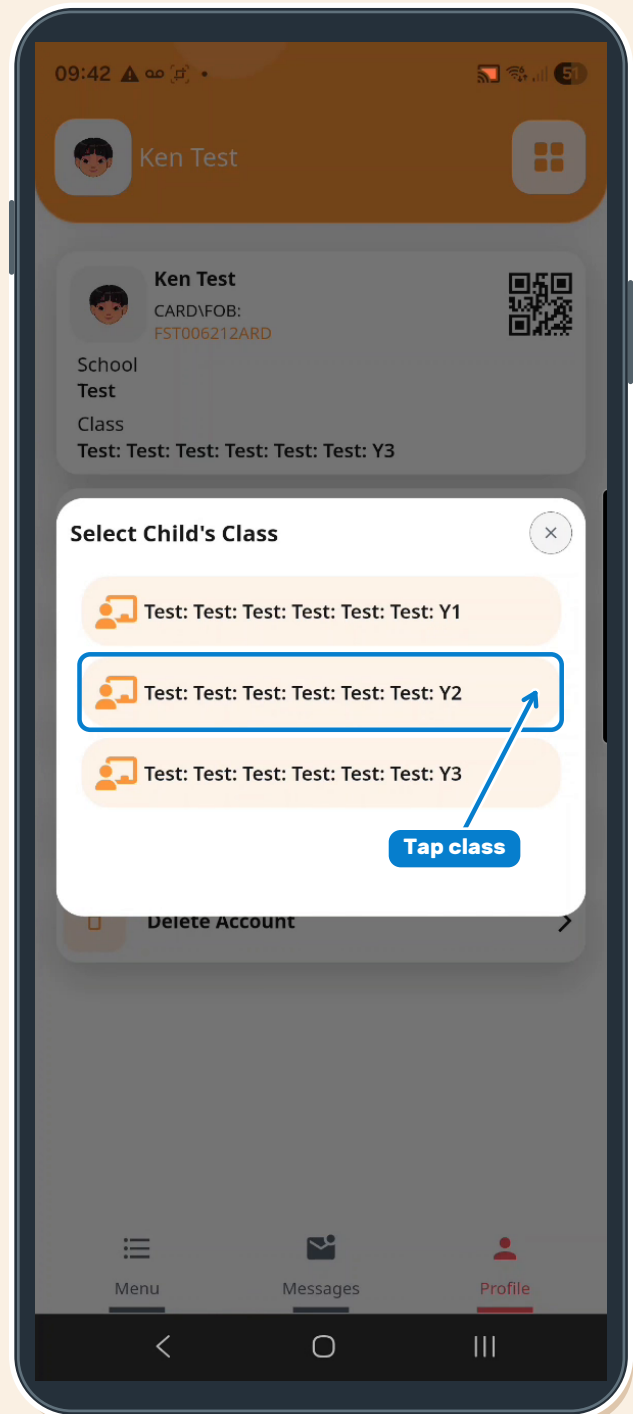
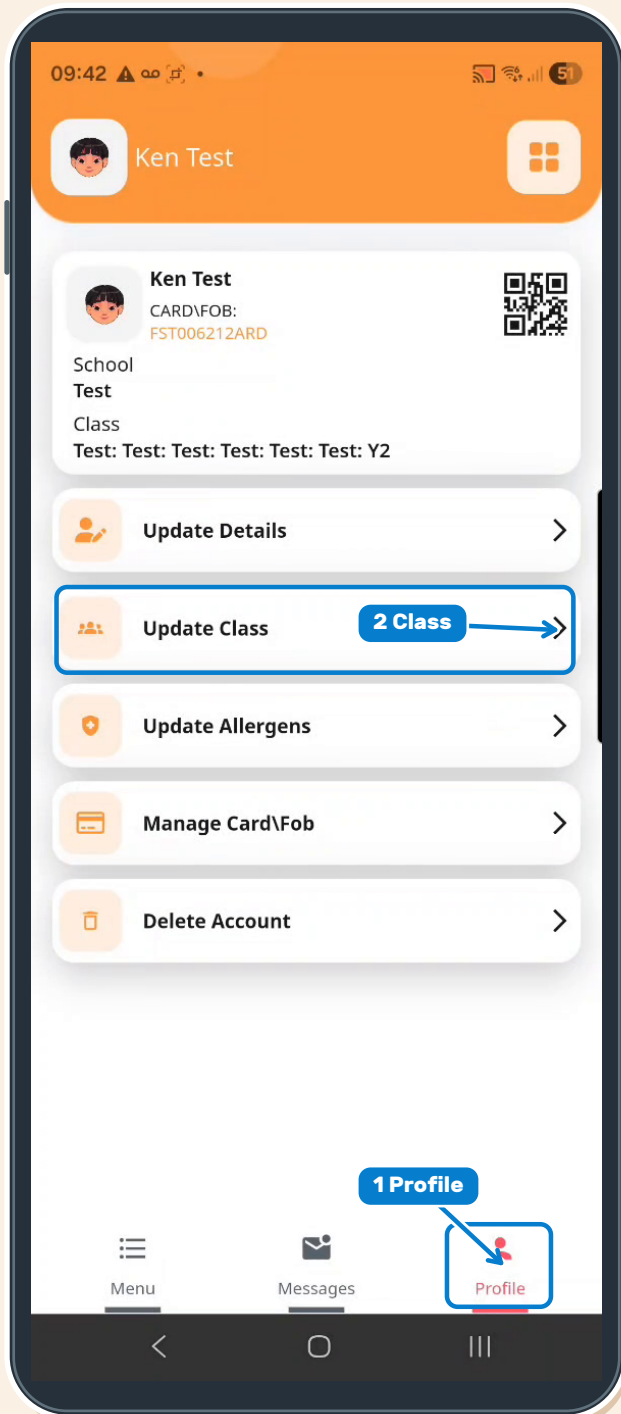
Always select the correct child before changing their details.

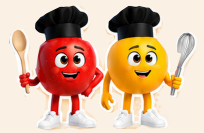
9 Open the profile

Tap **Profile** at the bottom. Check your child's school and class. To change the class, tap **Update Class**.

10 Select the class

Tap the correct class in the list, then check it on the profile. Your school will have its own class names; these are test labels.





★ Keep details up to date.

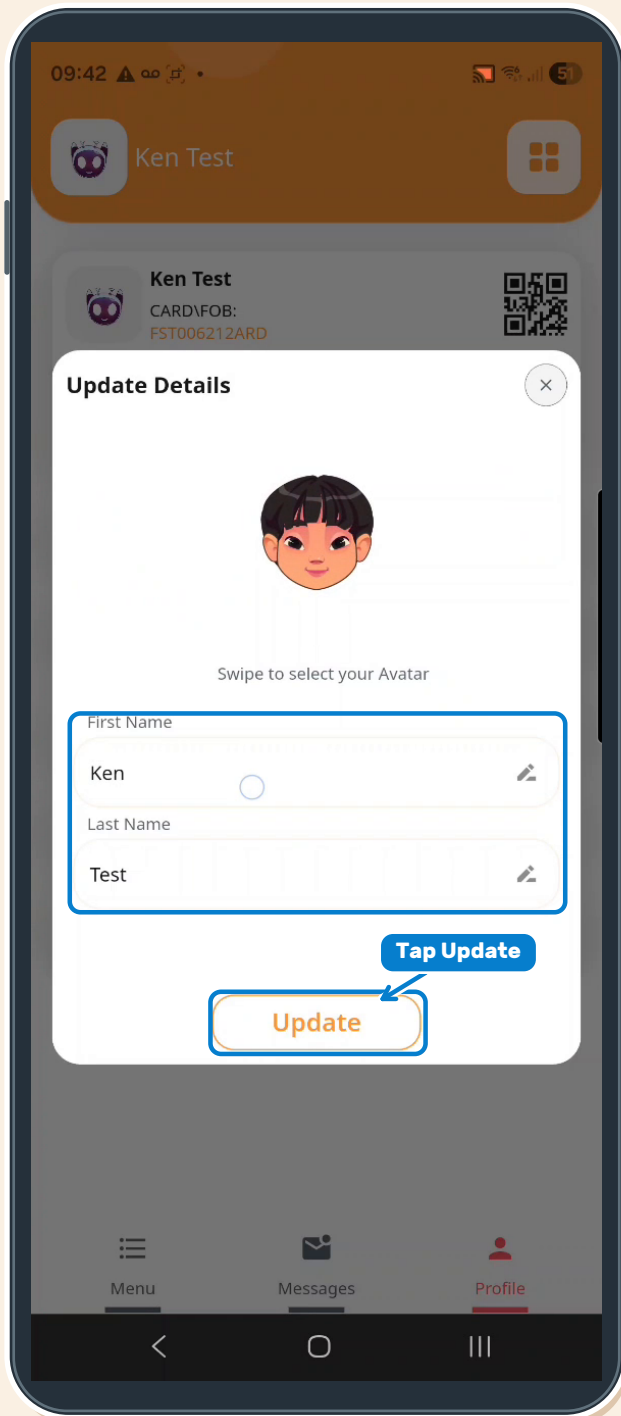
From Profile, use Update Details or Update Allergens for the selected child.

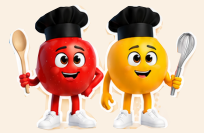
11 Edit their details

Edit the first or last name, or swipe to choose an avatar. Tap **Update** when finished.

12 Update allergens

Scroll the full list. **Orange/right = selected**; grey/left = off. Close with **X**, then reopen to check. Nuts is selected here as an example.





★ Stay in touch. Get help.

Read messages and find account help whenever you need it.

13 Read your messages

Tap **Messages** in the bottom navigation, then tap a message to read it. Check here for app updates and requests.

14 Find receipts or help

Tap the **four-square icon at the top right** to open Settings. Choose **Receipts** to see **orders placed**, or **Help & Support**.

