Schoolgateway

How to Use Meal Manager

How to Book a Meal

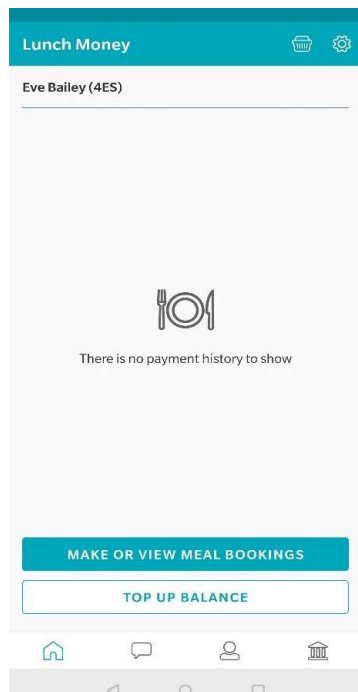**1.** Click on the child you want to book the meal for
2. Click 'Lunch Money'
3. Click 'Make' or 'View Meal Bookings'
4. Select the date you would like to book and select the meals
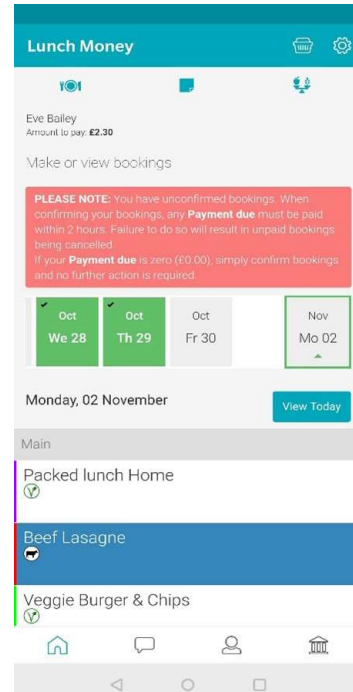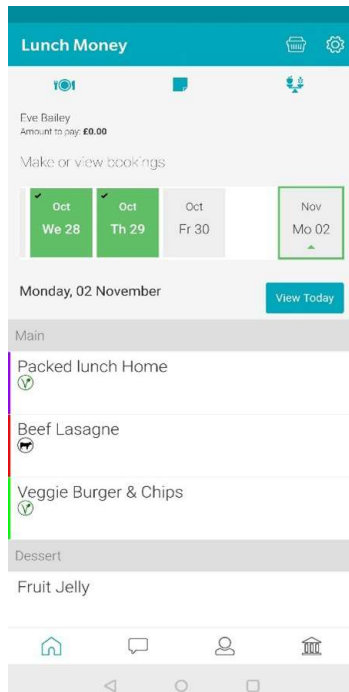
**5.** You will now see the total cost of your booking - click 'Confirm Booking' to book your selection
   *If you don't have available credit to use once you have clicked 'Confirm Booking', the cost of the meal/s will be added to your basket
6. Click 'Checkout' and make the booking/s

Please note: Any payments due must be paid within 2 hours. Failure to do so will result in unpaid bookings being made.
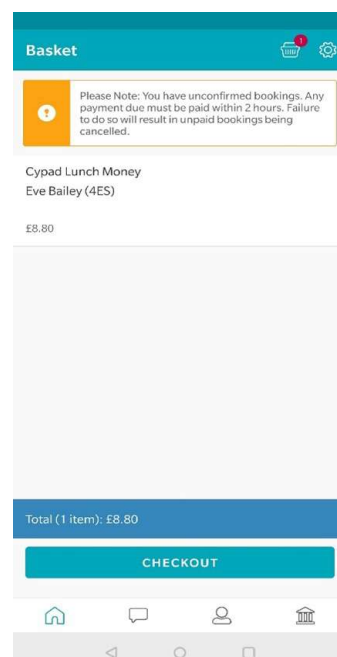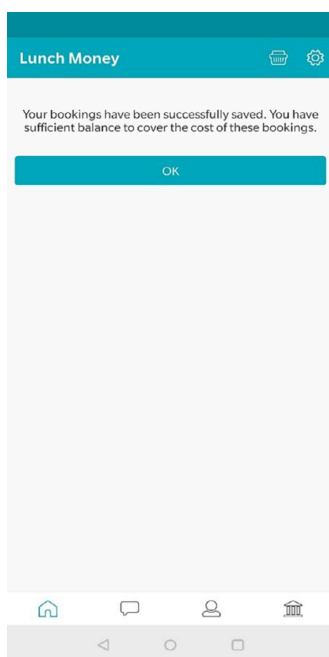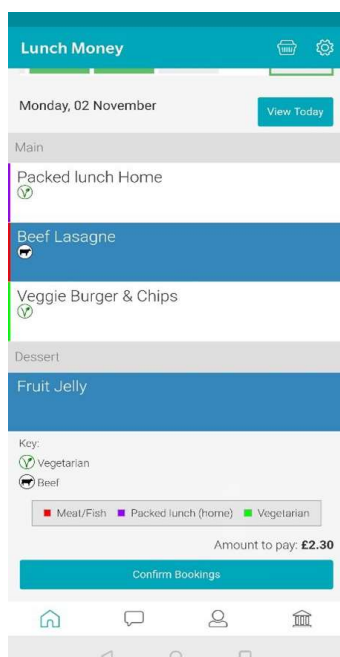
How to Cancel a Booking

1. Click '*Lunch Money*'
2. Click '*Make*' or '*View Meal Bookings*'
3. Select the date required and deselect the meal option
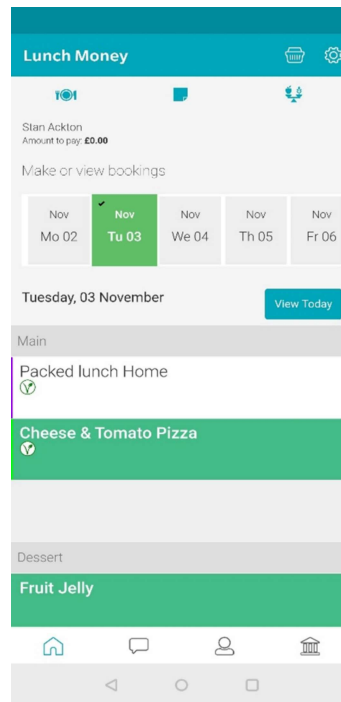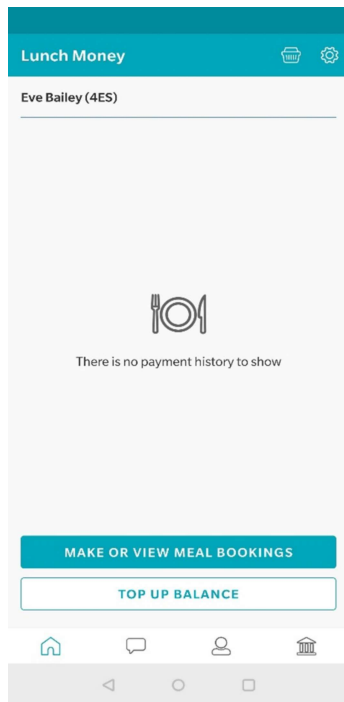
4. Click '*Confirm Booking*' (you willl then see a messaging confirming that the booking has been updated)

Please contact the school if you experience any issues.