PARENT PROCEDURE ON LUNCHSHOP

- Log into <u>www.lunchshop.co.uk</u>
- Enter username and password (case sensitive)
- You *may* be asked to update your profile. Please amend as necessary, click 'update' then the 'back' button.
- Check it is you and your child/children

		Logon B Get more Add-ons → Welcome Bob Adams	nutritional requirements parents must infor ssed and noted. Parents should note that m		
	forth School			Overview	
	Meals Wallet: £ 41.40 •	Jonny Adams	Add Funds Sarah Adams	Username: parent Noame: Bob Adams Role:	
	Pre-order Medi	Pre-order Media	Pre-order Meals	Parent School: North School School Address: North School Apple Avenue Cartisle Cumbria CA11 8NU School Tel: D1228 606060	
Ed	ROFILE Sit your personal details and general polication settings	PAYMENTS Review payments and order more credits			

Adding Funds

- Click the orange 'add funds' button (necessary only for children who you pay for)
- Enter the amount you wish to credit your account with
- Click the box to agree the T&Cs
- Click 'continue'
- Follow the instructions on screen to make your secure payment
- To the left of the add funds button is your ' meals wallet' balance

— Pre-ordering meals

• Click on 'pre order meals' under the child. You will need to order for each child individually

Pre-order for Geffrey A	1 <i>dams</i>	•		
			Meals Wallet £41.40	
Mondey, March 31, 2014	S Rosst Beef	Golden Crispy Cake	Thank you You may cancel and refund by clicking the button below. Cancel Pre-order	
Tuesday, April 1, 2014	Sandwich Selection Choice of filled sandwiches/rolls/tortills wraps	Rosst Gammon Sucoulent Rosst Gammon served with Pineappie, Rosst Potatoes, Spring Cabbage & Golden Sweetcorn	Cheese Pie Kitchen made Cheese Pie served with Herby Diced Potatoes & Fresh Salad	
Wednesdey, April 2, 2014	Cumberland Sausage Local Butchers Cumberland Sausage served with Dreamy Creamed Potatoes, Braised Red Cabbage, Green Beans & Gravy	S THEME DAY Theme Day		
Thursday, April 3, 2014	Jacket potato Assorted baked jacket potatoes (various filings)	Chicken in Tomato Sauce Sucoulent Chicken Pieces in a Sweet Tomato Sauce served with Fluffy Brown Rice, Crunchy Colesiaw & Fresh Torocoli Spears	Salmon Fillet Wholemeal Breasded Salmon Fillet served with Sauté Potatoes, crunchy colesiew & Fresh Broccoli Spears	
Friday, April 4, 2014	Sandwich Selection Choice of filled sandwiches/rolls/tortilla wraps	Beef Meatballs Kitchen made Meaty Beef Meatballs in Gravy served with Tri Colour Pasta Spirals, Fresh Green Beans & Sweetcorn Nibilets	Savoury Slice Flona's Savoury Slice (Vegetarian) served with Tomato Sauce, Garlio Wedge, Sweetcom Niblets & Fresh Salad	

- Click on the chosen main meal. Once this is chosen, the desserts will appear
- Click on the chosen dessert
- Once chosen the meal choice will be displayed with a dark background and your meals wallet will be debited with the cost of the meal
- Click the 'next week' button at the top of the screen to choose for the following week
- You can cancel this order and start again if you wish by clicking the 'Cancel Order' button. The cost will then be credited back into your meals wallet and then debited again once you have re-chosen
- You may order three weeks in advance and look back three weeks previous by clicking the 'previous week' button



<u>Profile</u> This is where you may change your personal details, passwords etc.

<u>Payments</u> This gives you an overview of your accounts. You can search by transaction type or date. Just make your choice and click search. You can either view online, print out or export to a spreadsheet.

Below is an example of what you would see in the accounts overview:

Account	Transaction Type	Status	Description	Created On	Date	Amount (£)
Bob Adams	Meal Pre-order (debit)	Complete	Pre-order for Jonny Adams on Mar 31, 2014	1 day ago	Mar 25, 2014	-2.20
Bob Adams	Meal Pre-order (debit)	Complete	Pre-order for Geffrey Adams on Mar 31, 2014	1 day ago	Mar 25, 2014	-2.20

If you experience any problems please call your school administrator or call Orian on 08454 707010.

<u>TROUBLE SHOOTING</u> - If you are unable to view the menus once you are logged in, then it may be that your internet browser cannot support this application, you just need to download the FREE version of Google Chrome or similar.



