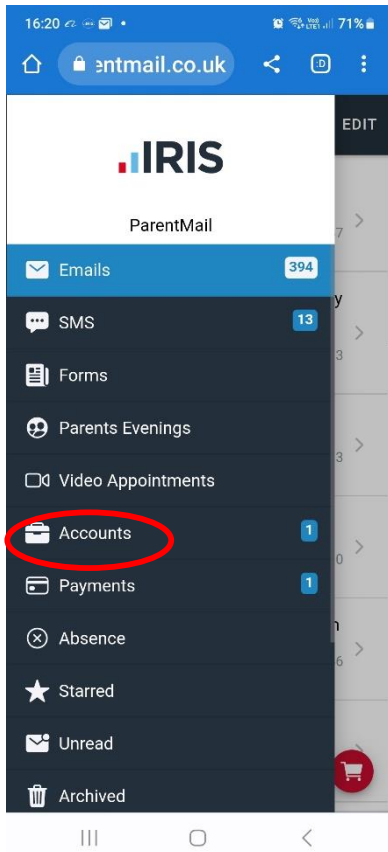


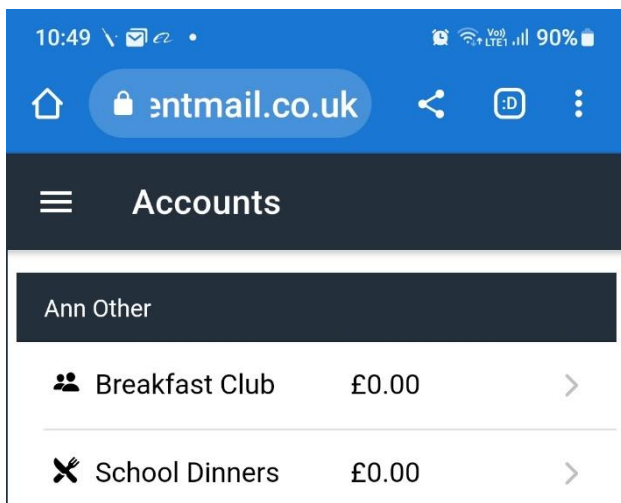
New Cashless School Dinner System

Please see the guide below on how to book and pay (if applicable) for your child's lunches.



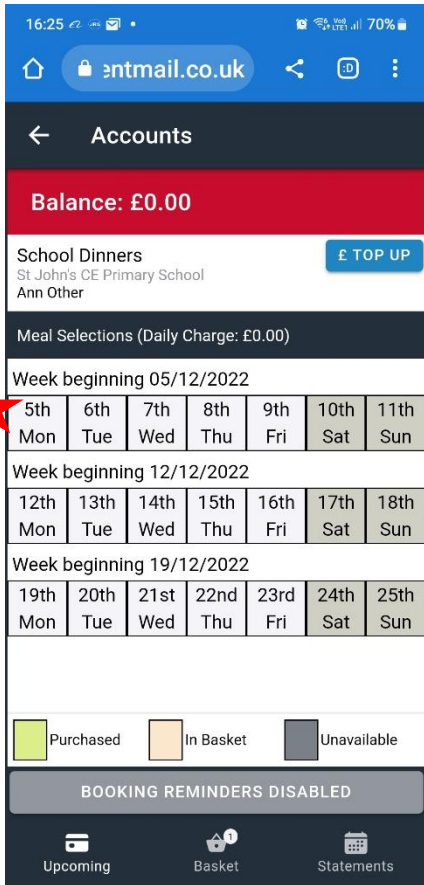
Step 1:

Login to your ParentMail account (or App) and select 'Accounts' from the menu.



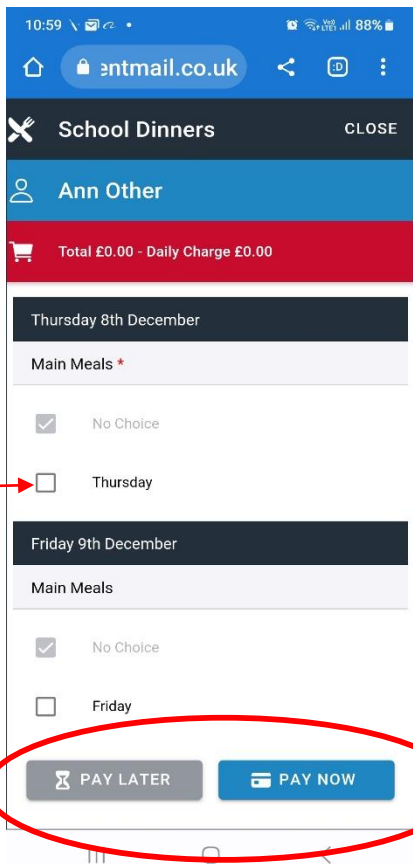
Step 2:

Click on School Dinners



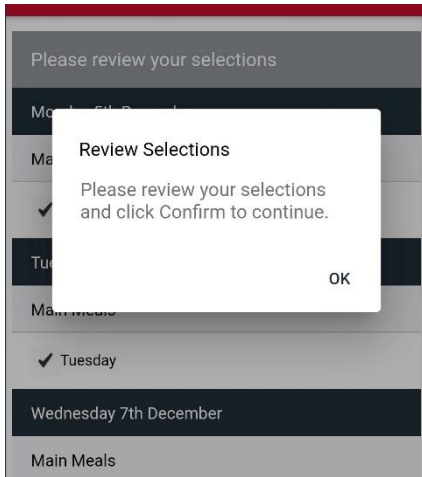
Step 3:

Click on the week you are ordering lunches for.



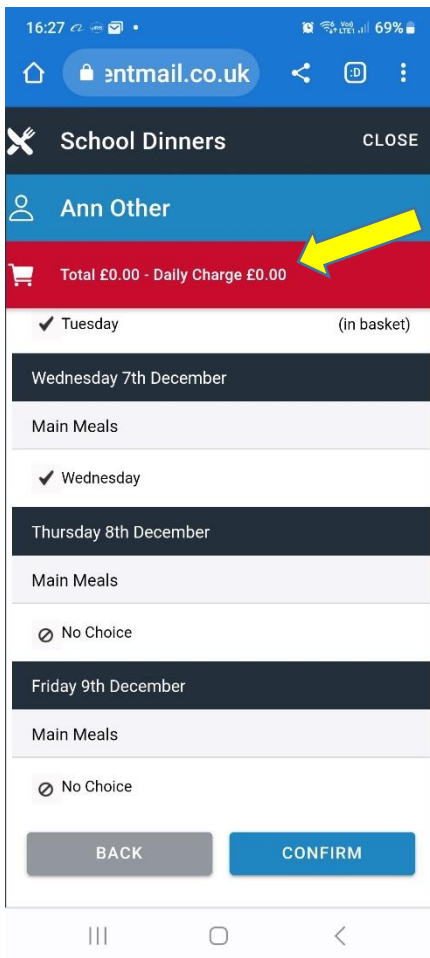
Step 4:

Check the boxes for the days you want to order a lunch for and then click on either Pay Later or Pay Now at the bottom of the screen.



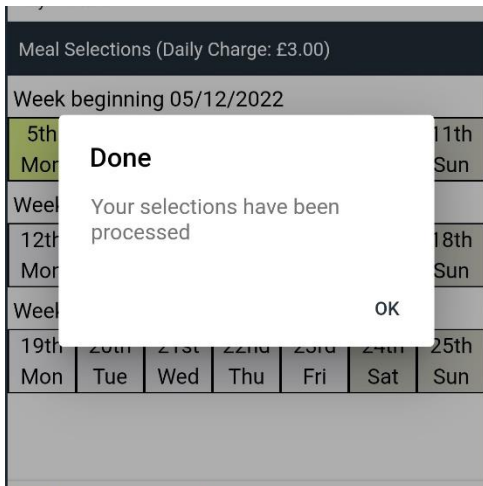
Step 5:

The following message will appear on the screen – review and click OK



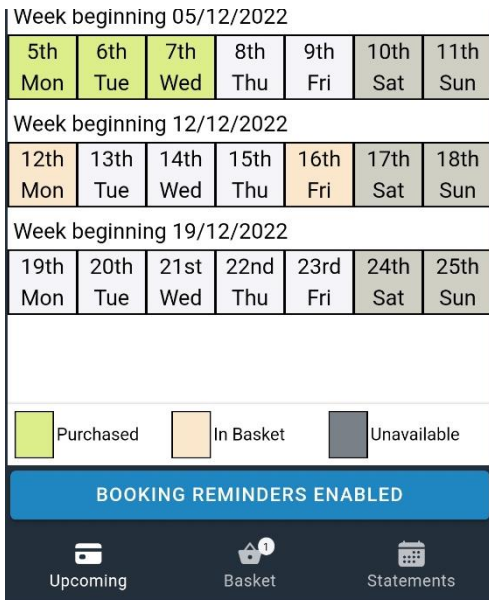
Step 6:

Your choice of days will now show with a bold tick and the cost (if you are required to pay for the meals) will be shown in the red bar at the top of the page. Click on CONFIRM at the bottom



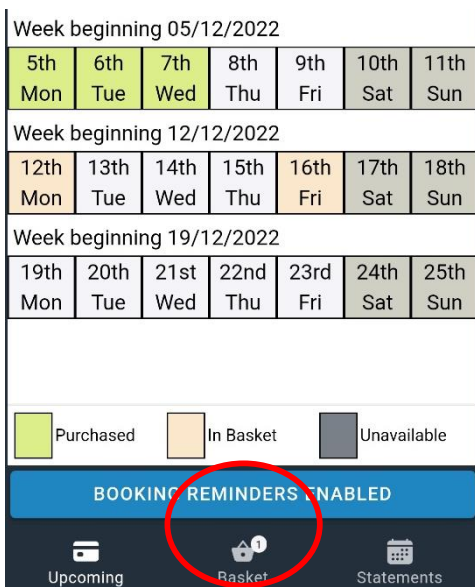
Step 7:

The following message will appear – click OK



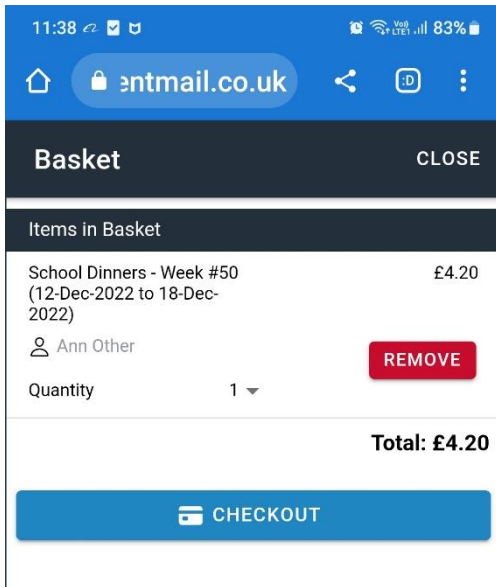
Step 8:

Your choices will now appear in green.



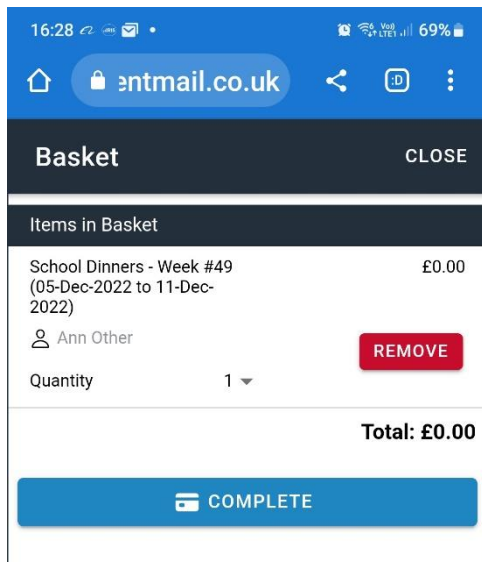
Step 9:

If there is a charge for the meals it will show in the basket at the bottom of the page.



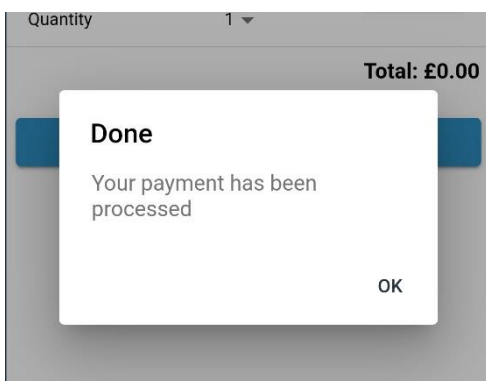
Step 10:

If there is a charge, click on CHECKOUT and follow the online instructions to make a payment.



Step 11:

If there is no charge, click on COMPLETE.



Step 12:

This final message will appear. Click on OK and you will be returned to the first screen showing your orders.

I HOPE THIS HELPS BUT IF YOU HAVE ANY ISSUES WE ARE HERE TO HELP TOO.

Mrs A Edwards