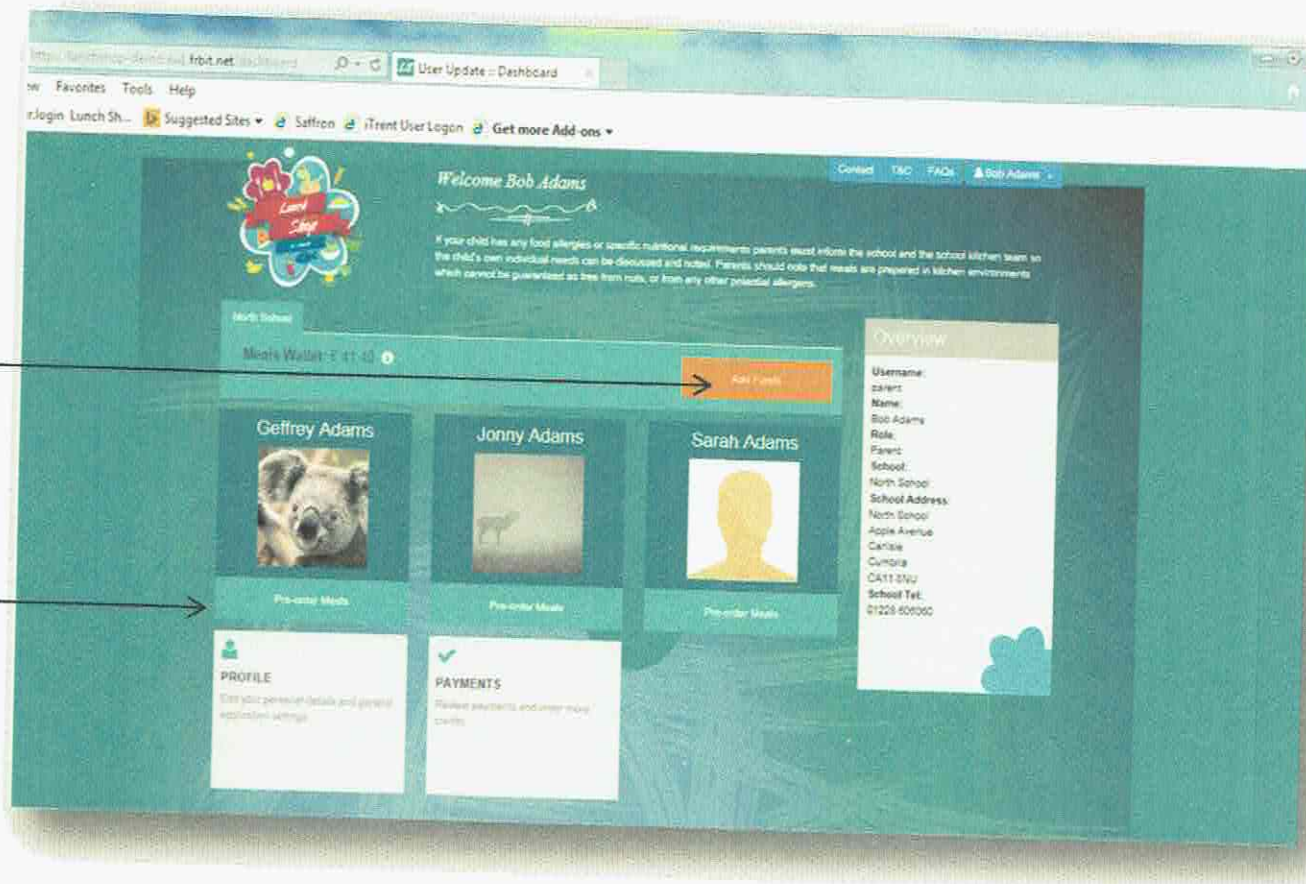


# PARENT PROCEDURE ON LUNCHSHOP

- Log into [www.lunchshop.co.uk](http://www.lunchshop.co.uk)
- 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

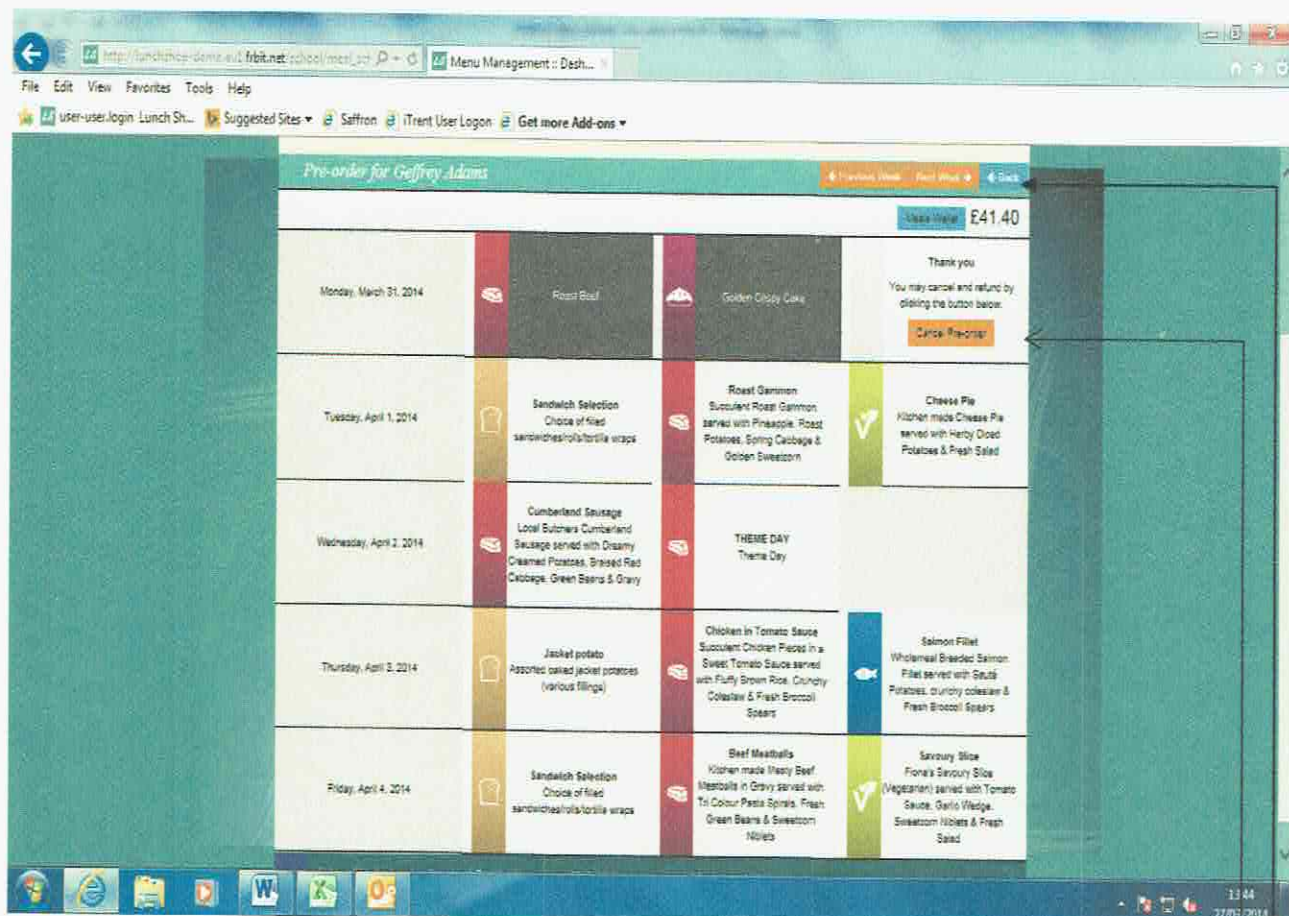


## Adding Funds

- Click the orange 'add funds' button (necessary only if you pay for a child)
- Enter the amount you wish to credit your account with
- Click the T&C's box
- 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

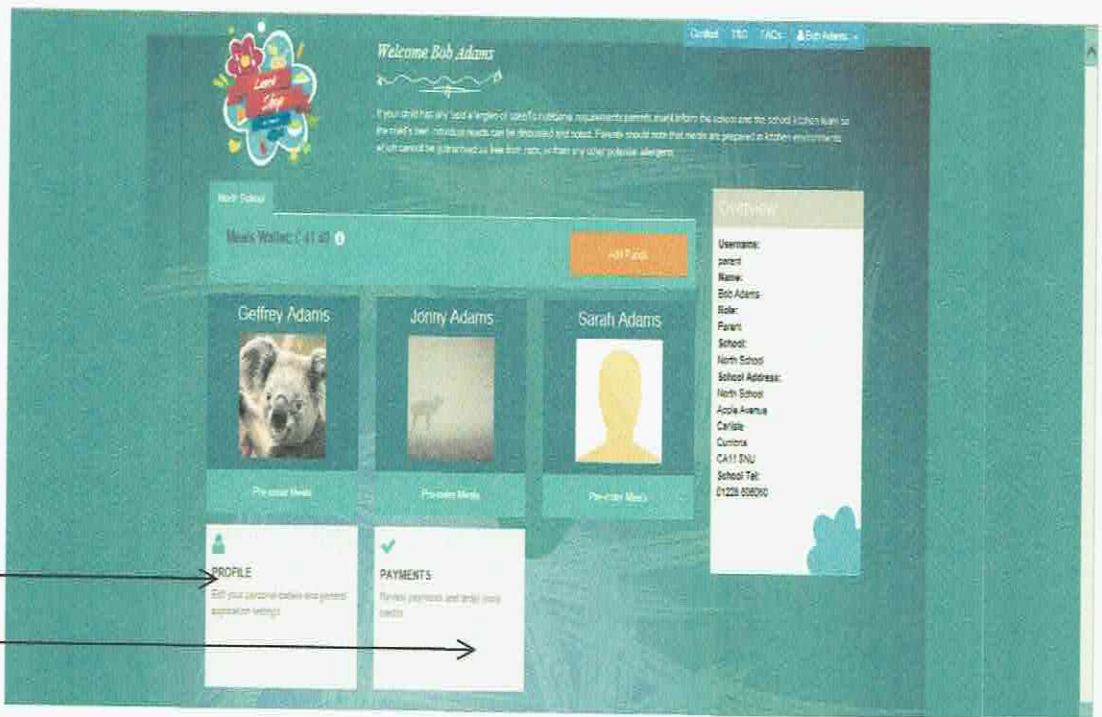
## Pre-ordering meals

- Click on 'pre order meals' under the child. You will need to order for each child individually even if they are free school meals



The above screen will come up showing the meals available for that week.

- 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 3 weeks in advance and look back three weeks previous by clicking the 'previous week' button.



Profile

This is where you may change your personal details, passwords etc.

Payments

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 Geoffrey 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.

**TROUBLE SHOOTING** - 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. Can't log in? – check you are inputting the password in CAPS.