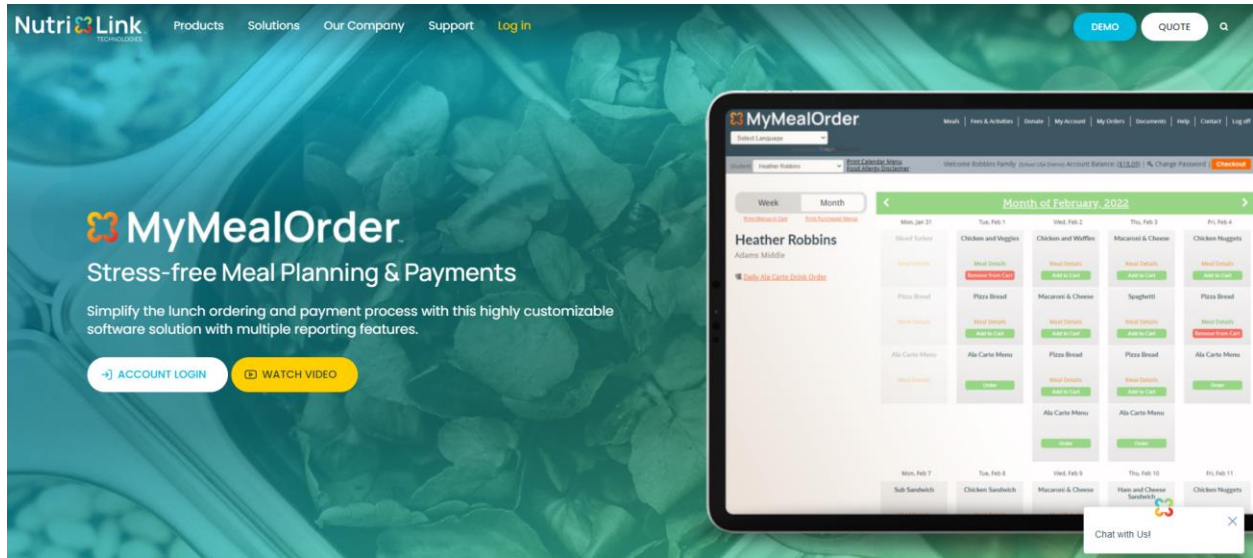


MyMealOrder Ordering Instructions

Log on to <http://mymealorder.com> to login or create an account. To create a free account, click the Register for a Free Account button.



From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username, and password. The username (or your email address) will be used to login to MyMealOrder. Once you create your account, click the “Click here to add students to your Account” button. You will need to add your children to your account in order to purchase meals.

A screenshot of the MyMealOrder registration form. The top navigation bar includes 'MyMealOrder', 'Help', 'Contact', and 'Registration'. There is a 'Select Language' dropdown menu. The form is titled 'Register for your account' and contains the following fields:

- *Display Name
- *First Name
- Home Phone
- *Username
- *Last Name
- Cell Phone
- *Password
- Home Address
- *Email
- *Confirm Password
- Alternate Address
- *Confirm Email
- *Security Question (What was your childhood nickname)
- State (Alabama)
- Email Notification
- *Answer
- City (Abbeville)
- Zip

A green button at the bottom right says 'Click here to add students or staff to your account'.

If you have forgotten your password and are unable to login, click the “Forgot Password” link. Enter your username or email address then answer the secret question. A temporary password will be emailed to you. (Please check your junk mail if you do not receive it right away.) Once you login, you can change your password by clicking the “Change Password” link in the upper right hand corner.

The screenshot shows the top navigation bar of the MyMealOrder website. On the left is the MyMealOrder logo. To its right are links for Meals, Fees & Activities, Donate, My Account, My Orders, Documents, Help, Contact, and Log off. Below the navigation bar is a language selection dropdown menu labeled "Select Language" and a "Powered by Google Translate" notice. On the right side of the page, a user is logged in as "asmith" from "School USA District" with an account balance of \$0.00 and a "Change Password" link.

Forgot your Password?

Please enter your email address and we will send you the instructions to reset your password.

Submit

This screenshot shows the security question page. The MyMealOrder logo is on the left, and links for Help, Contact, and Registration are on the right. The main heading is "Answer your security question" with a sub-heading "In what city or town did your mother and father meet?". Below this is an "Answer" label and a text input field. At the bottom are "Back" and "Finish" buttons.

Once you login, this is the week view, all of the available meals and ala carte items for the week are shown. The days that are “grayed” out are past the lead time required for ordering.

This screenshot shows the week view menu for the week of August 8, 2016. The navigation bar includes links for My Account, My Orders, Help, Contact, and Log off. The user is logged in as "Robbins Family" from "School USA District" with an account balance of \$3.50. The page features a "View Cart" button on the right. The menu is organized by user: Larry Robbins (Washington Elementary) and Heather Robbins (Adams Middle). For each user, there are two rows of meal options. The first row shows meals for Monday through Friday, with the Friday meal (Tacos) being grayed out. The second row shows meals for Monday through Friday, with the Monday meal (BBQ Sandwich) being grayed out. Each meal card includes the meal name, a "Meal Details" link, and an "Add to Cart" button.

	Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
Larry Robbins Washington Elementary	BBQ Sandwich with extras Meal Details	Chicken Nuggets Meal Details	Pizza Meal Details	Burger Meal Details	Tacos Meal Details
Heather Robbins Adams Middle	BBQ Sandwich Meal Details	Chicken Nuggets Meal Details	Mac & Cheese Meal Details	Chef Salad Meal Details	Burger Meal Details

To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn't been purchased yet.

You can also click the Details button of the Daily Ala Carte options to order individual items.

The Ala carte menu will open up and you need to enter a quantity next to the item(s) that you want to order and click Add to Cart. This adds the individual ala carte items to your cart.

You can move to the next or previous week by clicking the white arrows. Once you have added all of your meals and/or items to your cart, click the green View Cart button. The window will slide open to show all of your meals/items that are in your cart. You can remove items from your cart by clicking the X in the View Cart window or by clicking the Red Remove from Cart button. To remove an ala carte item, click Details to open the window and either change your quantity and click Update Cart or click Remove from Cart to remove all of the items.











Purchasing a Fee or an Activity

To pay for a fee or an Activity, click the Fees and Activities link at the top. You will see a listing of the current active fees and activities available to purchase. The categories are listed on the left. You can click a category to get a listing of activities in this category or All Activities will display all activities. You can use the checkboxes to filter for only required activities, hide purchased activities or show only purchased activities.

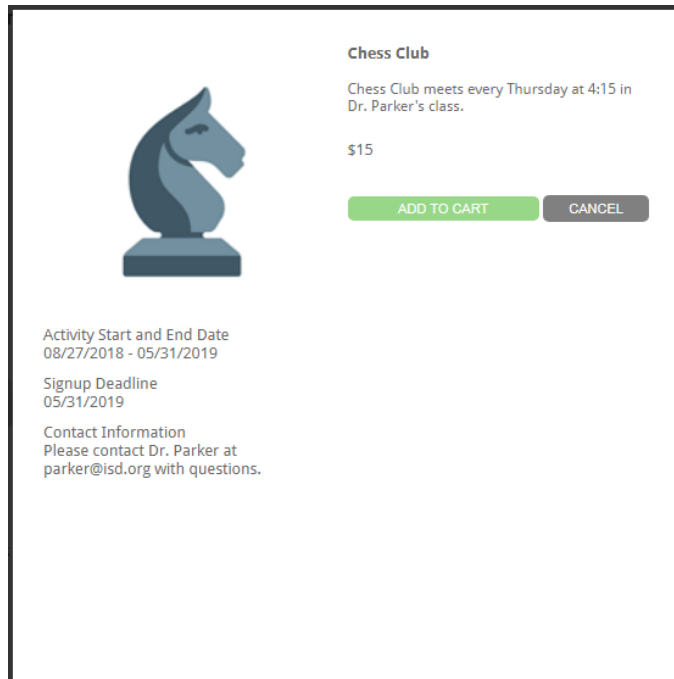
Heather Robbins ▾ **Adams Middle**

- All Activities
- Field Trip
- Music Fees
- PTSA
- School Clubs
- School Fees
- Spirit Wear
- Supplies
- Tickets
- Yearbook

Show only Required
 Hide Purchased
 Show only Purchased

 6th Grade Field Trip Purchased	 Art Supplies Required	 Athletic Shorts	 Band Fee Purchased	 Basketball Playoff Tickets Purchased
 Chess Club	 Chorus Fee	 Classic Sweatpants	 Clinic Supplies	 Computer Club

Click on any individual activity for details. The Details window will show the dates for the activity and the signup deadline. It may also include contact information and documents or links to websites with more information in the Resources section.



Chess Club

Chess Club meets every Thursday at 4:15 in Dr. Parker's class.

\$15

[ADD TO CART](#) [CANCEL](#)

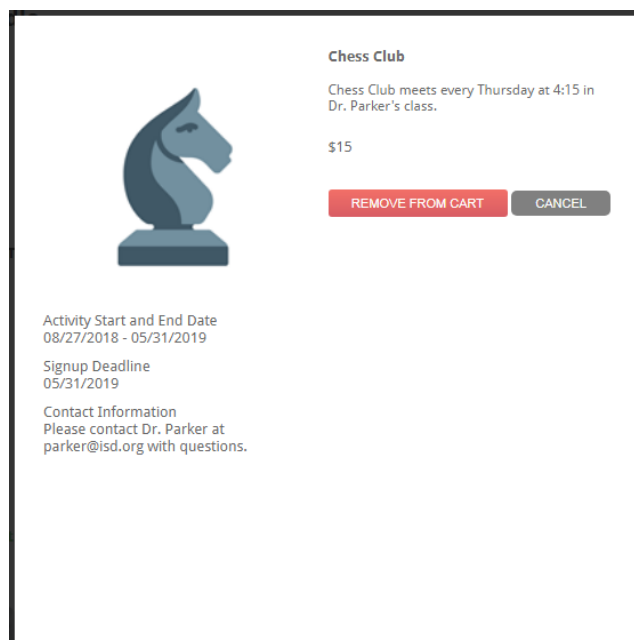
Activity Start and End Date
08/27/2018 - 05/31/2019

Signup Deadline
05/31/2019

Contact Information
Please contact Dr. Parker at
parker@isd.org with questions.

The image shows a card for a 'Chess Club' activity. On the left is a blue chess knight icon. To the right of the icon, the title 'Chess Club' is followed by a description: 'Chess Club meets every Thursday at 4:15 in Dr. Parker's class.' Below this is the price '\$15'. At the bottom right of the card are two buttons: a green 'ADD TO CART' button and a grey 'CANCEL' button. At the bottom left, there is contact information including the activity start and end dates (08/27/2018 - 05/31/2019), a signup deadline (05/31/2019), and a contact email (parker@isd.org).

Click the green “Add to Cart” button to add an individual fee/activity to your cart. Do this for each fee/activity that you would like to purchase. You will see “Added to Cart” under an activity if it is in the cart. To remove an activity from your cart, you can click on the activity and click the red “Remove from cart” button.



Chess Club

Chess Club meets every Thursday at 4:15 in Dr. Parker's class.

\$15

[REMOVE FROM CART](#) [CANCEL](#)

Activity Start and End Date
08/27/2018 - 05/31/2019

Signup Deadline
05/31/2019

Contact Information
Please contact Dr. Parker at
parker@isd.org with questions.

This image is identical to the one above, but the 'ADD TO CART' button has been replaced by a red 'REMOVE FROM CART' button, indicating the activity has been added to the cart.

You can purchase meals and fees/activities together if desired. Once you have added all fees/activities to your cart, click the green View Cart box on the right to get a summary of the items in your cart.

You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, select the green “Checkout” button to see a summary of your order. Next, click the green “Place Order” button to complete your Order and pay. **If you do not Checkout and click Place Order, the school will not receive your order, it’s only sitting in your cart.**

Account Balance: If there is Remaining Account Balance available, the system will deduct the total amount due from your Remaining Account Balance and complete the transaction.

No Account Balance: If the Remaining Account Balance is less than the Amount Due for this Order, selecting Place Order will open the Credit Card Processing Screen to process and complete your Order.

After you click Place Order, you will be given the payment option screen. You can pay by credit card or by check. Fill out the required information and click Complete at the bottom. This completes the transaction, and you will receive an email receipt of your order.

Credit/Bank Account
 Stored Payment

Credit Card Bank Account

First name Last name

Address

City

GA Postal code

Card number

MM / YY CV

Pay \$4.00

Save For Future Purchase

Cancelling Orders

Once orders have been purchased, the Add to Cart button changes to an orange button labeled "Purchased: Click to Cancel". This means the meal/item has been purchased. You can cancel an order by simply clicking this button, assuming you are within the cutoff time/lead time required. Once cancelled, your mymealorder.com account will be credited for the amount of the meal/item cancelled.











Week of June 12, 2017				
Mon, Jun 12	Tue, Jun 13	Wed, Jun 14	Thu, Jun 15	Fri, Jun 16
Burger	Chef Salad	Chicken Nuggets	BBQ Sandwich	Pizza
Meal Details	Meal Details	Meal Details Purchased Click to cancel	Meal Details Purchased Click to cancel	Meal Details Purchased Click to cancel

Once your order is complete, you will see "Purchased" under the activity. This lets you know it has already been purchased.

Heather Robbins ▾ **Adams Middle**

- All Activities
- Field Trip
- Music Fees
- PTSA
- School Clubs
- School Fees
- Spirit Wear
- Supplies
- Tickets
- Yearbook

Show only Required
 Hide Purchased
 Show only Purchased

 6th Grade Field Trip Purchased	 Art Supplies Required	 Athletic Shorts	 Band Fee Purchased	 Basketball Playoff Tickets Purchased
 Chess Club Purchased	 Chorus Fee Purchased	 Classic Sweatpants	 Clinic Supplies	 Computer Club

My Account

Account Settings







Display Name	Accountholder First Name
<input type="text" value="Robbins Family"/>	<input type="text" value="Mark"/>
Home Phone Number	Accountholder Last Name
<input type="text"/>	<input type="text" value="Robbins"/>
Cell Phone	Address Line 1
<input type="text"/>	<input type="text" value="240 North Main Street"/>
Email	Address Line 2
<input type="text" value="sdickerson@n-ltech.com"/>	<input type="text"/>
Confirm Email	State
<input type="text" value="sdickerson@n-ltech.com"/>	<input type="text" value="Alabama"/>
Security Question	City
<input type="text" value="In what city or town did your mother and father meet?"/>	<input type="text" value="Abbeville"/>
Answer	Zip
<input type="text" value="Decatur"/>	<input type="text" value="30043"/>

Notifications and Communications

Which of the following notifications and communications do you wish to opt out of?

- Administrative Cancellation
- Incomplete Order
- Negative Balance
- Open Orders
- Order Receipt
- Subscription Email




Students in Account

- Heather Robbins  
Adams Middle
- Jake Robbins  
Adams Middle
- Larry Robbins  
Adams Middle

[Add Student](#)

[Add Money To My Account](#)

Payments Options

- XXXX-XXXX-XXXX-6781 
- XXXX-XXXX-XXXX-4101 
- XXXX-XXXX-XXXX-5454 

[Add a Payment Option](#)

Settings

Default to: Week View Month View

[Save Settings](#)

Select My Account from the top Navigation bar.

Here you can Update your:

- **Phone #'s**
- **Address**
- **Email Address**
- **Security Question**
- **Add Students**
- **Set Email Notification Preferences**

Email Notifications:

- **Administration Cancellation** – in the event that the District Administration needs to cancel an order, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Incomplete Order** – in the event you add items to the Cart, but do not complete the Order Transaction, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Order Receipt** – in the event you complete a purchase, checking this option will suppress the email receipt notification. (Default= unchecked – Email Notifications accepted)
- **Subscription Email** – checking this option will suppress the emails sent by the administrator, usually with information about upcoming events. (Default= unchecked – Email Notifications accepted)

My Orders:

You can click on the My Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded are orders that were purchased, but the orders were cancelled either by you (clicking the orange “Purchased: Cancel” button within the lead time window) or by an Administrator for one reason or another.

If you don’t see your meals/items under the Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

Test Student	09/10/15	Purchased	Paella, Garlic Bread, Choice of 2% Milk or Spring Water	7.00	Details
Test Student	09/11/15	Purchased	Made to Order Deli, Apple, Fresh, Bottled Spring Water	4.95	Details
Test Student	09/24/15	Refunded	Mashed Potatoes & Gravy, Meatloaf (Sandra's), Green Beans, Choice of 2% Milk or Spring Water	7.00	Details

You can also click the Print Purchased Menus link at the top to see a calendar view of the meals/items you have purchased.

Help:

Under the help section, there are several FAQ’s you can click on to get more details.

[How do I create an account?](#)

[How do I add Students to my account?](#)

[How do I View Menu Calendars?](#)

[How do I View Nutritional Info?](#)

[What are Options?](#)

[How do I order for the Day?](#)

[How do I order for the Week?](#)

[How do I order for the Month?](#)

[What is Meal Mode vs. Item Mode?](#)

[How do I use Favorites?](#)

[How do I View items in Cart?](#)

[How do I Check Out and Pay?](#)

[How do I enable third-party cookies?](#)

[How do I edit my Account?](#)

[How do I change my password?](#)

[How do I cancel an order?](#)

[How do I view placed orders?](#)

[How do I change my stored payment information?](#)

Contact Us:

You can click the Contact Us link at the top of the page to send an email directly to technical support. Enter the required fields and submit. Our support team will receive your email and respond within 24 hours, usually much quicker than that.

Contact Us

Please contact your school directly for information regarding the balance of your account, refunds, or if your child appears to be enrolled in the wrong school. If you are still having technical issues please use our support request form below.

*Name

District

Email

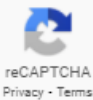
*School

Phone

*Issue Type

*Comments - Please provide students name and students school, etc when commenting on the issue.

I'm not a robot



SUBMIT