

# Internet School Meal Ordering System

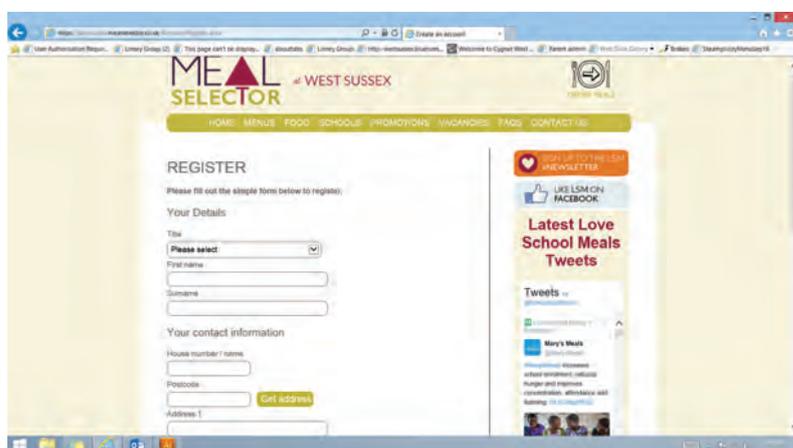
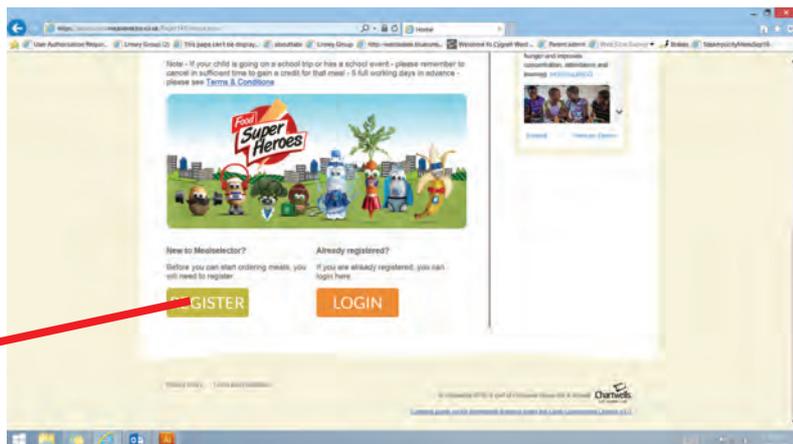
## User Guide

Connect to the Mealselector web site by typing [www.mealselector.co.uk](http://www.mealselector.co.uk) in the Microsoft Internet Explorer address area.

If you are using the web site for the first time you will need to register - the process is very simple. You will need to answer a few question about yourself and then about your child or children.

Scroll down the page until you reach the 'Register' button, click the button.

If you have more than one child and they are at different schools, you will NOT need to register twice, just add the additional child to your profile.



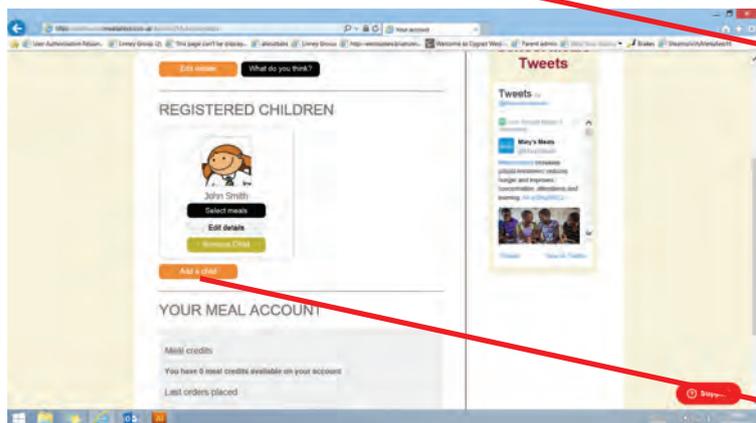
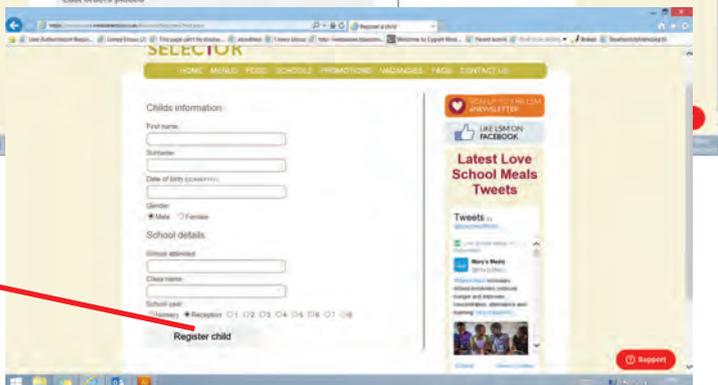
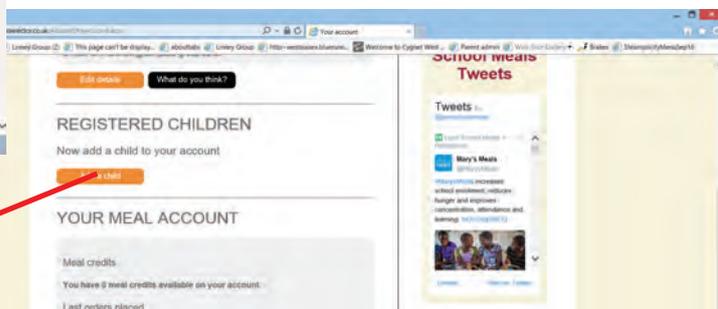
Enter all of your details on the form.

Choose a password that is easy to remember and then click the button to process your registration. This will then show you a summary of what you have entered, if any details are wrong you can edit them.

After registering your details you will now register your child or children's details, do this by clicking the 'add a child' button

Please insure you enter all details (class and date of birth).

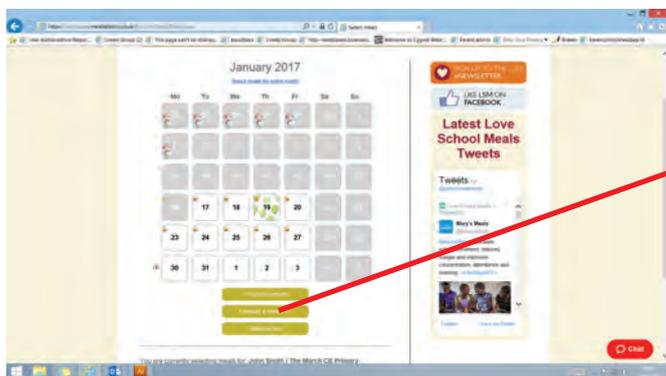
The click 'Register Child'.



You will now see an overview of the details you have entered (You may change any of your details).

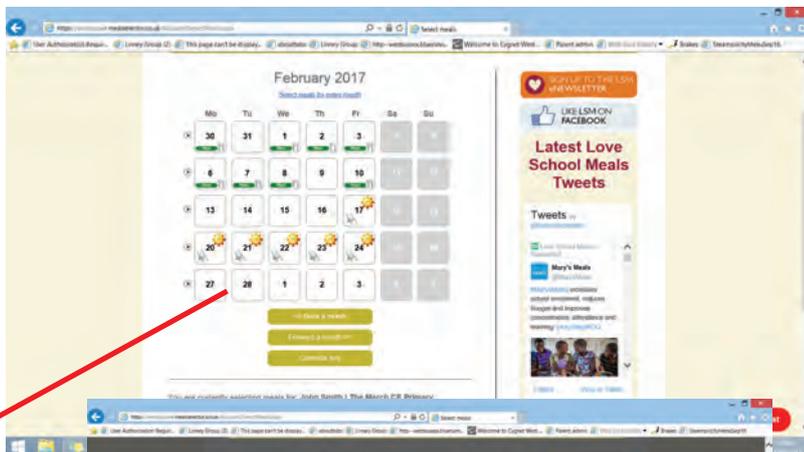
To add another child you will need to click on the 'add a child' button. (You will then need to enter details for your second child).

To select meals for your child you will need to click on the black 'select meals' button, this is located under your child's name.



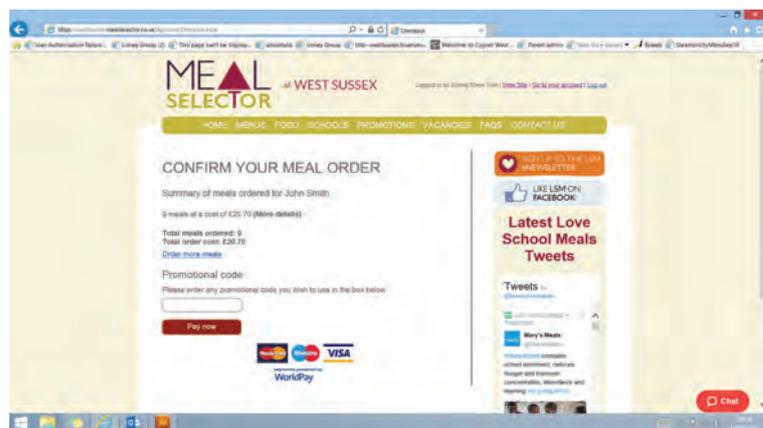
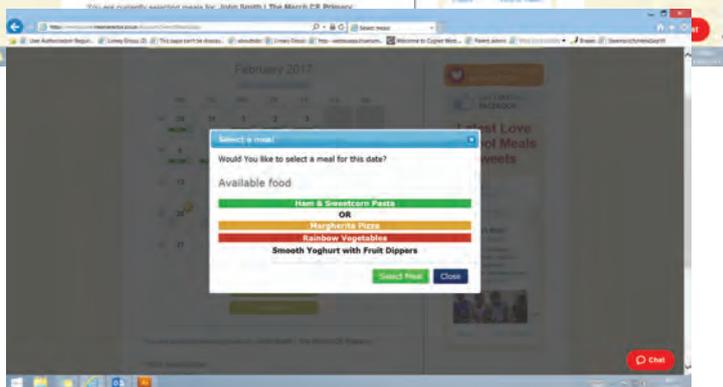
The screen will open to the calendar on the current month. The month can be changed to previous or forthcoming months by selecting either of the buttons at the bottom of the calendar.

To order meals simply click on the date that the meal is required. A new screen will appear showing you the menu for that particular day. You will need to confirm you wish to order this day by clicking the 'select meal' button.



When you have selected the meals that you want to order the screen will look like this - (Note that you do not have to order for a complete week and can select any days you wish - there is no minimum order).

Once the meals are selected you will need to click on the 'Pay Now' button which is on the right hand side of your screen.



The order summary shows the total number of meals ordered and the amount you will need to make payment for.

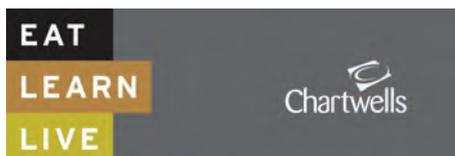
If you have any credit meals from cancellations you have made through the web site the amount will be deducted from your total payment.

You must proceed to the payment section for the selected meals to be reserved for your child or children.

The payment section is a secure site managed by WorldPay, and therefore we show images.

If you are having problems with any aspect of using the web site either:  
E-Mail - [support@mealselector.co.uk](mailto:support@mealselector.co.uk)  
or Telephone: 01159 245 400 extension 222 - office hours only

If you have any queries regarding your order, please contact the Chartwells West Sussex Office:  
E-Mail - [73041@compass-group.co.uk](mailto:73041@compass-group.co.uk)  
or Telephone: 0845 603 7998



Office Hours  
Monday to Friday 8:30am - 4:30pm

[www.mealselector.co.uk](http://www.mealselector.co.uk)