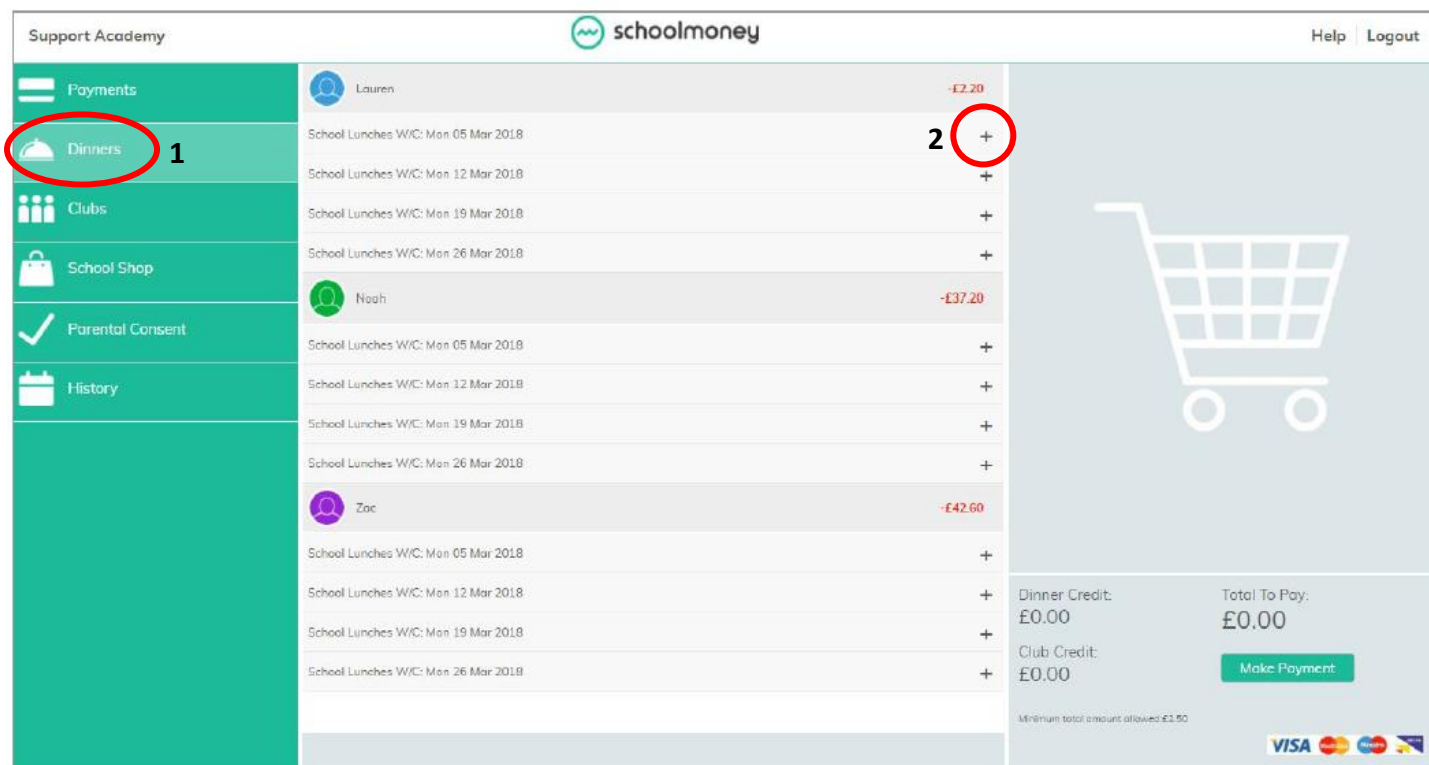


Pre-Booking your School Dinners – Instructions

1. Once you have logged in to the School Money system, the first thing that you need to do is go to 'Dinners' in the options menu. This will take you to a screen which will show each of the dinner weeks that are available to pre-book under your child's name (as shown below).



The screenshot shows the 'schoolmoney' interface. On the left, a green sidebar contains menu items: Payments, Dinners (circled in red with a '1'), Clubs, School Shop, Parental Consent, and History. The main area displays a list of dinner weeks for three children: Lauren, Noah, and Zac. The first row for Lauren is circled in red with a '2' and a '+' sign next to it. The right side of the screen shows a shopping cart icon and a summary of credits and total to pay.

Child	Week	Amount
Lauren	School Lunches W/C: Mon 05 Mar 2018	-£2.20
	School Lunches W/C: Mon 12 Mar 2018	+
	School Lunches W/C: Mon 19 Mar 2018	+
	School Lunches W/C: Mon 26 Mar 2018	+
Noah	School Lunches W/C: Mon 05 Mar 2018	-£37.20
	School Lunches W/C: Mon 12 Mar 2018	+
	School Lunches W/C: Mon 19 Mar 2018	+
	School Lunches W/C: Mon 26 Mar 2018	+
Zac	School Lunches W/C: Mon 05 Mar 2018	-£42.60
	School Lunches W/C: Mon 12 Mar 2018	+
	School Lunches W/C: Mon 19 Mar 2018	+
	School Lunches W/C: Mon 26 Mar 2018	+

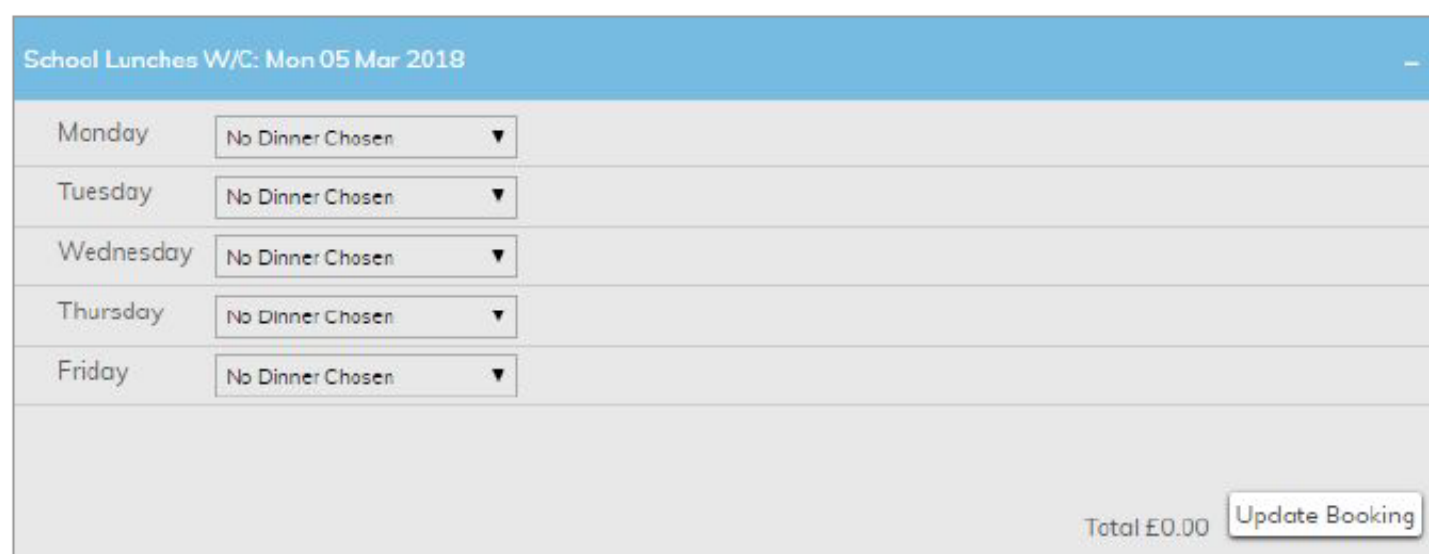
Summary:

Dinner Credit: £0.00	Total To Pay: £0.00
Club Credit: £0.00	Make Payment

Minimum total amount allowed £1.50

VISA, Mastercard, American Express logos are visible at the bottom right.

2. Select the + sign next to the week you would like to pre-book and you will see the below page to choose your options for each day of the week.



The screenshot shows the 'School Lunches W/C: Mon 05 Mar 2018' page. It features a table with days of the week and a dropdown menu for each day, all set to 'No Dinner Chosen'. At the bottom right, there is a 'Total £0.00' and an 'Update Booking' button.

Day	Selection
Monday	No Dinner Chosen
Tuesday	No Dinner Chosen
Wednesday	No Dinner Chosen
Thursday	No Dinner Chosen
Friday	No Dinner Chosen

Total £0.00 [Update Booking](#)

3. Select the drop down box next to the day you want to book for and choose one of the options available.

School Lunches W/C: Mon 05 Mar 2018

Monday	No Dinner Chosen
Tuesday	No Dinner Chosen
Wednesday	£2.00 - Vegetable & Chickpea Korma with Rice
Thursday	£2.20 - Jacket Potato with Baked Beans
Friday	£0.00 - Packed Lunch

Total £0.00 **Update Booking** 4

4. Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner. You can repeat for any other weeks/days you want to book.
5. Once you have finished entering all of your choices for the weeks you want to pre-book, you will then see the total owed for your meals in the basket on the right-hand side of the screen as indicated below.
6. Complete your order by clicking on the 'Make a payment' button and entering your payment details. If your meal choice are not paid for in advance, you child will NOT receive a school dinner.
7. Please note: For those who receive free school meals, you will not be asked to pay for any meals so once you have entered your, choices your meal will be booked. Juice boxes are not part of the free school meal allowance, so you will be asked to pay for those if you have added them to your order.

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Payments	Lauren	-£2.20	
Dinners	School Lunches W/C: Mon 05 Mar 2018	+	
	School Lunches W/C: Mon 12 Mar 2018	+	
Clubs	School Lunches W/C: Mon 19 Mar 2018	+	
School Shop	School Lunches W/C: Mon 26 Mar 2018	+	
Parental Consent	Noah	-£37.20	
History	School Lunches W/C: Mon 05 Mar 2018	+	
	School Lunches W/C: Mon 12 Mar 2018	+	
	School Lunches W/C: Mon 19 Mar 2018	+	
	School Lunches W/C: Mon 26 Mar 2018	+	
	Zac	-£42.60	
	School Lunches W/C: Mon 05 Mar 2018	+	
	School Lunches W/C: Mon 12 Mar 2018	+	
	School Lunches W/C: Mon 19 Mar 2018	+	
	School Lunches W/C: Mon 26 Mar 2018	+	

Total To Pay: £0.00 5

Make Payment 6

Minimum total amount allowed £1.50