

# Schoolcomms Meal Manager

- To book a meal/s for your child, click on the child you want to book the meal for
- Click on Lunch Money
- Click on Make or View Meal bookings
- Select the date you would like to book and select the meals

**Lunch Money**

Eve Bailey (4ES)

There is no payment history to show

**MAKE OR VIEW MEAL BOOKINGS**

**TOP UP BALANCE**

**Lunch Money**

Eve Bailey  
Amount to pay: **£0.00**

Make or view bookings

Monday, 02 November

Main

- Packed lunch Home
- Beef Lasagne
- Veggie Burger & Chips

Dessert

- Fruit Jelly

**View Today**

**Lunch Money**

Eve Bailey  
Amount to pay: **£2.30**

Make or view bookings

**PLEASE NOTE:** You have unconfirmed bookings. When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled. If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Monday, 02 November

Main

- Packed lunch Home
- Beef Lasagne
- Veggie Burger & Chips

**View Today**

- You will now see the total cost of your booking, click confirm booking to book your selection
- To complete the booking if you don't have an available credit to use, once you have clicked on Confirm Bookings the cost of the meal/s will be added to your basket.
- Click on Checkout and make the payment.
- **Any Payments due must be paid within 2 hours, failure to do so will result in unpaid bookings being cancelled**

**Lunch Money**

Monday, 02 November

Main

- Packed lunch Home
- Beef Lasagne
- Veggie Burger & Chips

Dessert

- Fruit Jelly

Key:

- Vegetarian
- Beef

Amount to pay: **£2.30**

**Confirm Bookings**

**Lunch Money**

Your bookings have been successfully saved. You have sufficient balance to cover the cost of these bookings.

**OK**

**Basket**

**PLEASE NOTE:** You have unconfirmed bookings. Any payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.

Cypad Lunch Money  
Eve Bailey (4ES)

£8.80

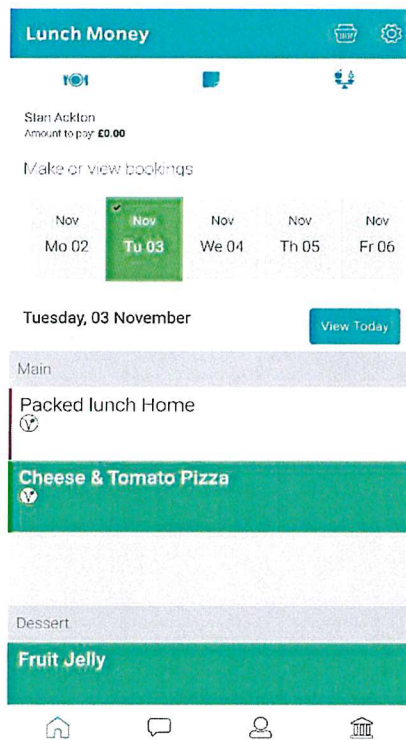
Total (1 item): **£8.80**

**CHECKOUT**

## Cancelling Meal manager bookings

The ability to cancel pre-orders will depend on the cut off time and lead days specified by the school

- To cancel a meal booking, Click on Lunch Money, then Make or View Bookings
- Click on the date required and de-select the meal option



- You Click on Confirm Booking
- You will then see a message confirming the booking has been updated.
- Please contact the school if you experience any issues

