

# MyMealOrder.com

The screenshot shows the MyMealOrder.com website. At the top left is the logo and name 'myMealOrder.com'. At the top right are links for 'How It Works', 'FAQ', 'Register For Free', and 'Contact'. The main content area features a background image of children eating. On the left, there is promotional text: 'Plan and order your children's school meals online. Pre-order and pay for school meals online. Quick, secure, and on your time.' Below this is a yellow button that says 'Register for a Free Account'. On the right, a white login form is overlaid with the title 'Login to your account'. The form includes fields for 'Email address or username' and 'Your password', a 'Remember Me' checkbox, and links for 'Create account' and 'Forgot password?'. A blue 'Login' button is at the bottom right of the form.

## myMealOrder.com is as Easy as 1, 2, 3...

The diagram consists of three vertical panels, each with a colored circular icon at the top containing a person silhouette with a plus sign. The first panel is green and titled 'Create a Free Account and Login'. The second panel is orange and titled 'Pick Your Children's Meals'. The third panel is blue and titled 'Place Your Order. You're Done!'. Each panel contains a brief description of the step.

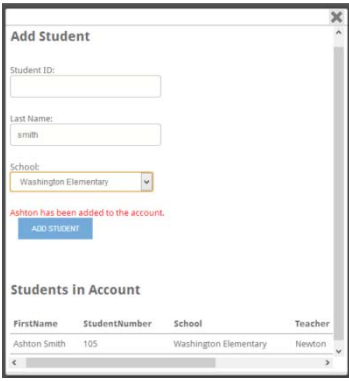
- Create a Free Account and Login**  
Enter all students in your household, then login to view, order and pay for school meals online.
- Pick Your Children's Meals**  
View what's on the menu, along with nutritional value for each meal. Order for a day, a week or an entire month.
- Place Your Order. You're Done!**  
Submit your order, pay, and your order will be waiting for your children at their school.

### Registration

Select *Register for a Free Account* to setup your new account. Select your State and School District. Enter all information as provided, including Display Name, Address, Phone, Email Address, Username/Password and Security Question/Answer. Press "Click here to add students to your account" when complete.

You will have an opportunity to edit your account in the future if needed. There, you will also find a few options to customize your Account for Email Notifications.

### Adding Students to your Account



You will need to add each student attending the school district before ordering. Add the students Student Identification number (please contact your district to obtain this number)

- A. Enter students last name as registered in school
- B. Enter the School student attends
- C. Select "Add Student"

Repeat this for each student attending this school district. Each name will appear in the list at the bottom of the window. You can remove students at any time.

## Calendar Views

MyMealOrder.com provides two calendar views to choose from when ordering meals for your students.

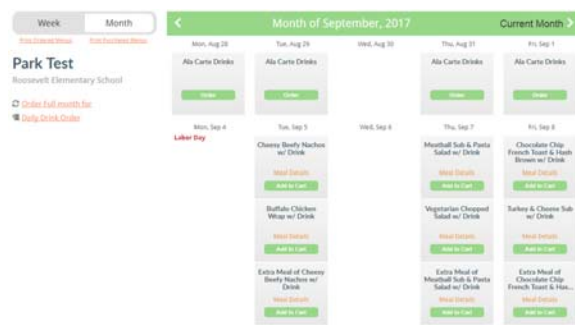
- **Week View** – displays meals that are scheduled for each student on the account in a five-day (Mon-Fri) view. This allows you to see all students in the selected week, in one screen.
- **Month View** – displays meals that are scheduled for each student on the account in a calendar month view. This view allows you to see a month calendar view for all meals that are scheduled for the selected month. Only one student's scheduled meals are shown at a time. You can use the Student listing dropdown in the upper left portion of the screen, to switch between students.

Orders can be placed in either view.

### Week View



### Month View



## Ordering

Orders can be placed in numerous ways.

- **Add to Cart** – you can select **Add to Cart** one day at a time, and that meal for that student will be placed in your Cart.
- **Meal Details** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order by clicking Add to Cart at the top of the popup.
- **Item mode** – For schools that operate on a la cart menu, select Order to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

## Options

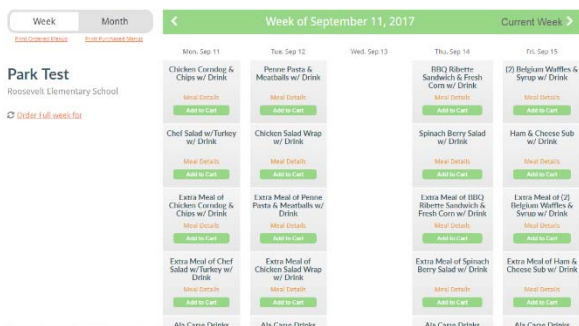
★ [Order Favorite Meals](#)

🔄 [Order Full week for](#)

• Lunch

- Order Full Week for Lunch – Select Order Full Week for Lunch to place an order for all days in the view for that selected student. Use Cancel Full Week Order for Lunch to remove all orders placed for the week shown.
- Order Favorite Meal – As you add your favorite items to your own favorite’s list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

## Ordering – Month View



Similar to Week View, Orders can be placed in numerous ways.

- **Add to Cart** – you can select **Add to Cart** one day at a time, and that meal for that student will be placed in your Cart.
- **Meal Details** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order by clicking Add to Cart at the top of the

popup.

- **Item mode** – For schools that operate on a la cart menu, select Order to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

## Options

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## View Cart


Date	Description	Price	Delete
Monday September 11	Chicken Corndog,Chips,	\$4.40	✘
Tuesday September 12	Chicken Salad Wrap,	\$4.40	✘
Thursday September 14	BBQ Ribette,Fresh Corn,	\$4.40	✘
Friday September 15	Ham and Cheese Sub.,	\$4.40	✘
Subtotal		\$17.60	

Checkout Empty Cart Total \$ 17.60

Select  from the right-side of the screen anytime to view items placed in your cart. The Cart will show each menu/item, for each day ordered, by student. The Cart will show the item Ordered, date of the scheduled Menu, Price, Qty, and Description.

Select  next to any item you want to remove from the Cart. You can also close the Cart and remove an order from the Week or Month View.

Select  to save and complete your Order and pay.



Select  to empty the Cart and remove all items placed in the Cart.

## Checkout

From the View Cart window, select  to save and complete your Order and pay.

### Park Roosevelt Elementary School

Date	Description	Price	Delete
Monday September 11	Chicken Corndog,Chips,	\$4.40	✘
Tuesday September 12	Chicken Salad Wrap,	\$4.40	✘
Thursday September 14	BBQ Ribette,Fresh Corn,	\$4.40	✘
Friday September 15	Ham and Cheese Sub.,	\$4.40	✘
Subtotal		\$17.60	

Order Total: \$17.60
Amount Due: <b>\$17.60</b>
Credit Card Fee*: \$0.00
E-Check Fee*: 0.00
<small>* Convenience fees are informational only. Fees will be recalculated during checkout.</small>
 



**Review:** The screen will once again list all items placed in the Cart for *Review*. The right side of the Review will display the Remaining Account Balance, as well as the Amount Due for this Order.

**Available 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 Available 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.

## Process Payment Card

First Name:	<input type="text"/>	<input checked="" type="radio"/> Credit Card <input type="radio"/> Check
Last Name:	<input type="text"/>	Credit Card Number (digits only): <input type="text"/>
Phone Number (optional):	<input type="text"/>	Expiration: MM / YYYY <input type="text"/> / <input type="text"/>
Sub Total:	\$35.00	CW: <input type="text"/>
Account Balance:	-\$5.00	Billing Address: <input type="text"/>
Convenience Fee:	\$ - -	City: <input type="text"/>
Total:	\$30.00	State: <input type="text" value="AL"/>
<small>* Convenience fee will be recalculated based on payment type.</small>		Zip Code: <input type="text"/>
		<input type="checkbox"/> Save For Future Purchase
		<input type="button" value="Complete"/>

Enter all required information. You can Save your credit card information (optional) to your account, so that future Meal Orders can be charged without prompting your credit card information each time.

Select **Complete** - to process the order.

## Orders

Student	Meal Date	Status	Meal	Price	
Ashton Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	<a href="#">Details</a>
Ashton Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	<a href="#">Details</a>
Linda Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	<a href="#">Details</a>
Linda Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	<a href="#">Details</a>
Robert Smith	03/21/13	Purchased	Milk, Macaroni & Cheese, Corn, Sauteed vegetables	2.00	<a href="#">Details</a>
Robert Smith	03/22/13	Purchased	Milk, Green beans, Chicken Nuggets, Applesauce	2.00	<a href="#">Details</a>
Ashton Smith	03/25/13	Refunded	Milk, BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Green beans, Corn bread	1.75	<a href="#">Details</a>
Ashton Smith	03/26/13	Refunded	Burger, Milk, Potato Chips, Celery Sticks	1.75	<a href="#">Details</a>
Ashton Smith	03/27/13	Refunded	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	<a href="#">Details</a>
Ashton Smith	03/28/13	Refunded	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	<a href="#">Details</a>

Once orders are processed through the Checkout, a confirmation email will be sent to the user. Orders can be viewed in the My Orders Menu Option at the top navigation bar at the top of the screen.

Orders are listed separately for each date, and for each student. Select **Details** to view details of the order selected.

## Status

- Purchased – indicated items have been successfully ordered and payment processed.
- Refunded – indicates an order has been canceled and the amount refunded to the Account Balance.
- Voided

## Cancelling Orders

Once orders have been purchased, the Add to Cart button changes to an orange button labeled “Purchased: Click to Cancel”. 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 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
<a href="#">Meal Details</a>	<a href="#">Meal Details</a>	<a href="#">Meal Details</a> <a href="#">Purchased Click to cancel</a>	<a href="#">Meal Details</a> <a href="#">Purchased Click to cancel</a>	<a href="#">Meal Details</a> <a href="#">Purchased Click to cancel</a>

## My Account

### Account Settings

Display Name <input type="text" value="ParkTest"/>	Accountholder First Name <input type="text" value="Park"/>
Home Phone Number <input type="text"/>	Accountholder Last Name <input type="text" value="Test"/>
Cell Phone <input type="text"/>	Address Line 1 <input type="text"/>
Email <input type="text" value="park@test.com"/>	Address Line 2 <input type="text"/>
Confirm Email <input type="text" value="park@test.com"/>	State <input type="text" value="Illinois"/>
Security Question <input type="text" value="What was your childhood nickname?"/>	City <input type="text" value="Abingdon"/>
Answer <input type="text" value="parktest"/>	Zip <input type="text"/>

### Students in Account

Park Test    
Roosevelt Elementary School

[+ Add a Student](#)

### Payments Options

[Save Settings](#)



# Notifications and Communications

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

- Administrative Cancellation
- Incomplete Order
- Order Receipt
- Opt Out of All Notifications

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)
- **Opt Out of all Notifications** – checking this option will suppress ALL email notifications to you (Default= unchecked – Email Notifications accepted)