schoolcafe

QUICK CARD

REGISTRATION

1. Select **Create a new account**

2. Select *I'm a Parent* and select **Next**

3. Enter your name and contact information, and then select **Next**

4. Create a username and password you will easily remember, and confirm the password

5. Set up a security question and answer (in case you do forget your login credentials) and select **Next**

6. Read and accept the Terms & Conditions, and then select **Create My Account**

ADD STUDENT(S)

1. At the top of your Dashboard, select **Add a Student**

2. Enter your student's information as requested

3. Select **Search & Verify student**

4. Verify the student found is accurate and select **Add this Student**

ONLINE ORDERING

1. Select student that is purchasing a meal from SchoolCafe

2. Click **Place Order**

3. Select the date for order (day for pick-up or delivery)

4. Verify student selection (drop down menu)

5. Select Meal Type (Orders for both breakfast and lunch may be selected at this time)

6. Fulfillment Location (choose "Cafeteria" if student is in attendance at school -the meal will be delivered to classroom OR select "Pick-up" for Tuesday meal distribution at Unionville High School Cafeteria Entrance)

7. To add meal options, simply click **ADD** (be sure to select milk choice to go with meal selection)

8. Once selection made click **NEXT**

9. Review order and write any Special Instructions for the cafeteria staff at this time (place to write in both breakfast and lunch orders)

10. **Place Order** to submit the order and you will receive confirmation