



Touch of SAGE® Mobile App Quickstart Guide for Parents

This quickstart guide will walk you through setting up the Touch of SAGE® Mobile App for first-time use.

Get the App

The mobile app is available for both Android and Apple smartphones and tablets. It can be downloaded from either the Google Play Store or the Apple App Store.

1. Make sure you're connected to the internet.
2. Go to the app store.
3. Search for Touch of SAGE® by SAGE Dining Services®.
4. Select the app from the search results.
5. Tap **Install**.

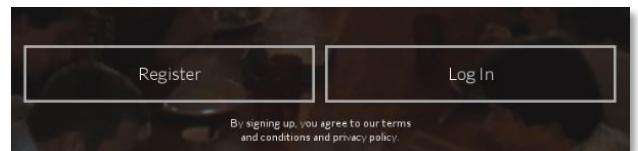
Installation shouldn't take more than a few seconds. Once the installation process is complete, you'll be able to register for an account.

Create an Account as a Parent

Creating an account is a short, two-step process. We need just a few details from you.

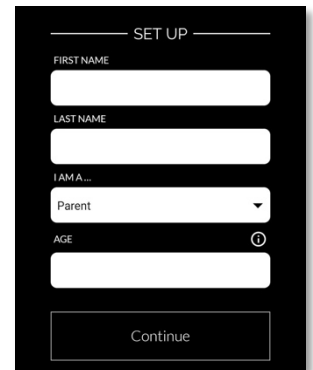
Sign Up:

6. Open the Touch of SAGE® app.
7. Tap the **Register button**.
8. Enter your email address.
9. Enter your password.
 - Your password must be at least four characters long.
10. Confirm your password.
11. Tap the **Register button**.



Set Up:

12. Enter your first and last name in the fields.
13. Select **I am a parent** from the drop-down list.
14. Enter your age.
15. Press the **Continue button**.
16. You'll receive an email verification to complete your profile setup.

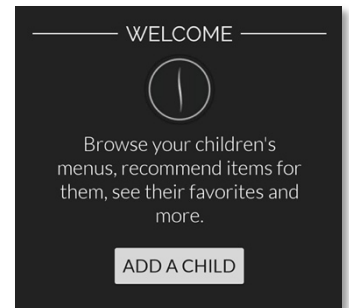


Add Your Kids and Their Schools

By adding your children and the school(s) they attend, you'll be able to access the menus, see your child's favorite items, and even create an allergen profile for them.

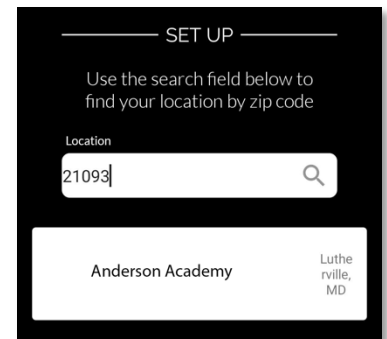
Add a Child:

17. Tap the **Add A Child button**.
18. Enter your child's email address.
19. Enter a password for your child.
 - The password must be at least four characters long.
20. Confirm the password.
21. Enter your child's first and last name.
22. Press the **Register button**.



Select Your Child's School:

23. In the search bar, type in the ZIP code for your child's school and press the **Search button**.
24. From the list of search results, tap the appropriate school.
25. Tap the **Finish button**.
26. You'll see a message confirming that the school selection was saved.



Repeat the above steps (starting at 17) for each child attending a SAGE school.

Select Your Child's School Menu

You may need to attach the appropriate menu for your child. Typically, upper school and lower school dining halls feature different menus.


Select a Menu:

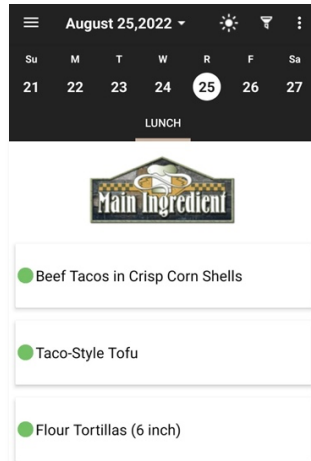
27. From the list, select the child you want to update by tapping their name.
28. From the navigation menu, select the menu from those available.

That's it! You're ready to go!

Navigating the Menu

Accessing and navigating the menu is simple.

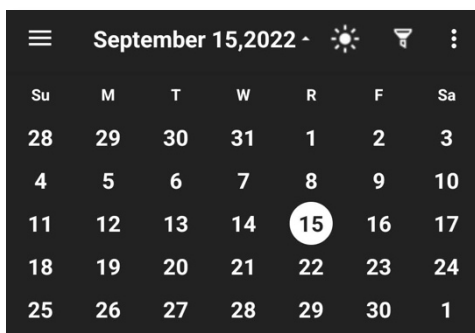
1. Tap the **triple-stack icon**  in the upper right-hand corner of the app to reveal the navigation view.
2. Select **Menu** from the list of options.
3. You'll be taken directly to the current menu. By default, today's date is selected.



4. Swiping left or right on the calendar will change the week.

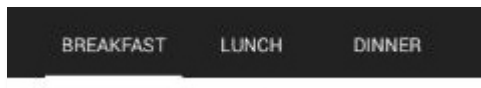


5. To view the whole month, tap the **down arrow** next to the date at the top of the app. This changes the view from week to month. Tapping it again will change it back to the weekly view.

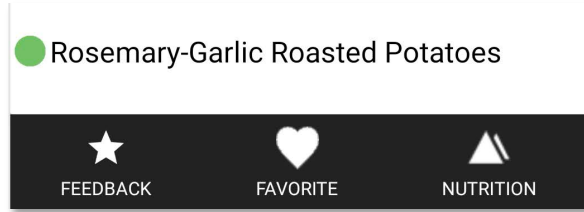


6. Choose any date you wish to view simply by tapping on it. The new menu will load automatically.


7. You can navigate to any meal by tapping one of the choices listed near the top of the screen.



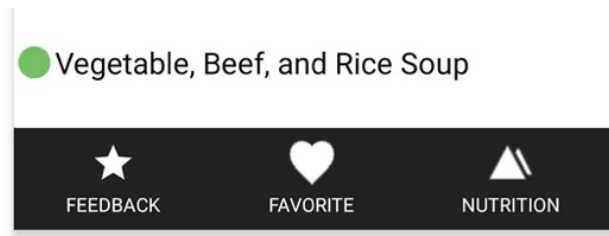
8. Tap any item on the menu to view its nutrition information. You can also send feedback directly to the Chef, or recommend that item to your child.



Recommending an Item

You can recommend menu items to your child. When you recommend something to your child, they'll see a thumbs-up icon  on the screen encouraging them to choose the item when dining.


1. Open the menu.
2. Tap any item you'd like to recommend.
3. A list of options will appear below the menu item:

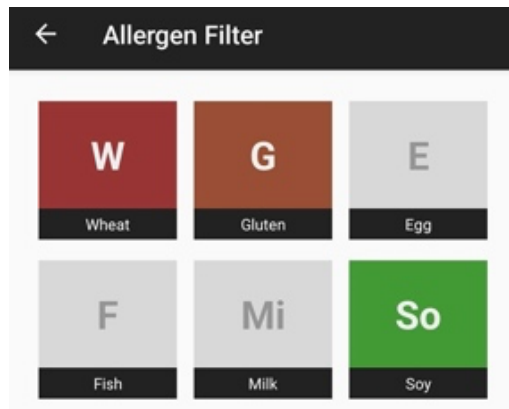


4. Tap the **thumbs-up icon**.
5. You'll see a message confirming that the recommendation has been sent.
6. You can unrecommend an item by tapping the thumbs-up icon a second time.

Using the Allergen Filter

You can select and apply filters to hide menu items that contain allergens.

1. Tap the **filter icon**  to reveal the allergen filter view.
2. Tap any allergens from the list available.
3. Selected allergens will highlight in color.



4. Tap **Save**.
5. Now all menu items containing the selected allergens will fade out.
6. Your profile will be stored, and you won't have to repeat this step.

FAQ

Can I use the app on my tablet?

Yes. As long as it's an Android or Apple device, you can use the app on your tablet. Internet access is required.

I've forgotten my password. Can I still access my account?

Yes. You can reset your password by going to the login page and tapping **Forgot Password?**

My child doesn't have an email address. Can I still create an account for them?

No. An email and password are required to use the app. If you're comfortable giving your child independent internet access, consider a free email service like Gmail.

Do I have to filter for allergens every time I look at a menu?

No. The allergen settings for each child are saved and will be applied automatically whenever you open a menu.

What if my child's allergens change? Is there a way to clear the allergen filter?

Yes. Return to the allergen filter, then add or remove any allergens that have changed. When you're done with your changes, tap **Save**.

How can I contact the kitchen staff?

Open the navigation view for the school you want to view by tapping the **triple-stack icon** in the upper right-hand corner of the app, and select **Location**. The phone numbers and email addresses will be listed for the school's SAGE management team.