MealManage Parent Guide

Mobile & Desktop

MealManage Parent Guide – Mobile

Step 1: Download MealManage Mobile Application

Scan the QR codes below or use the links below to download the Mobile application on your smart phone.

iOS	Android

Download links –

1) Apple app store – Download MealManage for iOS
2) Google Play Store - Download MealManage for Android

Step 2: Registration / Activation
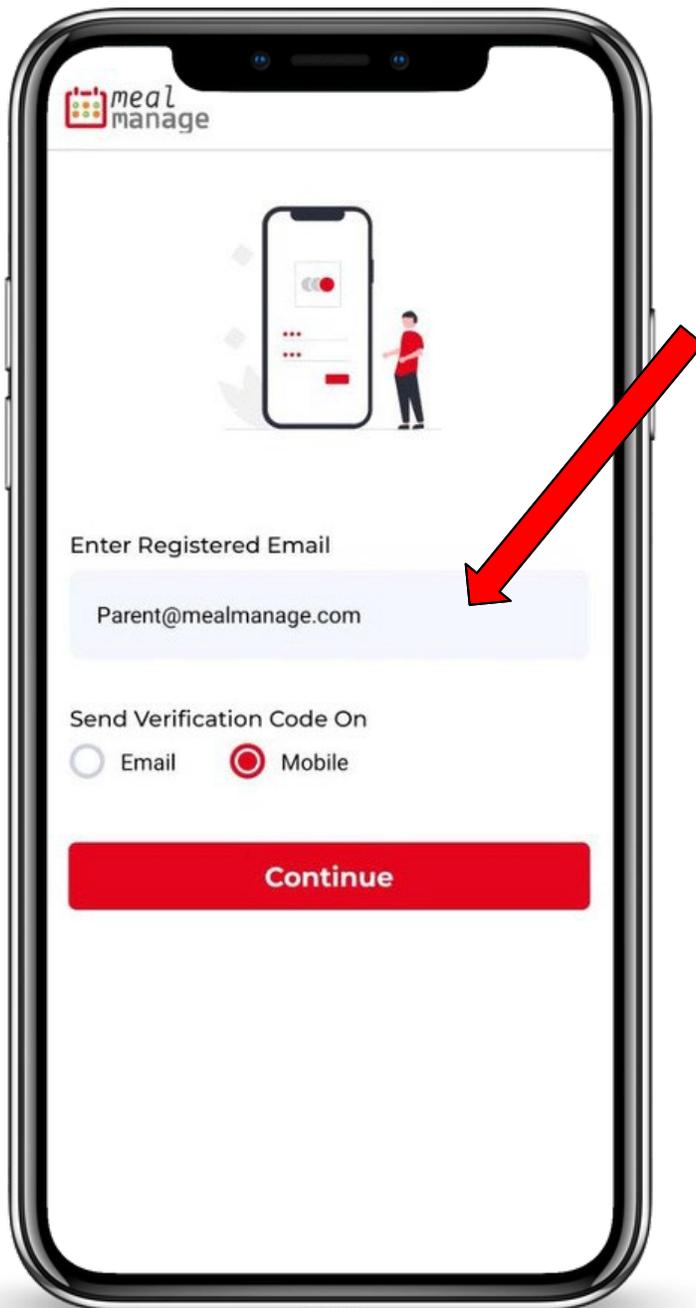
You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

Open the Mobile App. Enter your email and follow the prompts to activate your profile.

Step 3: Dashboard Setup

Once logged in, all your students can be managed from one single account.
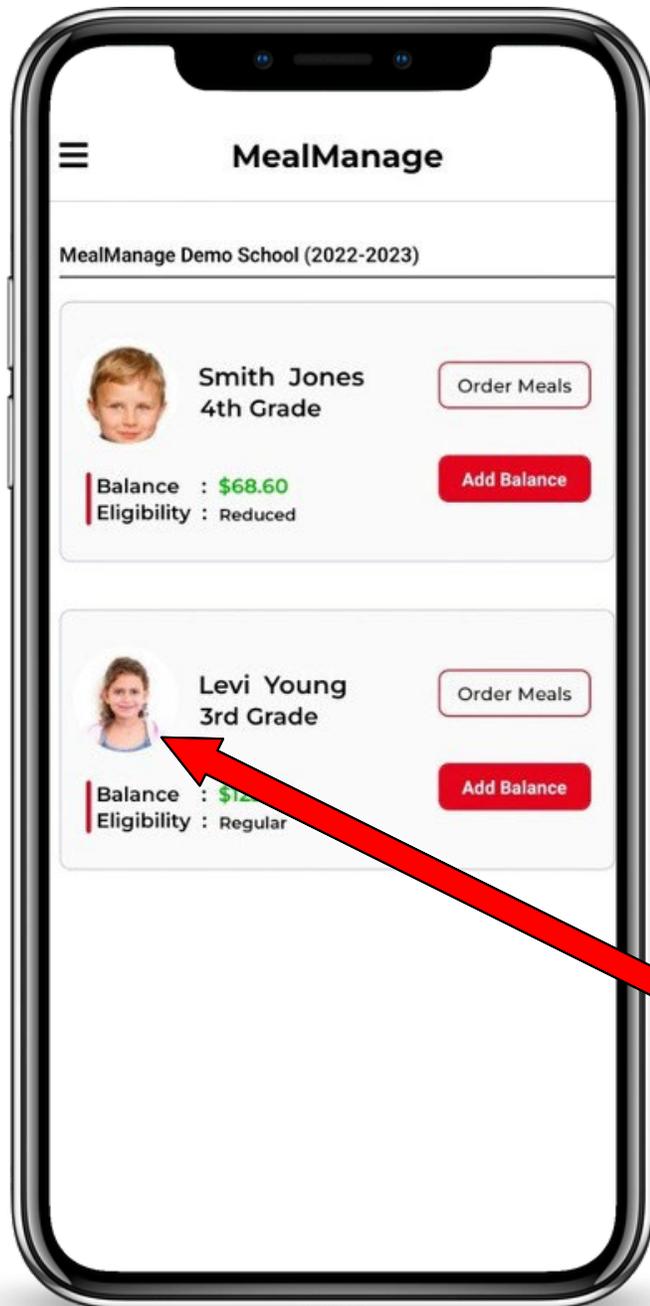
Allergy Information can be added by selecting the student's name directly.

Add your student's allergy Information by selecting the respective icons and save.

Step 4: Add Balance

Your account balance can be used for Meals and other purchases at school. Payments can be made at the end of ordering as well. You can add balance to one student or multiple students simultaneously as shown below.
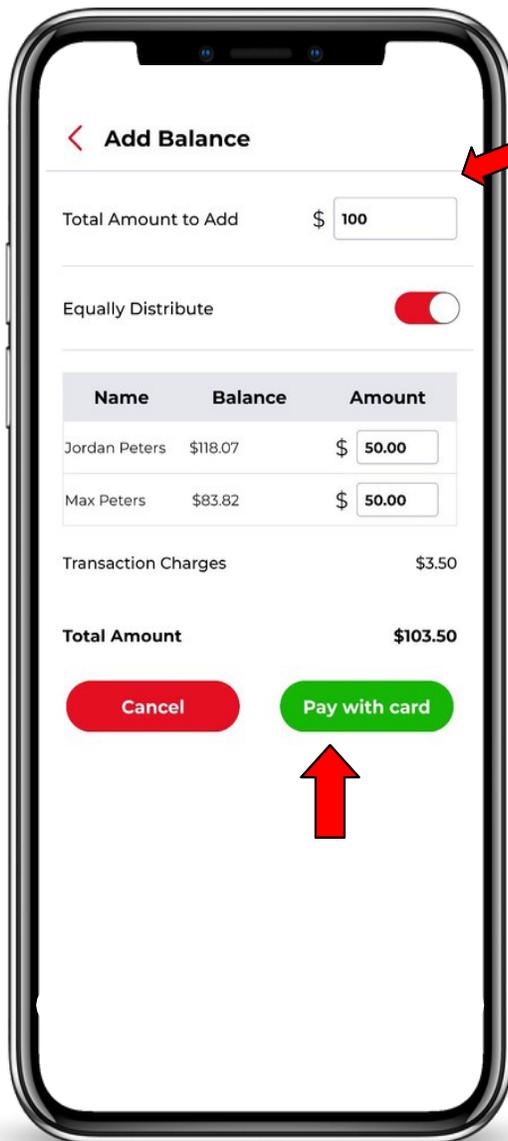

Click on Add balance button.

Enter the amount you wish to load into student's account.

Enter your card information and click pay.

Note: MealManage will not save your card information. Payment is 100% secure.
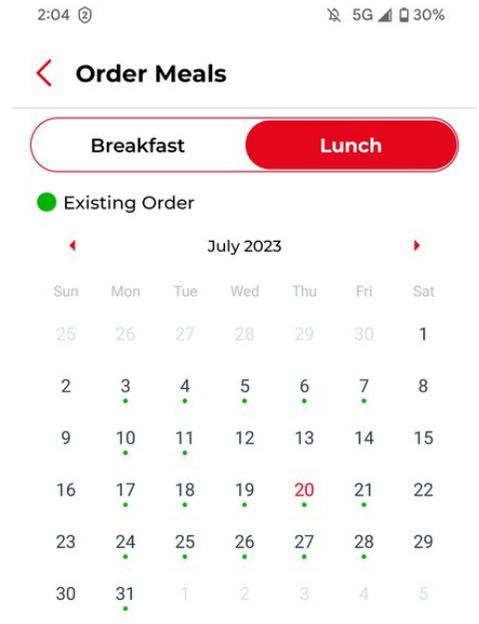
Step 5: Order Meals & Payments

If your School is accepting pre-orders, click the **'Order Meals'** button to order your meals.

You can order meals until the cutoff time specified by school.

Once you have made the selections for a day, the day will be marked with a green dot as shown below. You can use calendar view for convenience.


Once you have made all your selections, press the order button below and pay with either a credit/debit card or with your account balance.

*Cancellations – To make a cancellation, just de-select the item and process like placing a normal order. The system will automatically credit your account. You can only make cancellations before the cutoff time, or you will have to contact your school directly to place the order for you.

If you would like to make a donation to your school's lunch program, you may do so before processing your order. Just slide the donation button to begin and a receipt will be emailed to you upon completion of your order.
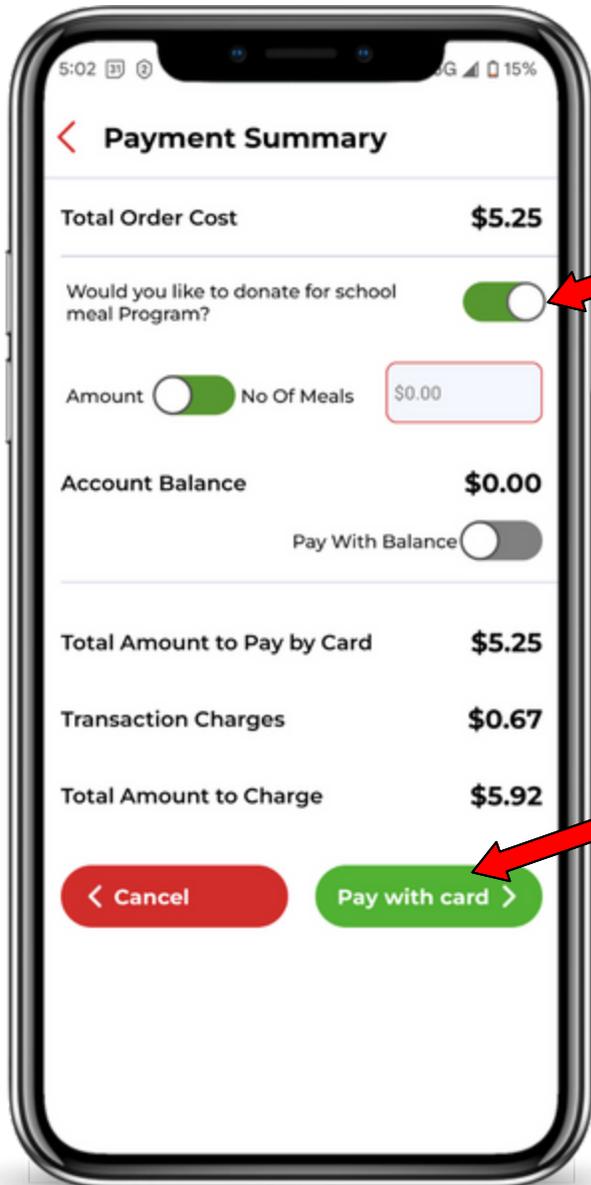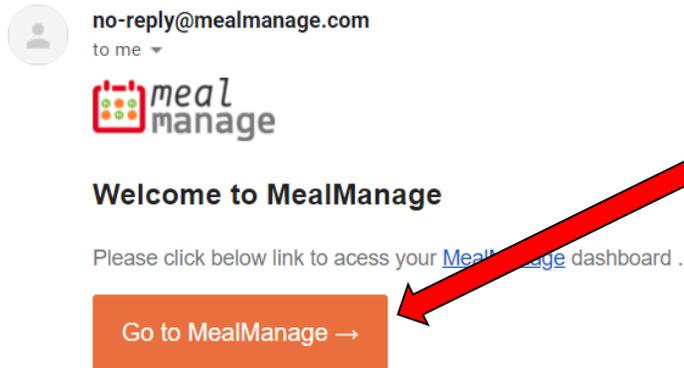
Step 6: Support
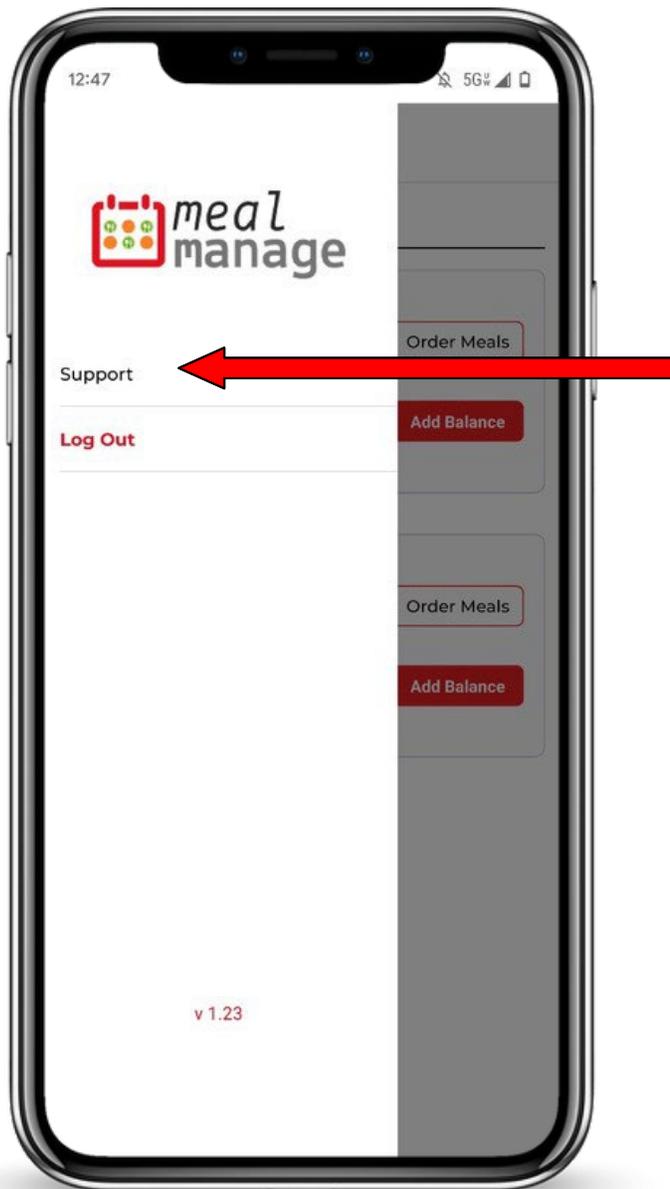
If you need additional assistance, please contact your school directly by clicking the menu button at the top left of the app and click the support button.

Note: Instructional videos can also be found on FAQ page of MealManage – https://www.mealmanage.com/faq.php.

MealManage Parent Guide – Desktop

Step 1: Registration/Activation

no-reply@mealmanage.com
to me

Welcome to MealManage

Please click below link to acess your MealManage dashboard .

Go to MealManage →

This is an automated email response. Please do not reply to this email. If you have further questions, send email to fsm@asdf.com.

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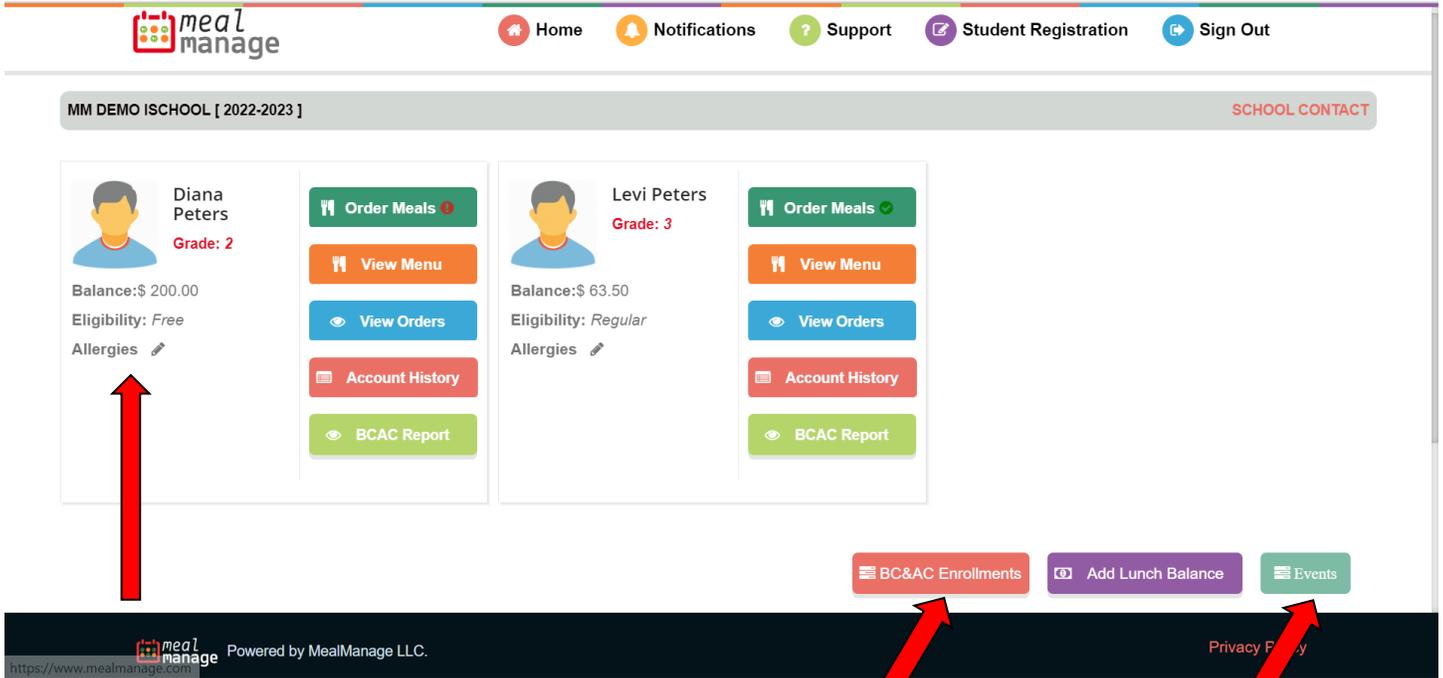You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

Alternatively

After your first registration by email, you can then also login by using the link: https://www.mealmanage.com . Click on Login button. Use the email ID which you provided to school.

REQUEST FREE TRIAL   LOGIN

Please Login   ✕

Username or email

ONS   FAQS   PRICIN

Log In   Don't have an account?
                Please contact your school to activate.
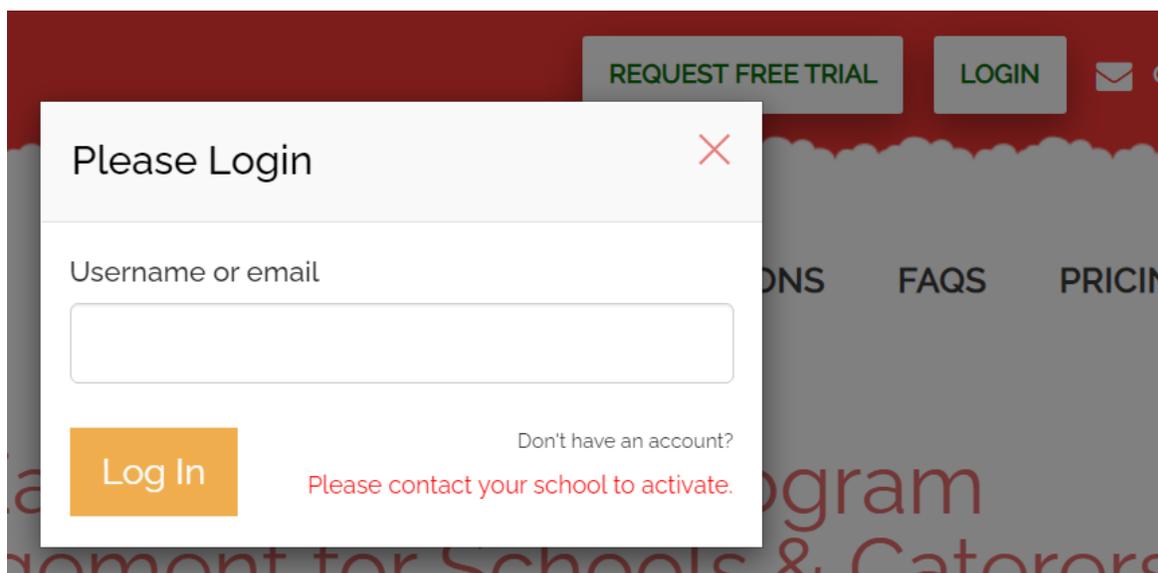
Step 2: Dashboard Setup

If applicable, you can provide allergy information for students.

If applicable, add your student's allergy information box as shown.

If available at your school, you can also apply for before and after care as well as participate in events your school might host.
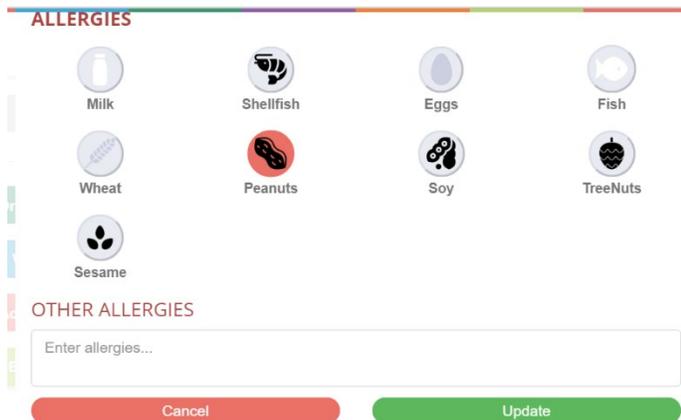
Step 3: Add Balance

Add balance to student account. This balance can be used for Meal and other purchases at school. Payments can also be made at the time of ordering.
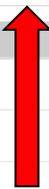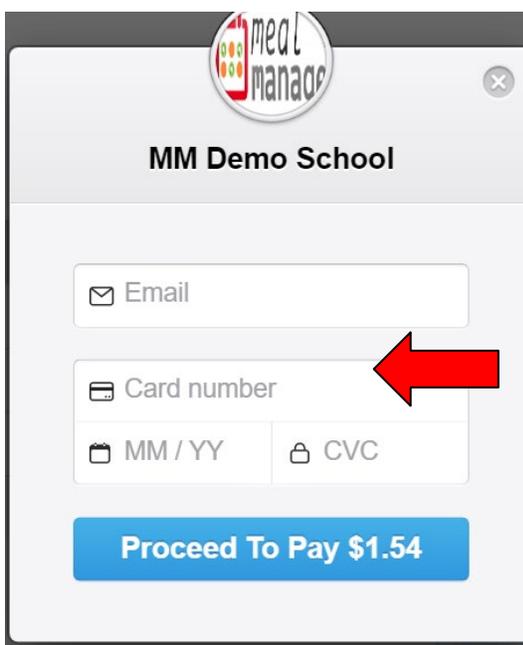

Click on Add Balance Button

Enter the amount you wish to load into student's account.

Click "Pay with Card Button". Payment window will open.

Enter your card information.
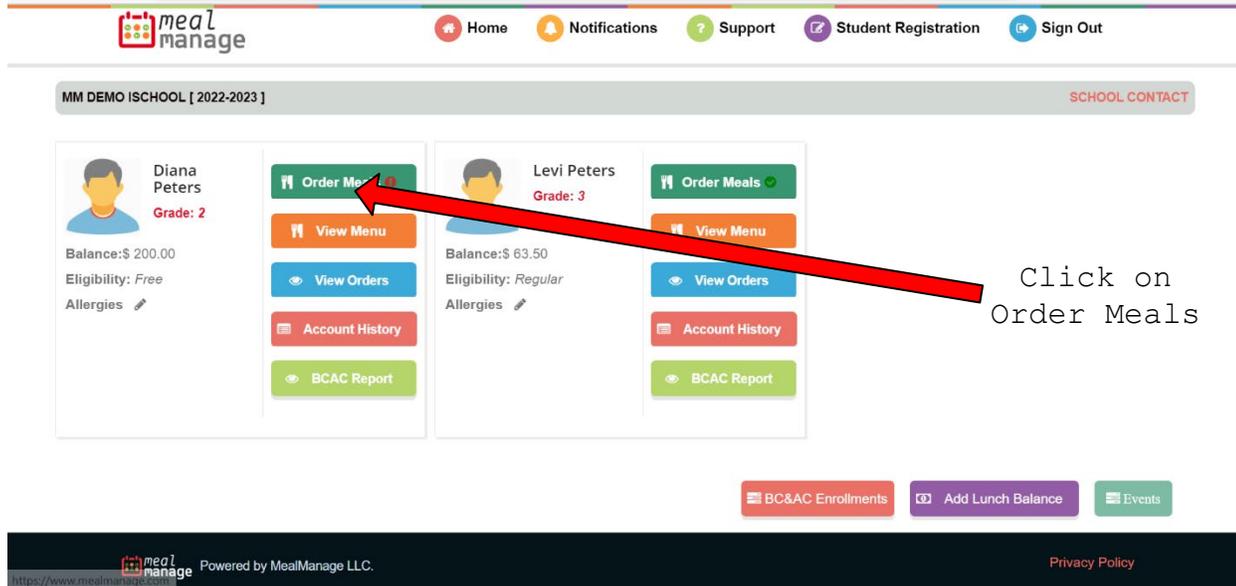
Note: MealManage will not save your card information. Payment is 100% secure.

Step 4: Order student's meals

If school is accepting pre-orders, you can use MealManage to pre-order school meals. When menu is published by school, **Order Meals** link will be enabled. Menu published by School will open (as shown below)-

Click on Order Meals

Make your selections on the available menu. Available items are displayed in green, selected items appear orange, and red items are items with an allergy match.

When finished, click the review button to review your orders. When you are ready to place the order click the submit button at the top.

Back To Menu Go To Payment Summary Paid Amount : $0.00 Order Amount : $0.00

'ED	THU	FRI
2	3	4

When finished reviewing your orders, click the payment summary button to place them. If you have any questions, please see below.

*Cancellations – To make a cancelation, just de-select the item and process like placing a normal order. The system will automatically credit your account. You can only make cancellations before the cutoff time, or you will have to contact your school directly to place the order for you.

*Donations – To make a donation to your school's meal program, you may do so on the bottom left side of your pay screen. A separate donation receipt will be sent to your email upon completion of your order.

Aug-23 $ 0.00

Total Amount $ 0.00

✔ ◯ **Would you like to donate for school?**

Donation Amount   No. of Meals

$ 0 $5 per meal

**Please enter donation amount (or) No. of meals you want to donate

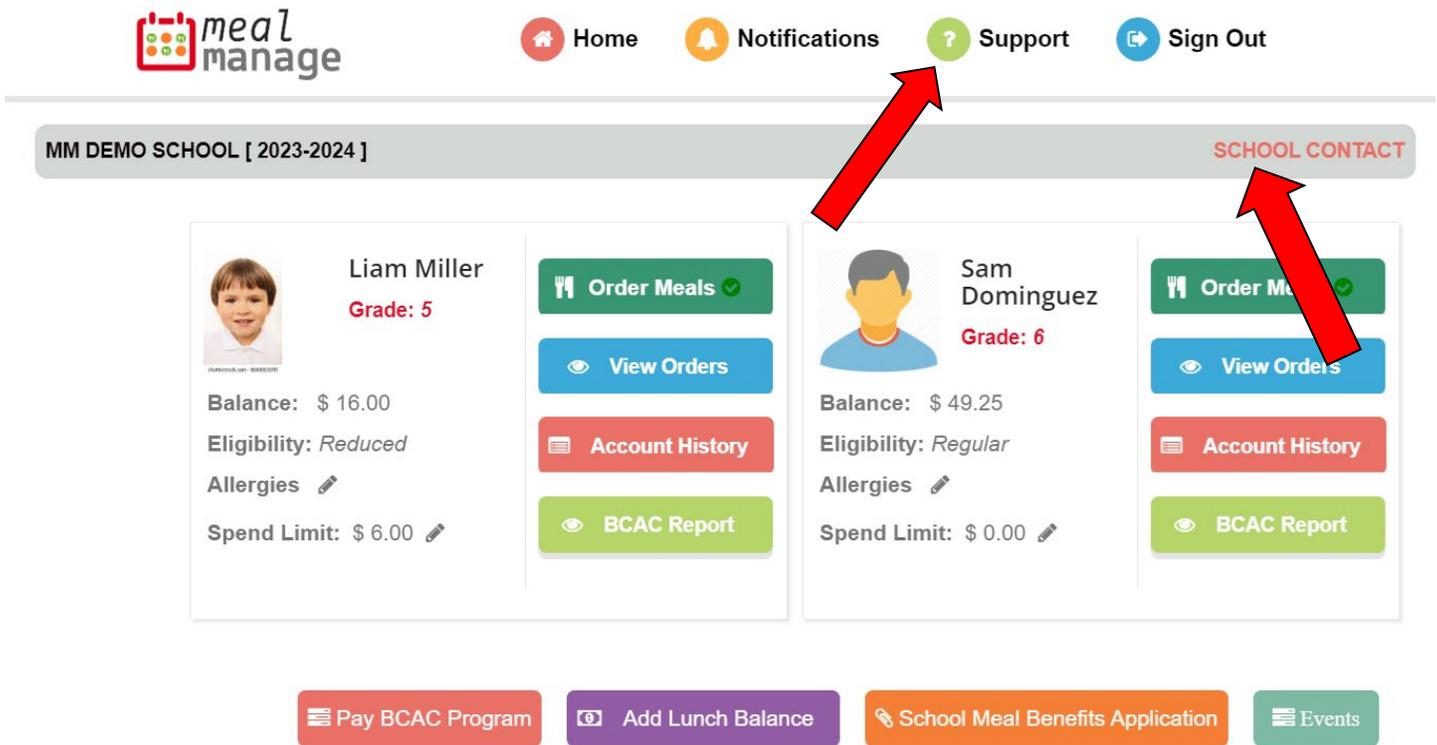**Now your donations are matched by our corporate partners.**

IntraEdge
PEOPLE ARE THE PLATFORM

AMERICA'S CHRISTIAN
CREDIT UNION

Up to 20% Match   Up to 20% Match

Online Payment

Amount to Pay
Transaction charg

Total Payment Am

meal manage Powered by MealManage LLC.

Step 5: Support

If you need additional assistance, please contact your school directly by clicking the **green support button** at the top of your page. Your school contact is also listed, as shown above.

NOTE: Instructional videos can also be found on FAQ page of MealManage – https://www.mealmanage.com/faq.php.