



MealManage Parent Guide - Charter Schools

Mobile & Desktop

Prepared By

MealManage LLC
07/01/2023

MealManage Parent Guide – Mobile

Step 1: Download MealManage Mobile Application

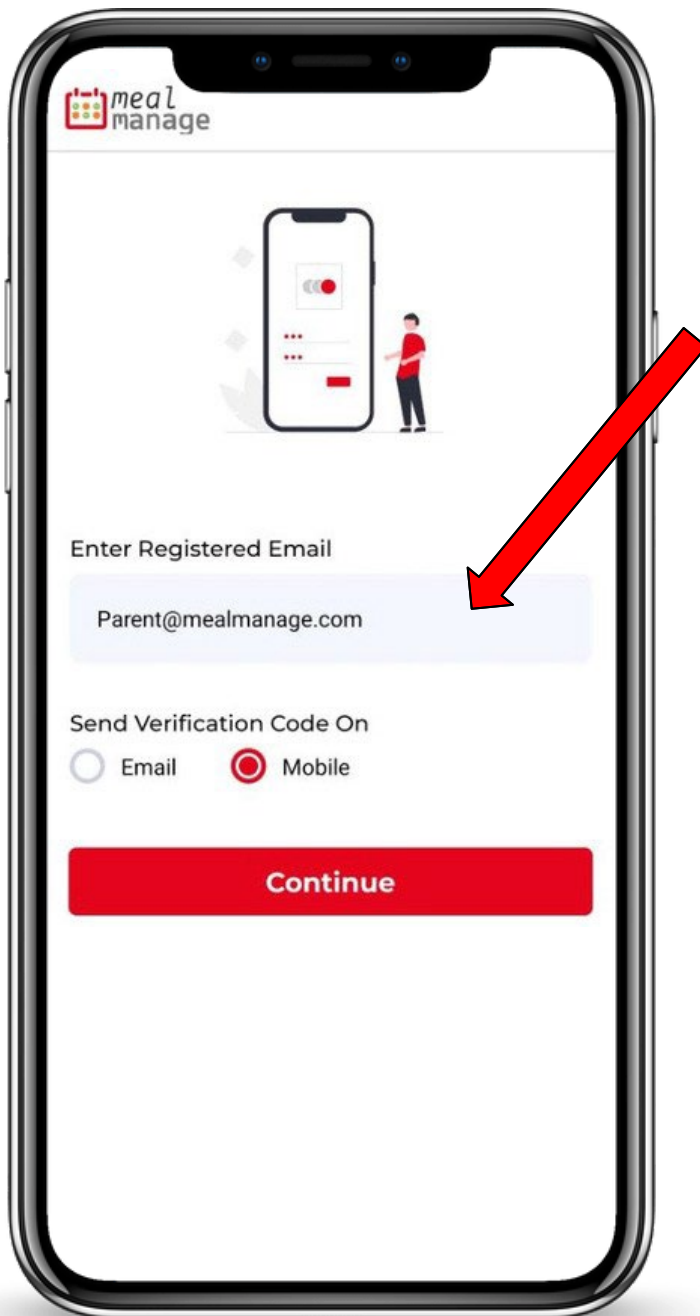
Scan the QR codes below or use the links below to download the Mobile application on your smart phone.



Download links –

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

Step 2: Registration / Activation



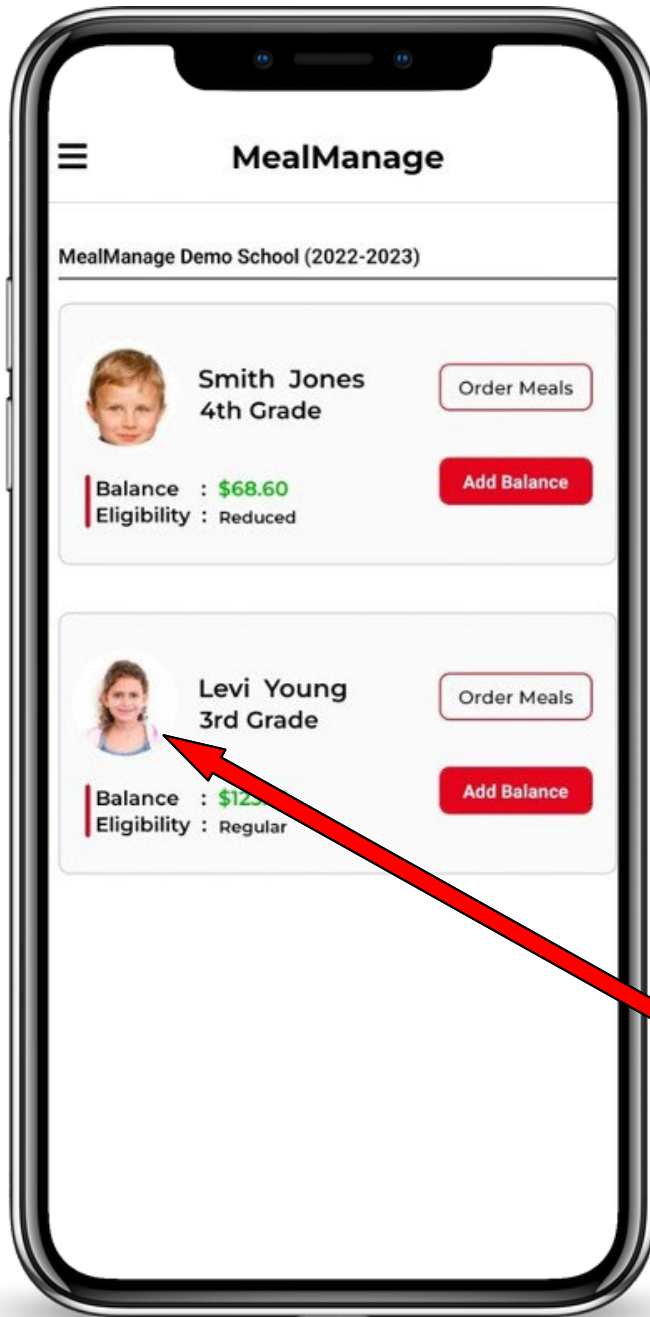
You will receive a welcome email from school at the email address you have registered at the school. That means your account is ready to be used. Subject of email includes "Welcome to MealManage".

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.

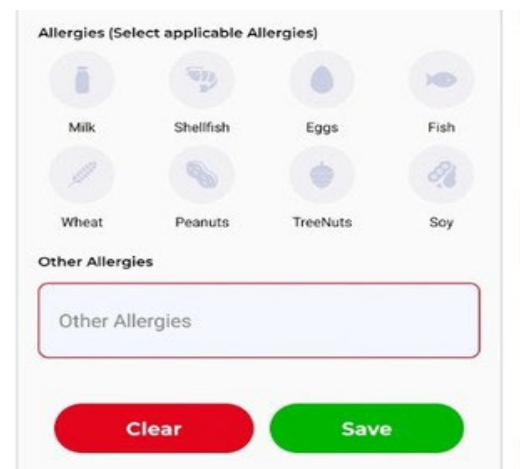
Step 3: Dashboard Setup

A. Once logged in, you can manage all your students from one account.



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

Allergy Information can be added by selecting the student's name directly.



Allergies (Select applicable Allergies)

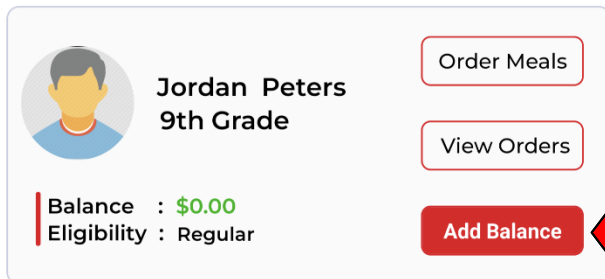
			
Milk	Shellfish	Eggs	Fish
			
Wheat	Peanuts	TreeNuts	Soy

Other Allergies

Clear Save

Step 4: Add Balance

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

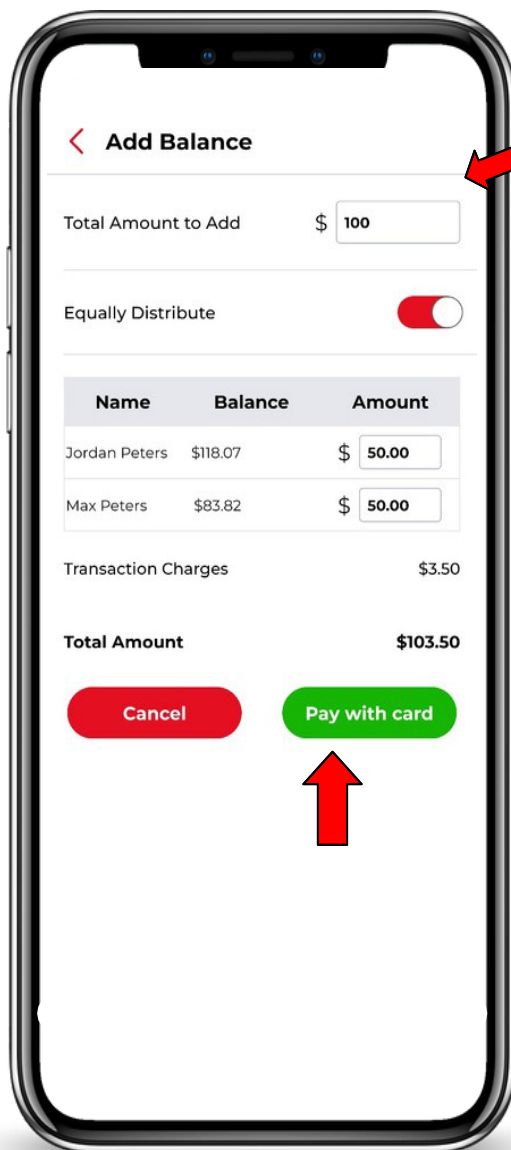


Jordan Peters
9th Grade

Balance : **\$0.00**
Eligibility : Regular

Order Meals
View Orders
Add Balance

Click on Add balance button.



< Add Balance

Total Amount to Add \$ 100

Equally Distribute ☒

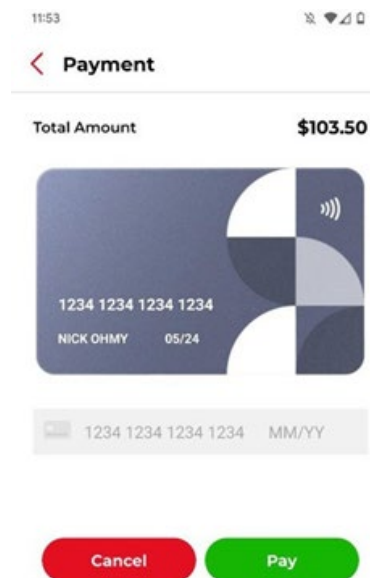
Name	Balance	Amount
Jordan Peters	\$118.07	\$ 50.00
Max Peters	\$83.82	\$ 50.00

Transaction Charges \$3.50

Total Amount \$103.50

Cancel **Pay with card**

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



11:53

< Payment

Total Amount **\$103.50**

1234 1234 1234 1234
NICK OHMY 05/24

1234 1234 1234 1234 MM/YY

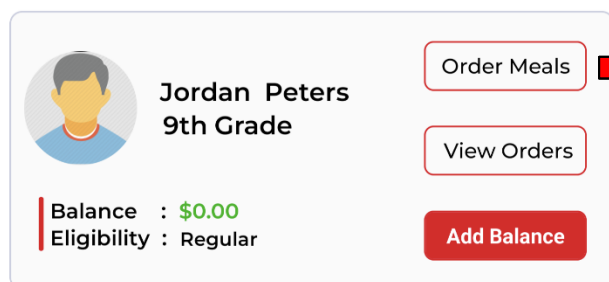
Cancel **Pay**

Enter your card information and click pay.

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

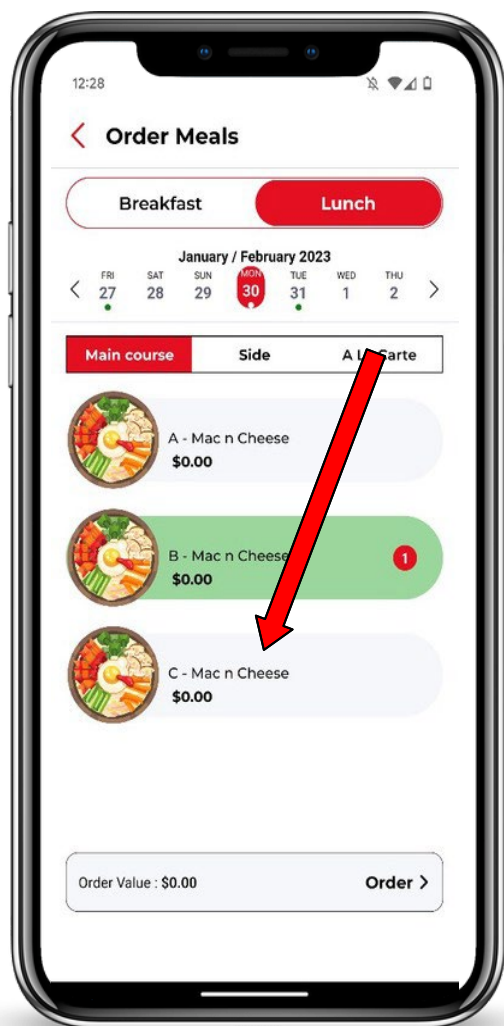
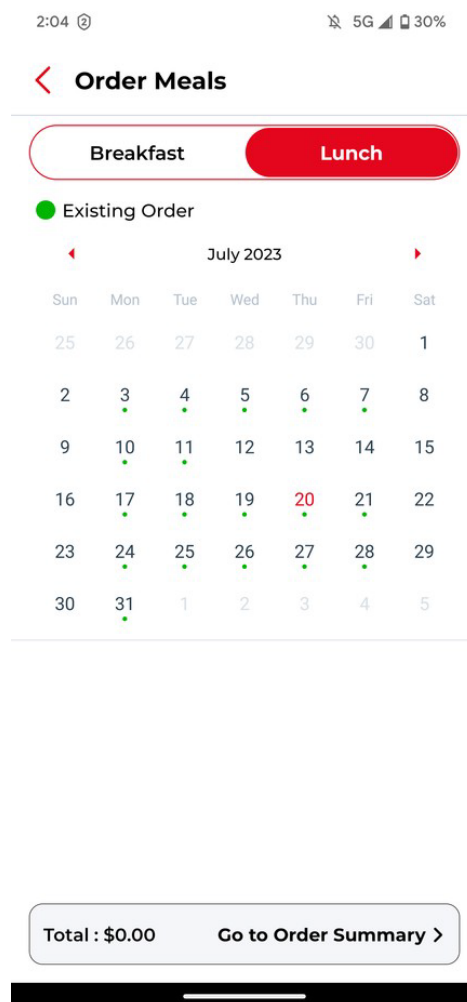
Step 5: Order Meals

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



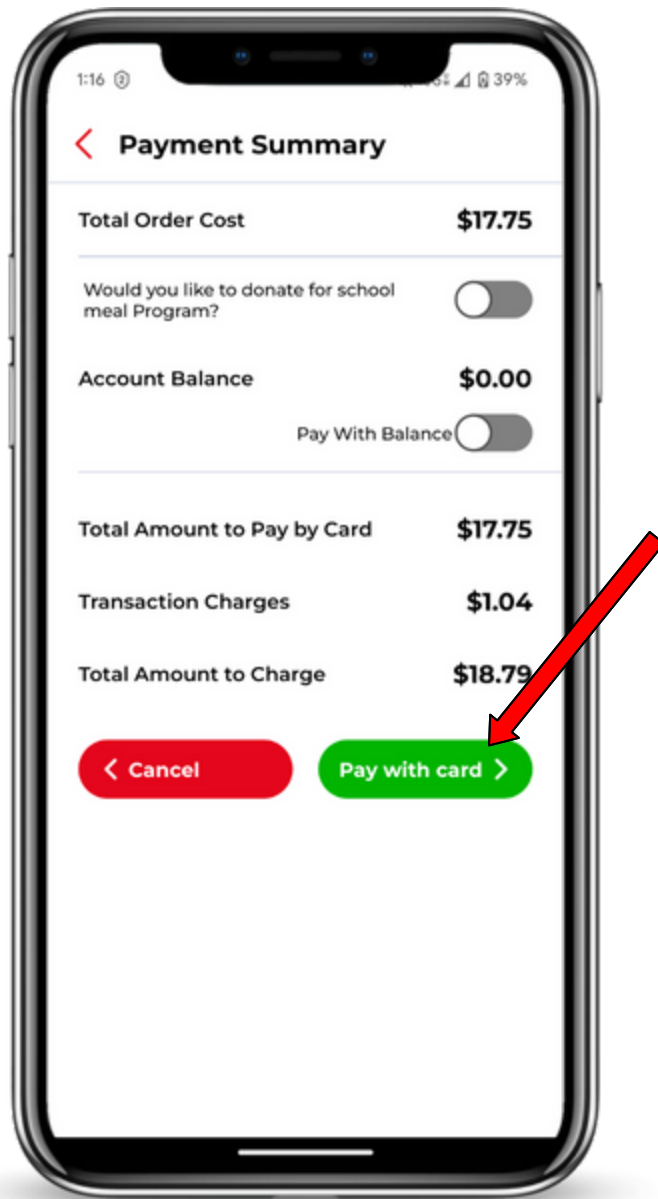
You can order meals until the cutoff time specified by school.

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.

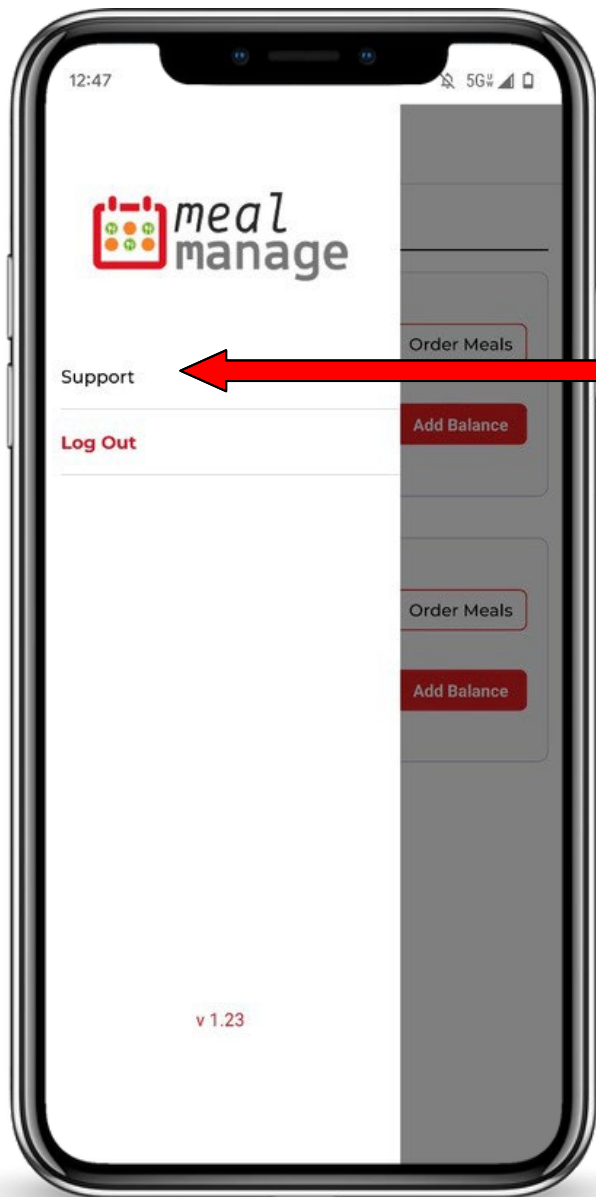


***Cancellations** - To make a cancellation, just de-select the item and process like placing a normal order. The system will automatically credit your account. You can only make cancellations before the cutoff time.

Final step is to view payment summary and pay.



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 access your [MealManage](#) dashboard .

[Go to MealManage →](#)

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".

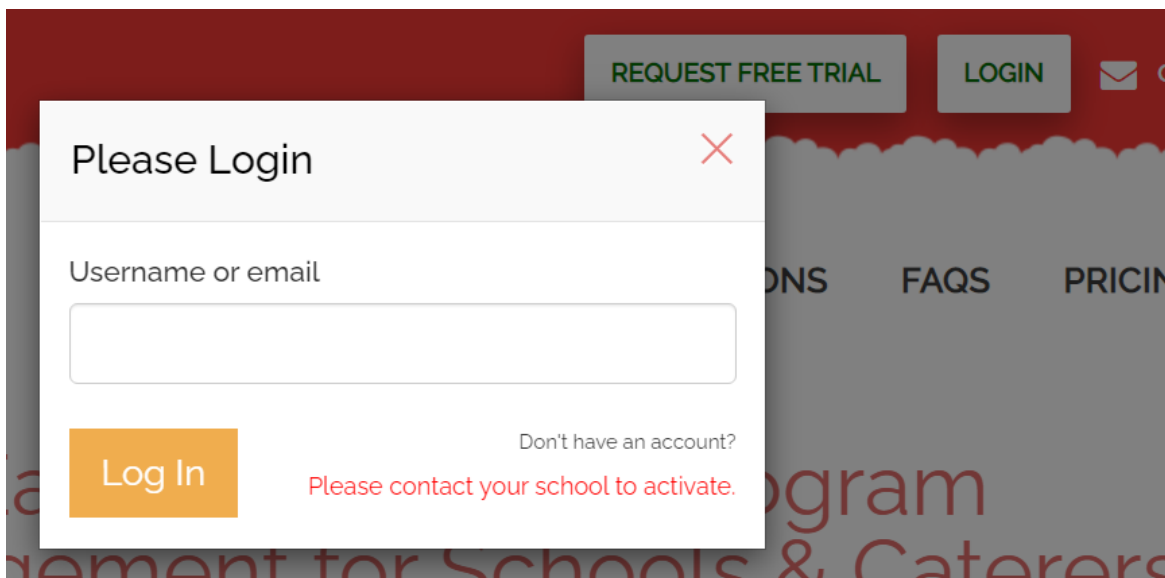
If you cannot find the email, please contact school for welcome email. Make sure to look in your SPAM folder if you cannot find the email in inbox.

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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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.



Step 2: Dashboard Setup

If applicable, you can provide allergy information for students.



Home



Notifications



Support



Sign Out

MM DEMO SCHOOL [2023-2024]

SCHOOL CONTACT



Liam Miller
Grade: 5

Balance: \$ 16.00
Eligibility: *Reduced*
Allergies 
Spend Limit: \$ 6.00 

 Order Meals 
 View Orders
 Account History
 BCAC Report



Sam Dominguez
Grade: 6

Balance: \$ 49.25
Eligibility: *Regular*
Allergies 
Spend Limit: \$ 0.00 

 Order Meals 
 View Orders
 Account History
 BCAC Report

 Pay BCAC Program

 Add Lunch Balance

 School Meal Benefits Application

 Events

ALLERGIES

 Milk
  Shellfish
  Eggs
  Fish

 Wheat
  Peanuts
  Soy
  TreeNuts

 Sesame

OTHER ALLERGIES

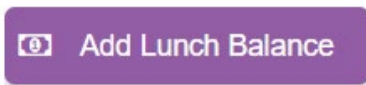
Cancel

Update

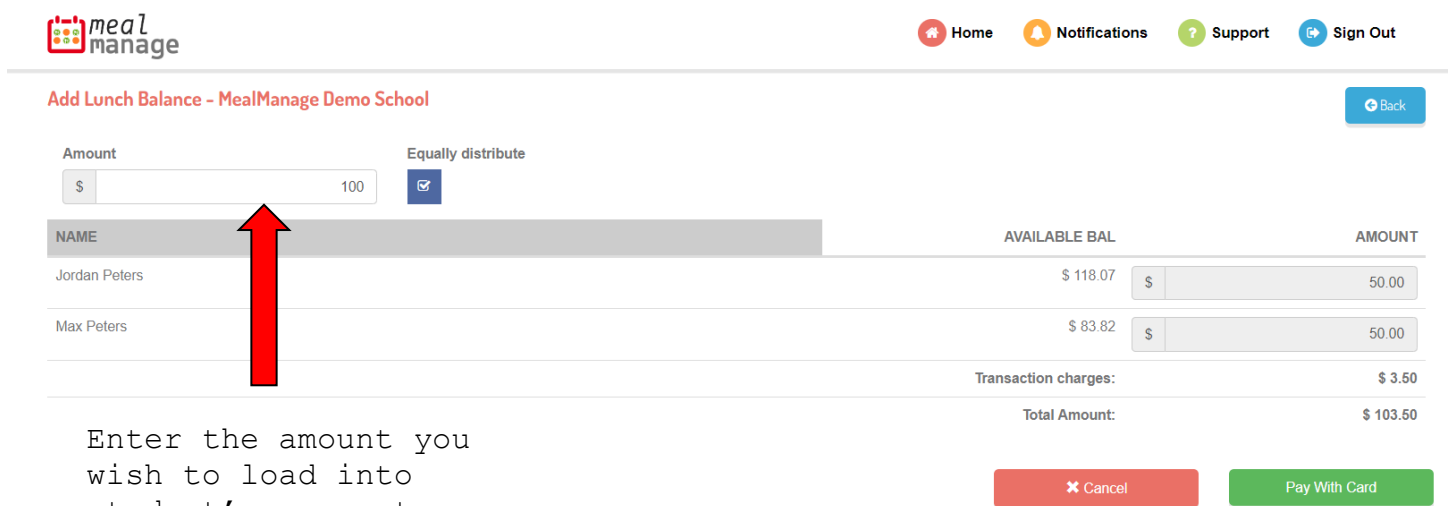
If applicable, Add your student's allergy information box as shown.

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



meal manage

Home Notifications Support Sign Out

Add Lunch Balance - MealManage Demo School

Back

Amount: \$ 100 Equally distribute

NAME	AVAILABLE BAL	AMOUNT
Jordan Peters	\$ 118.07	\$ 50.00
Max Peters	\$ 83.82	\$ 50.00

Transaction charges: \$ 3.50

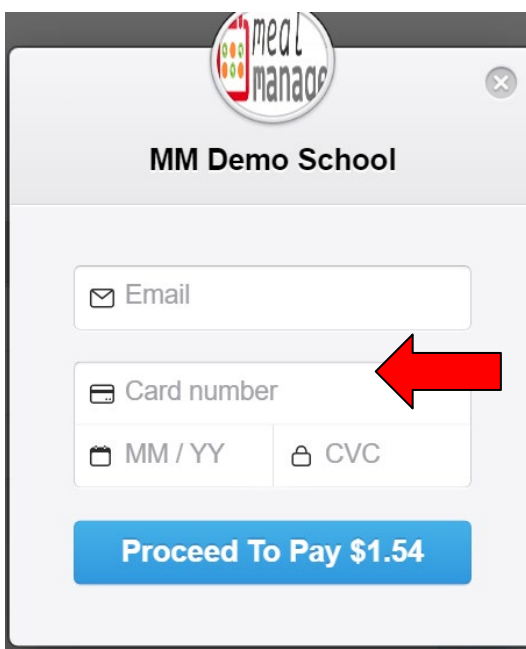
Total Amount: \$ 103.50

Cancel Pay With Card

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



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



meal manage

MM Demo School

Email

Card number

MM / YY CVC

Proceed To Pay \$1.54



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.



Home



Notifications



Support



Sign Out

MM DEMO SCHOOL [2023-2024]

SCHOOL CONTACT



Liam Miller
Grade: 5

Balance: \$ 16.00
Eligibility: *Reduced*
Allergies 
Spend Limit: \$ 6.00 

 **Order Meals** 

 **View Orders**

 **Account History**

 **BCAC Report**



Sam Dominguez
Grade: 6

Balance: \$ 49.25
Eligibility: *Regular*
Allergies 
Spend Limit: \$ 0.00 

 **Order Meals** 

 **View Orders**

 **Account History**

 **BCAC Report**

 **Pay BCAC Program**

 **Add Lunch Balance**

 **School Meal Benefits Application**

 **Events**

Click on
Order Meals

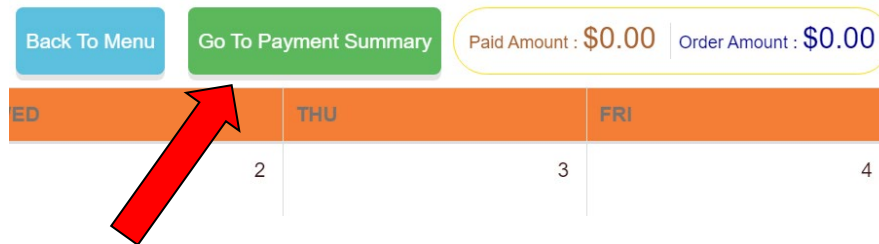
Menu published by School will open (as shown below)-

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.

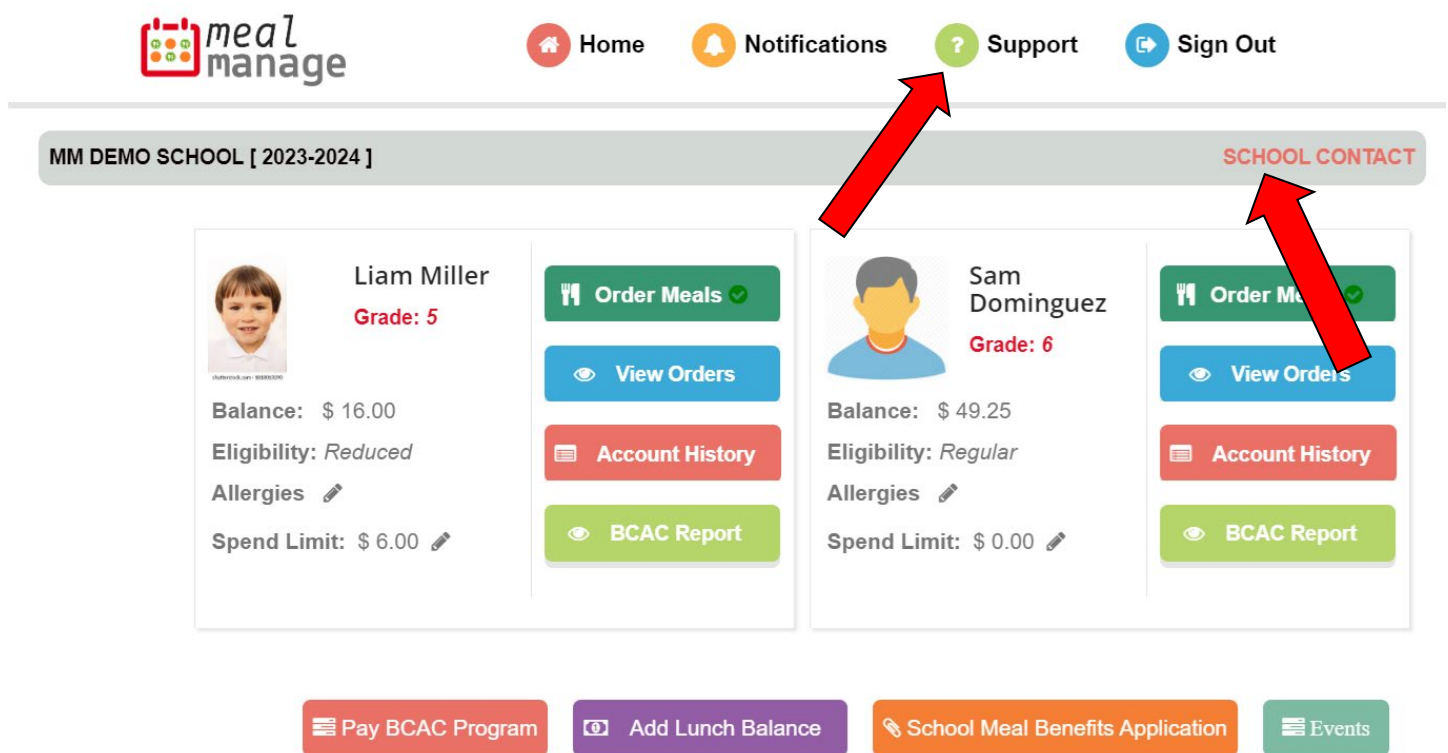
Main course 16 Fish Sticks \$ 3.25 Sides Hawaiian Rolls Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25 Milk \$ 0.75 Water \$ 0.7	Main course 17 Chicken Soft Tacos \$ 3.25 Sides Lettuce Cheese Salsa Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25 Milk \$ 0.75 Water \$ 0.7	Main course 18 Grilled Chicken Pita Wrap \$ 3.25 Sides Chips Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25 Milk \$ 0.75 Water \$ 0.7	Main course 19 Cheese Pizza \$ 3.25 Pepperoni Pizza \$ 3.25 Sides Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25 Milk \$ 0.75 Water \$ 0.7	Main course 20 Breaded Chicken Sandwich \$ 3.25 Delish Turkey Sandwich \$ 3.25 Sides Mashed Potatoes Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25 Milk \$ 0.75 Water \$ 0.7
Main course 23 Cheese Pizza \$ 3.25 Pepperoni Pizza \$ 3.25 Sides Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25	Main course 24 Breaded Chicken Sandwich \$ 3.25 Delish Turkey Sandwich \$ 3.25 Sides Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25	Main course 25 Chicken Nuggets \$ 3.25 Delish Turkey Sandwich \$ 3.25 Sides Chips Fruit & Veggies Milk & Juice \$ 0 A La Carte Juice \$ 1.25	Main course 26 Cheese Pizza \$ 3.25 Pepperoni Pizza \$ 3.25 Sides Fruit & Veggies Milk & Juice & Chips Fruit \$ 0 A La Carte	Main course 27 Cheese Pizza \$ 3.25 Pepperoni Pizza \$ 3.25 Sides Fruit & Veggies Milk & Juice & Chips Fruit \$ 0 A La Carte

Order Amount: \$21.50

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



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>.