



CHARTWELLS NEW ONLINE ORDERING FOR HOT MEAL SCHOOL

- **Via our website** – <https://dorset.mealselector.co.uk/> You only have to register once; thereafter please use your log in details. You can place your order at any time up until cut off time of **midnight on Sunday – 7 days before the full week in which the meal is to be served**. See chart below. You should also hopefully find a link to our website from your Schools web site.
- **Web Site Example** – Click on “Register” to start the process, or “Log in” if already registered.

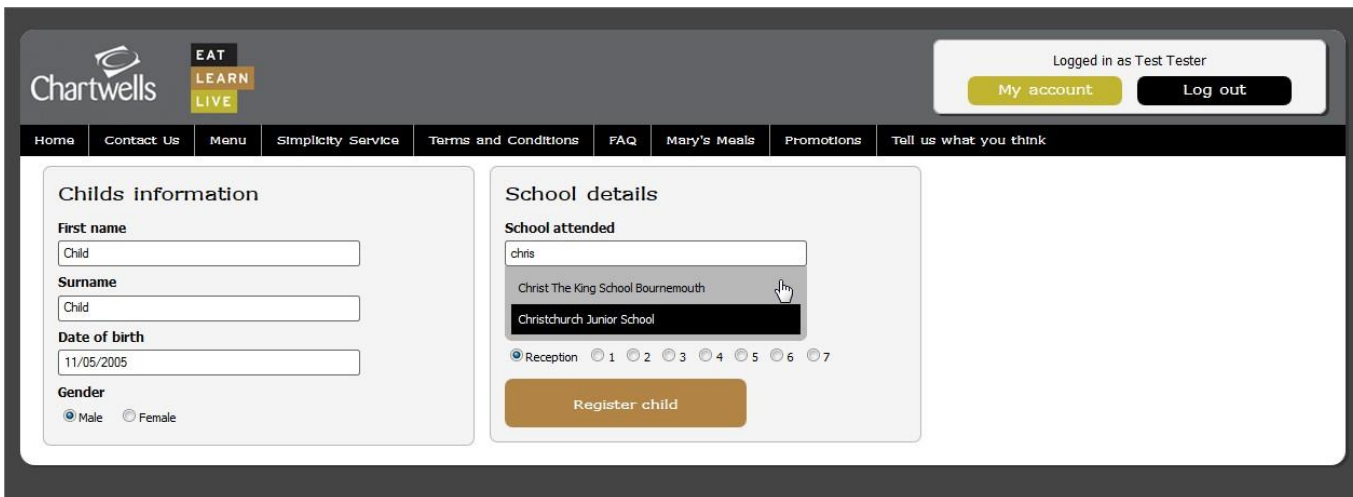
The screenshot shows the top portion of the Chartwells Meal Selector website. At the top left is the Chartwells logo and the 'EAT LEARN LIVE' branding. To the right are two buttons: 'Register' (black) and 'Log In' (green). Below this is a navigation menu with links: Home, Contact Us, Menu, Simplicity Service, Terms and Conditions, FAQ, Mary's Meals, Promotions, and Tell us what you think. The main heading reads 'Welcome to Chartwells Meal Selector - The Creative Kitchen for Schools Dorset'. A note below states: 'Note - If your child is going on a school trip or has a school event - please remember to cancel in sufficient time to gain a credit for that meal - 5 full working days in advance - please see Terms & Conditions'. The main content area features the heading 'Registration is easy and completely free!' and two sections: 'New to the Meal Selector' with instructions to register and create an account, and 'Registered user' with instructions to use the log in button. To the left of the text is a photo of a young boy in a blue school uniform smiling while holding a plate of food. To the right are four images of different school meals: a chicken and vegetable meal, a pasta meal, a meal with fish, potatoes, and carrots, and a meal with fish, potatoes, and peas.

- **If you click on “Register”** – You will need to enter your details and create a password, (as displayed in the next screen shot) so that you can easily log on to the system once again once you have registered. If your child is entitled to the new Infant Free School Meal and/or any other type of Free School Meal you will need to tick the box that says – **I am entitled to free school meals**. Once you have registered you can go on and order. If you ticked “free school meal” you will need to wait for an email authorising you to go ahead and order free of charge.

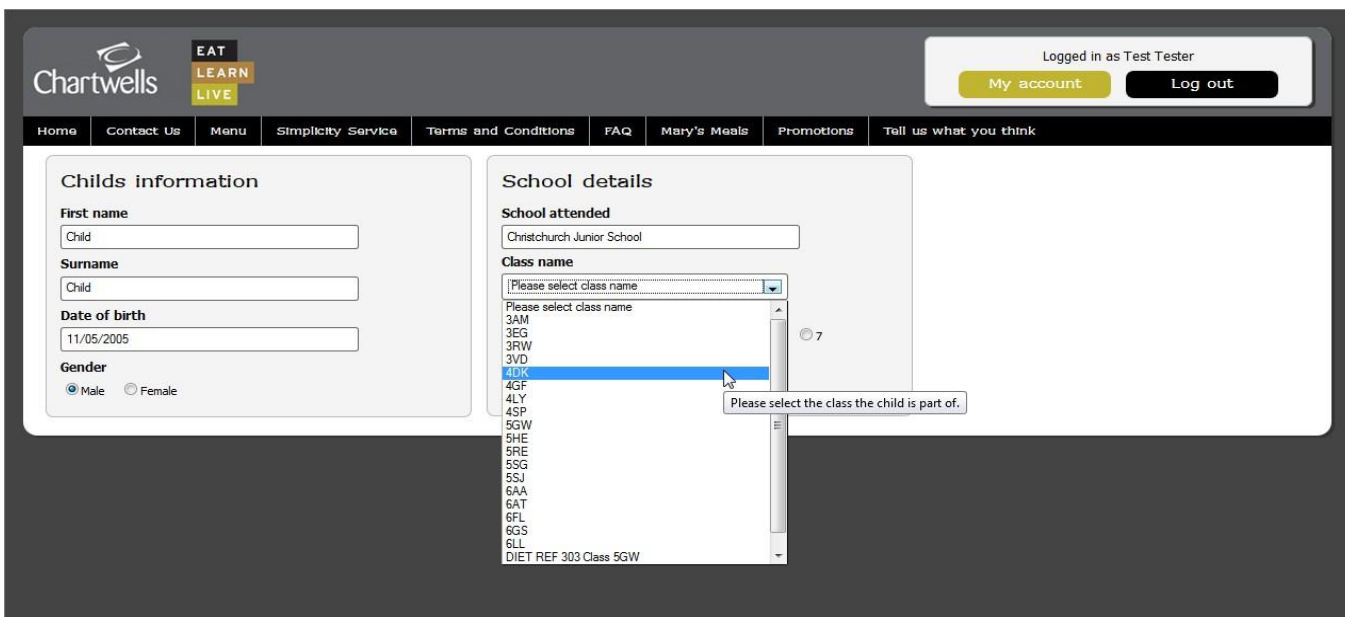
- **Once Registered** – Click on “Add a child” to register your child/children onto the system

- **Add details of your Child/ Children** – Complete the required information to register your child/children. It really is as simple as that!

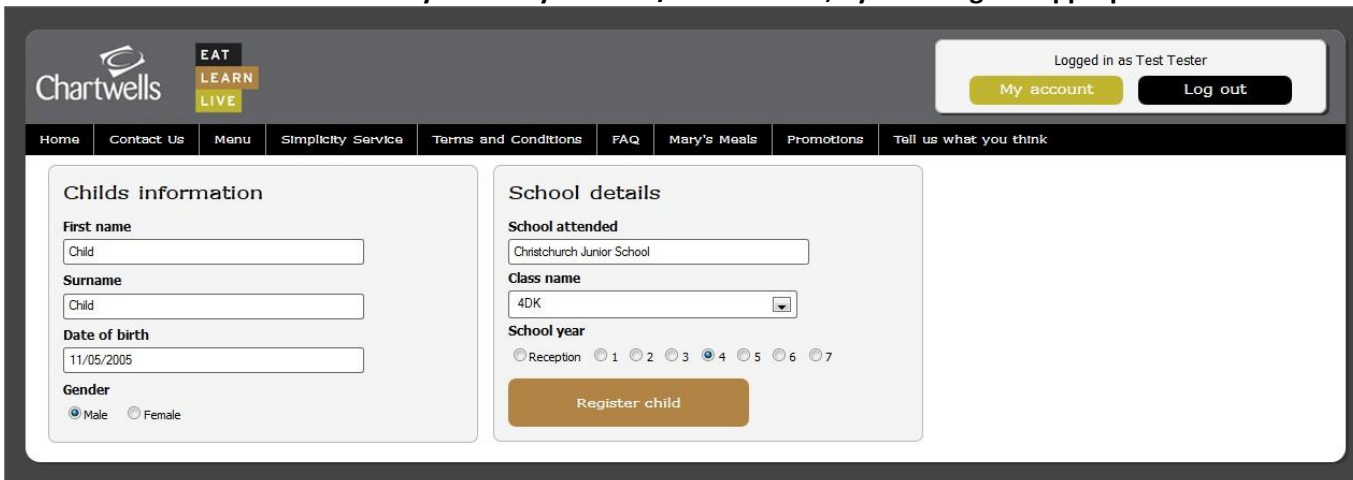
- You will need to select the School from a drop down list, that your child/children attends



- You will need to select the year/class from the drop down list, that your child/children is in – It is important that you enter the correct year and class, that your child will be in from September as this is the information that will be provided to the School that your child/children attends and therefore will help to ensure that they receive the meal that you have selected for them.



- You will need to select the School year that your child/children is in, by selecting the appropriate radial button



- Once you have registered your Child/Children, they will appear in the box below your registered details.

The screenshot shows the Chartwells user interface. At the top left is the Chartwells logo with 'EAT LEARN LIVE' tags. On the top right, it says 'Logged in as Test Tester' with 'My account' and 'Log out' buttons. A navigation bar includes links for Home, Contact Us, Menu, Simplicity Service, Terms and Conditions, FAQ, Mary's Meals, Promotions, and Tell us what you think.

The main content area is divided into three sections:

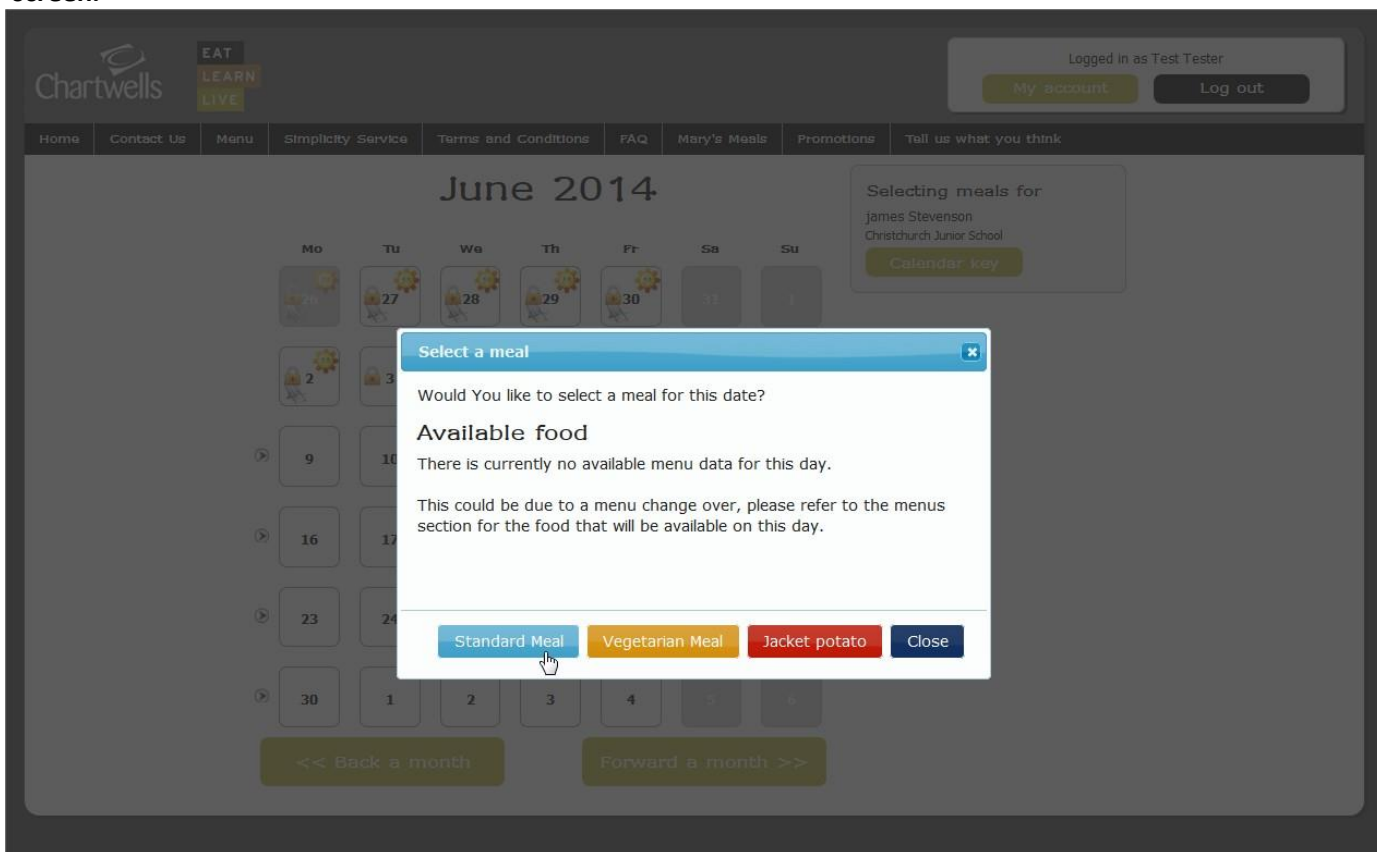
- Your registered details:** Lists the user's name (Test Tester), address (Gloucester Road, Bourmouth, BH7 6JA), phone number (07914578526), and email (corey@visav.co.uk). It includes 'Edit details' and 'What do you think?' buttons.
- Your meal account:** Shows 'Meal credits' (0 available) and 'Last orders placed' (No orders placed yet).
- Registered children:** Features a profile for James Stevenson with a cartoon image and buttons for 'Select meals', 'Edit details', and 'Remove Child'. An 'Add a child' button is also present.

- To order meals, click on the “select meals” button on the appropriate registered child and you will be presented with a calendar view. You can move forwards or backwards to get to the correct Month that you would like to order meals.

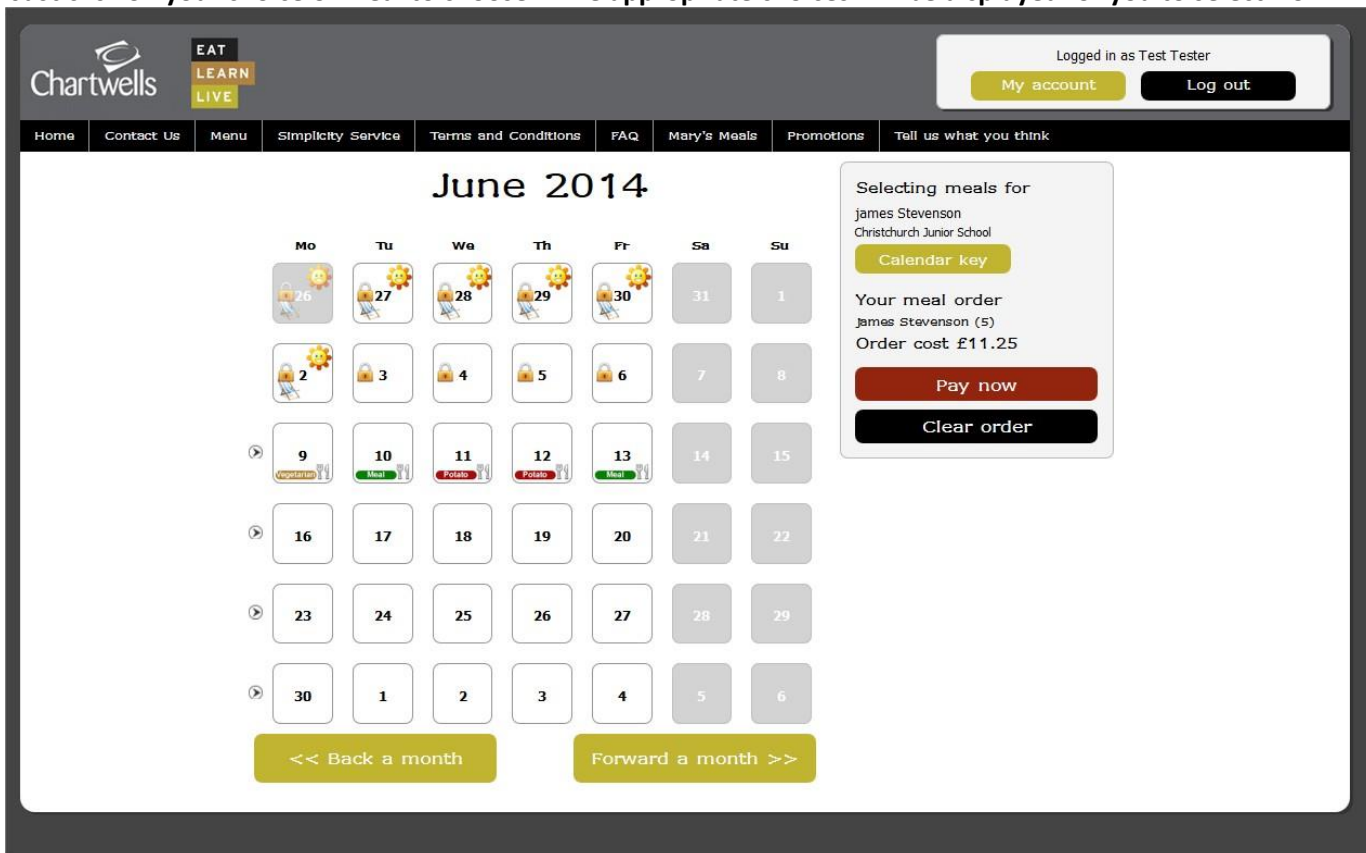
This screenshot shows the meal selection calendar for June 2014. The header includes the Chartwells logo and navigation links. The main area displays a calendar grid with days of the week (Mo to Su) and dates. Days 26, 27, 28, and 29 are highlighted with a sun icon, indicating meal availability. Days 5 and 6 are marked with a lock icon, indicating they are unavailable. A blue tooltip over the 9th says 'No meal has been selected on this day to select a meal please click.' A 'Calendar key' box on the right identifies the user as James Stevenson from Christchurch Junior School. Navigation buttons for '<< Back a month' and 'Forward a month >>' are at the bottom.

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- To order a meal on a certain date, just click on the date square and you will be presented with a meal selection screen.

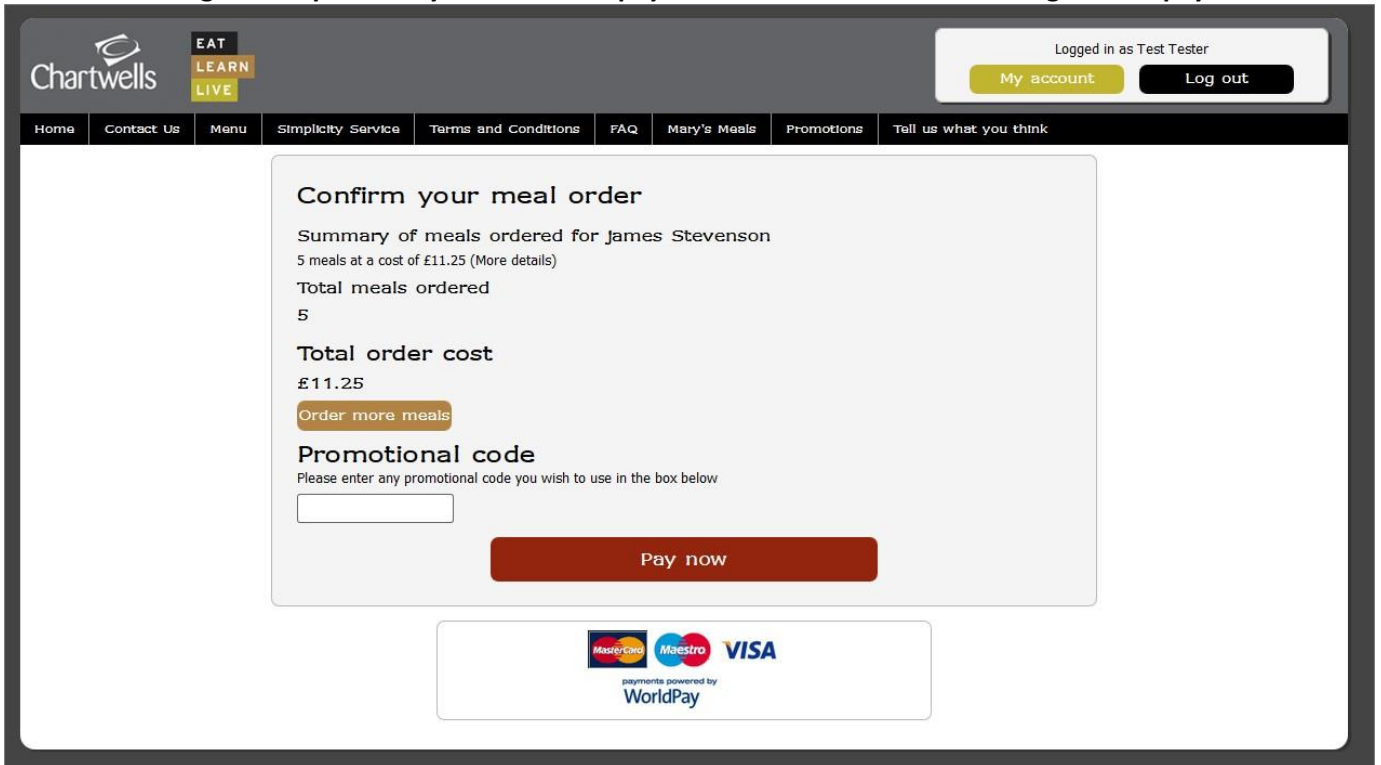


- Just click on your choice of meal to choose – The appropriate choices will be displayed for you to select from.



- The calendar will display an icon with what has been ordered on a particular day. It will also display a padlock if you can no longer adjust your choice or another icon to signify a different event such as a School holiday.
- Click on the “pay now” button if you need to pay for meals.

- Unless your child is entitled to the Universal Infant Free School Meal, The “pay now” screen will display the information relating to meals that have been ordered and also give you the opportunity to enter a promotional code that we might have provided you. Click the “pay now” button to continue through to the payment screen.



If you only have children who are entitled to Free Meals there will be no “pay now” screen and once there is a knife and fork symbol in the calendar box the free meal is ordered for your child.

- Choose your payment method and enter you card details to complete the payment for the meals that you have selected. As a security feature, we do not store your credit card details on the system, so you will need to re-enter them the next time that you order meals.

