Registration

Select Register for a Free Account to setup your new account. Select your State and School District. Enter all information as provided, including Display Name, Address, Phone, Email Address, Username/Password and Security Question/Answer. Press “Click here to add students to your account” when complete.

You will have an opportunity to edit your account in the future if needed. There, you will also find a few options to customize your Account for Email Notifications.

Adding Students to your Account
You will need to add each student attending the school district before ordering. Add the students Student Identification number (please contact your district to obtain this number)

A. Enter students last name as registered in school  
B. Enter the School student attends  
C. Select “Add Student”

Repeat this for each student attending this school district. Each name will appear in the list at the bottom of the window. You can remove students at any time.

### Calendar Views

MyMealOrder.com provides two calendar views to choose from when ordering meals for your students.

- **Week View** – displays meals that are scheduled for each student on the account in a five-day (Mon-Fri) view. This allows you to see all students in the selected week, in one screen.

- **Month View** – displays meals that are scheduled for each student on the account in a calendar month view. This view allows you to see a month calendar view for all meals that are scheduled for the selected month. Only one student’s scheduled meals are shown at a time. You can use the Student listing dropdown in the upper left portion of the screen, to switch between students.

Orders can be placed in either view.

### Ordering

Orders can be placed in numerous ways.

- **Add to Cart** – you can select one day at a time, and that meal for that student will be placed in your Cart.  

- **Meal Details** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order by clicking Add to Cart at the top of the popup.  

- **Item mode** – For schools that operate an a la cart menu, select Order to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.
Options

⭐ Order Favorite Meals

Order Full Week for Lunch – Select Order Full Week for Lunch to place an order for all days in the view for that selected student. Use Cancel Full Week Order for Lunch to remove all orders placed for the week shown.

Order Favorite Meal – As you add your favorite items to your own favorite’s list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

Ordering – Month View

Similar to Week View, Orders can be placed in numerous ways.

- **Add to Cart** – you can select one day at a time, and that meal for that student will be placed in your Cart.
- **Meal Details** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order by clicking Add to Cart at the top of the popup.

- **Item mode** – For schools that operate an a la cart menu, select Order to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

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Order Favorite Meal – As you add your favorite items to your own favorite’s list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.
**View Cart**

Select ![View Cart](image) from the right-side of the screen anytime to view items placed in your cart. The Cart will show each menu/item, for each day ordered, by student. The Cart will show the item Ordered, date of the scheduled Menu, Price, Qty, and Description.

Select ![Delete](image) next to any item you want to remove from the Cart. You can also close the Cart and remove an order from the Week or Month View.

Select ![Checkout](image) to save and complete your Order and pay.

Select ![Empty Cart](image) to empty the Cart and remove all items placed in the Cart.

**Checkout**

From the View Cart window, select ![Checkout](image) to save and complete your Order and pay.

**Review:** The screen will once again list all items placed in the Cart for Review. The right side of the Review will display the Remaining Account Balance, as well as the Amount Due for this Order.

**Available Balance:** If there is Remaining Account Balance available, the system will deduct the total amount due from your Remaining Account Balance and complete the transaction.

**No Available Balance:** If the Remaining Account Balance is less than the Amount Due for this Order, selecting Place Order will open the Credit Card Processing Screen to process and complete your Order.
Process Payment Card

Enter all required information. You can Save your credit card information (optional) to your account, so that future Meal Orders can be charged without prompting your credit card information each time.

Select Complete - to process the order.

Orders

Once orders are processed through the Checkout, a confirmation email will be sent to the user. Orders can be viewed in the My Orders Menu Option at the top navigation bar at the top of the screen.

Orders are listed separately for each date, and for each student. Select Details to view details of the order selected.
Status

- Purchased – indicated items have been successfully ordered and payment processed.
- Refunded – indicates an order has been canceled and the amount refunded to the Account Balance.
- Voided

**Cancelling Orders**

Once orders have been purchased, the Add to Cart button changes to an orange button labeled “Purchased: Click to Cancel”. You can cancel an order by simply clicking this button, assuming you are within the cutoff time/lead time required. Once cancelled, your mymealorder.com account will be credited the amount of the meal/item cancelled.

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**My Account**

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**Account Settings**

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Accountholder First Name</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Park</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<th>Accountholder Last Name</th>
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</thead>
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<td>Test</td>
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<table>
<thead>
<tr>
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<th>Address Line 1</th>
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<table>
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<th>Address Line 2</th>
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<td><a href="mailto:park@test.com">park@test.com</a></td>
<td>State</td>
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<table>
<thead>
<tr>
<th>Confirm Email</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:park@test.com">park@test.com</a></td>
<td>Abington</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Security Question</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was your childhood nickname?</td>
<td></td>
</tr>
</tbody>
</table>

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**Students in Account**

**Park Test**

- Roosevelt Elementary School

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**Payments Options**

- Save Settings
Notifications and Communications

Which of the following notifications and communications do you wish to receive or opt out of?

- [ ] Administrative Cancellation
- [ ] Incomplete Order
- [ ] Order Receipt
- [ ] Opt Out of All Notifications

Select My Account from the top Navigation bar.

Here you can Update your:

- Phone #’s
- Address
- Email Address
- Security Question
- Add Students
- Set Email Notification Preferences

Email Notifications:

- **Administration Cancellation** – in the event that the District Administration needs to cancel an order, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Incomplete Order** – in the event you add items to the Cart, but do not complete the Order Transaction, checking this option will suppress any email notifications to you (Default= uncheck – Email Notifications accepted)
- **Order Receipt** – in the event you complete a purchase, checking this option will suppress the email receipt notification. (Default= unchecked – Email Notifications accepted)
- **Opt Out of all Notifications** – checking this option will suppress ALL email notifications to you (Default= unchecked – Email Notifications accepted)
AUTO DRINK ORDERING

To set your drink option, click the Auto Drink Order link, select your drink of choice and click OK. You only have to do this once. If a drink is selected, the drink will be ordered automatically with each meal that is ordered at no cost.