

12. How to enter meals

01 Log in to the hosted portal

Open Google Chrome and go to <https://dinnermoney.squidcard.com>. Enter your username and password. Your username is typically your email address.

Should your school's public IP address have changed, you will be sent a token by email to allow access to the system.



02 Select year and class

On the **Pre-orders** tab, select the **year** and then the **class** from the new options that will appear.



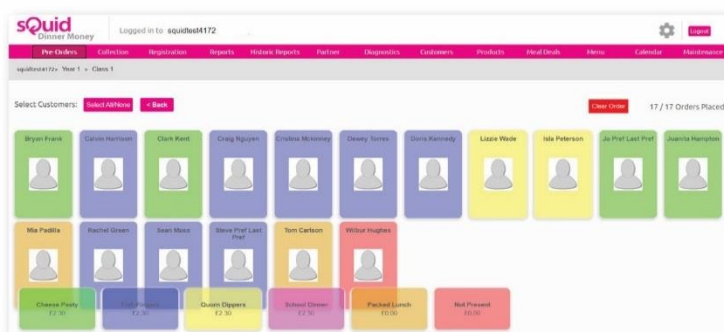
03 Select student and meal option

Select a student, and select the meal option required. The student will then be highlighted in the colour of the meal selected.

You can select multiple students by clicking on each one so that they are highlighted, and then selecting the **meal choice**. The highlighted students should now change colour to match the colour of their meal choice. Alternatively, 'Select All/None' can also be clicked to highlight **all** students, and then the meal selection can be made.

NB: There is no 'Save' button, as meals are saved automatically after each selection.

If a meal has been selected in error, press 'Clear Order'.



04 Enter meals for another class

To view another year or class, either press the **back** button, or when you are in a class, hover over the relevant **year** or **class** to view a dropdown menu from which to select.

