

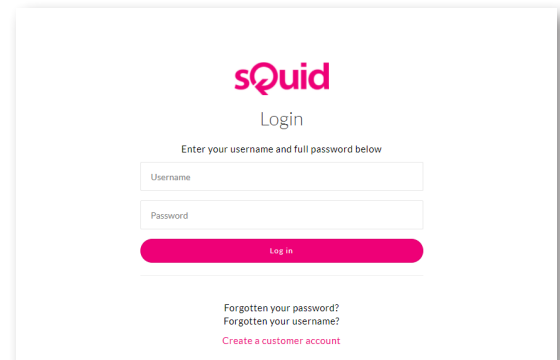
How to pre-order your child's meal

01 Log in & top up your sQuid account

Login to your **sQuid account**.

Top up your catering purse with enough funds to cover all of the meals that you would like to order.*

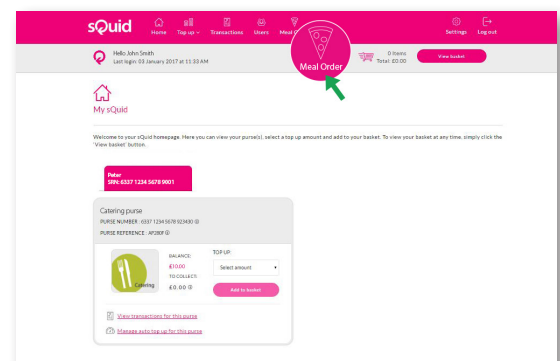
If your child is entitled to any free school meals, you do not need to add funds and should proceed to the next step.



The screenshot shows the sQuid login page. At the top is the sQuid logo. Below it is a 'Login' heading. A prompt says 'Enter your username and full password below'. There are two input fields: 'Username' and 'Password'. A pink 'Log in' button is below the fields. At the bottom, there are links for 'Forgotten your password?', 'Forgotten your username?', and 'Create a customer account'.

02 Access the meal pre-order calendar

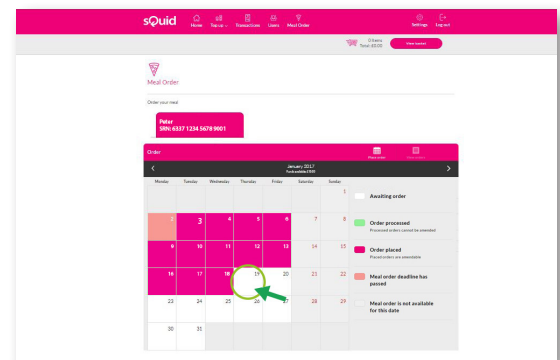
Click on the **user** that you would like to place an order for, and then click **Meal Order** in the **main menu bar**.



The screenshot shows the 'My sQuid' page. At the top is a pink navigation bar with icons for Home, Top up, Transactions, Orders, Meal Order, Settings, and Log out. The 'Meal Order' icon is highlighted with a green arrow. Below the navigation bar, there's a 'My sQuid' section with a welcome message. A 'Catering Purse' section shows a balance of £10.00 and a 'Top Up' button. A 'Meal Order' button is also visible.

03 Pick a day

Simply click on a **specific day** in the future to access the **meal options** for that day.



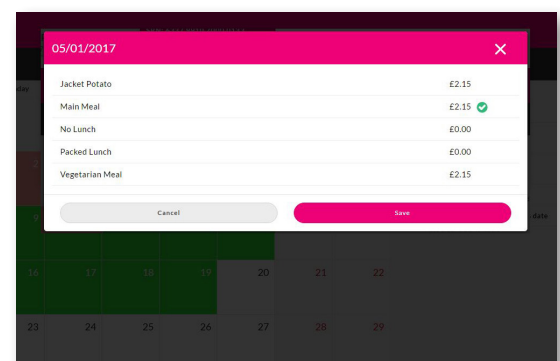
The screenshot shows the 'Meal Order' calendar. It displays a grid of days from 1 to 31. A green arrow points to the 18th of the month. To the right of the calendar, there's a list of order statuses: 'Awaiting order', 'Order processed', 'Order placed', and 'Meal order deadline has passed'.

04 Choose a meal

You will then need to click on the **specific meal option** from the choices given.

If your child is entitled to any free school meals, the price of a meal will still be shown, but you will not be charged.

Once you have made your **selection**, a **green tick** will appear next to your choice. Click **Save** to confirm.

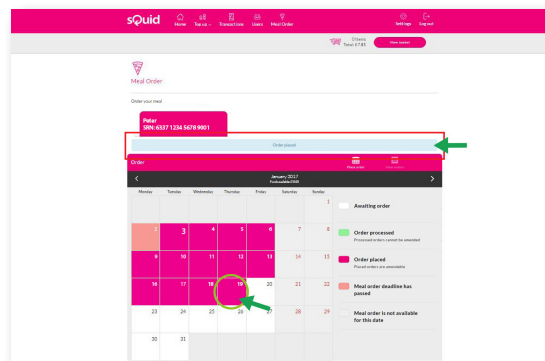


The screenshot shows a modal window for selecting a meal for 05/01/2017. It lists five meal options with their prices: Jacket Potato (£2.15), Main Meal (£2.15), No Lunch (£0.00), Packed Lunch (£0.00), and Vegetarian Meal (£2.15). A green checkmark is next to the 'Main Meal' option. At the bottom, there are 'Cancel' and 'Save' buttons.

05 Order placed

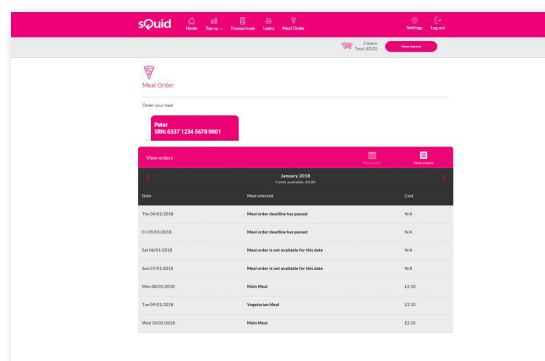
The **Order placed** confirmation message will appear on screen, and the selected date on the calendar will change from white to pink.

Simply **repeat steps 3 and 4** for each day that you would like to order a meal for.



06 View orders

You can view any meal orders which have been placed by clicking on **View orders**.



* Please note that after you have topped up your online account, funds may take up to 30 minutes to clear and become available for pre-ordering meals.