

Schoolgateway

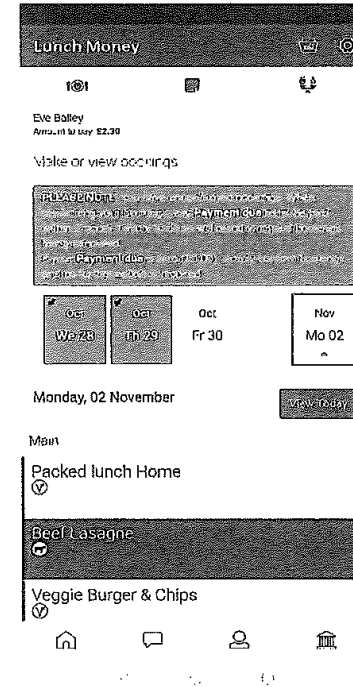
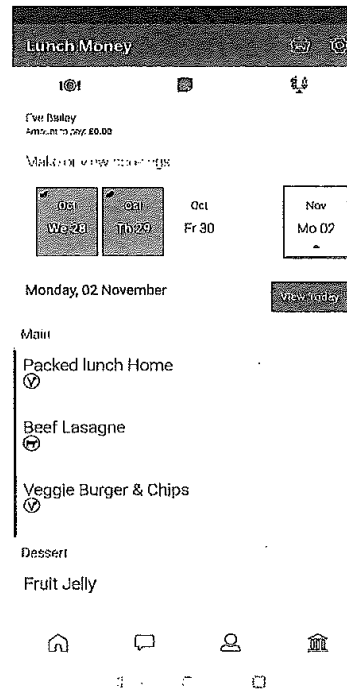
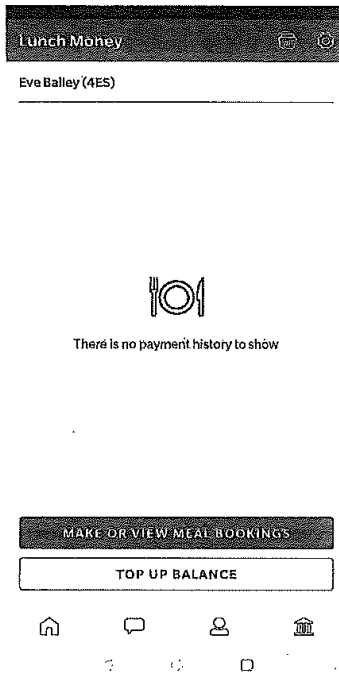
# Meal Manager Guide

Learn how to use Meal Manager to book meals  
and cancel or amend any meal bookings

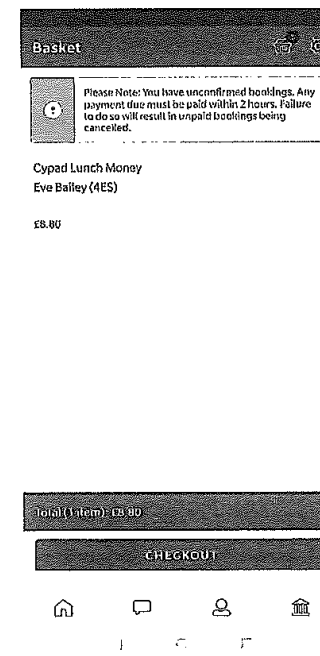
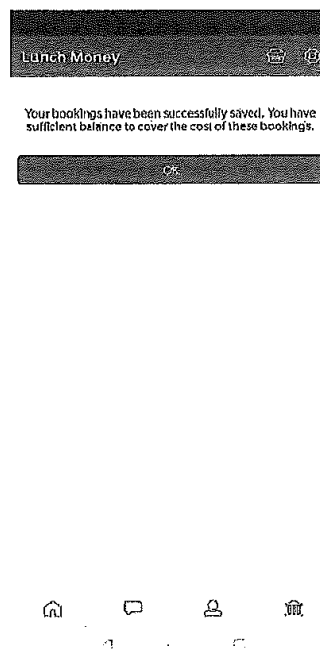
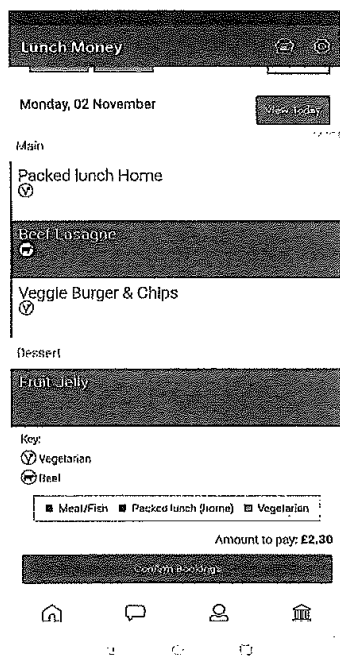


## How to book a meal

- Click on the child you want to book the meal for
- Click 'Lunch Money'
- Click 'Make' or 'View Meal Bookings'
- Select the date you would like to book and select the meal



- You will now see the total cost of your booking – click ‘Confirm Booking’ to book your selection  
*\*If you don’t have available credit to use once you have clicked ‘Confirm Booking’, the cost of the meal/s will be added to your basket*
- Click ‘Checkout’ and make the booking/s

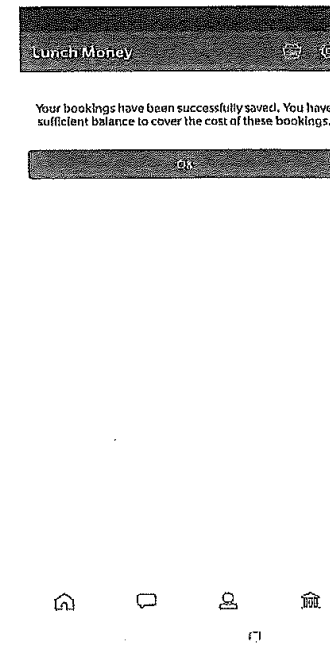
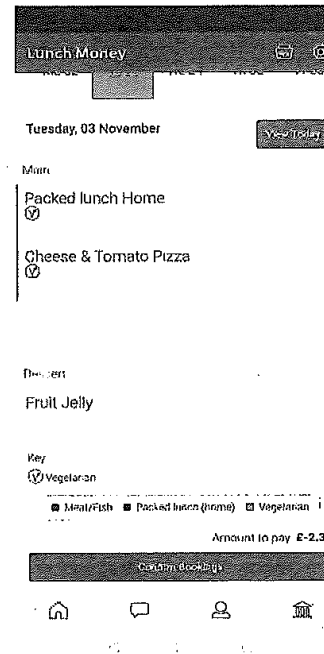
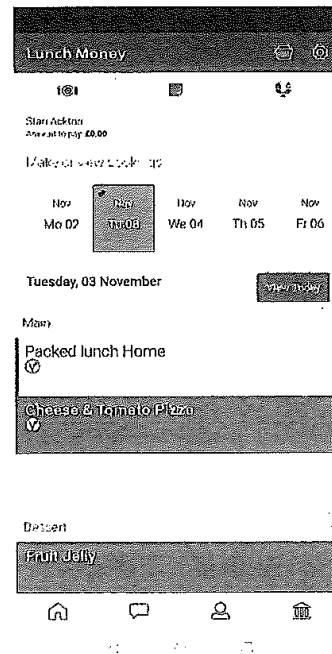


**Please Note:** Any payments due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.

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## How to cancel a booking

- Click 'Lunch Money'
- Click 'Make' or 'View Meal Bookings'
- Select the date required and de-select the meal option
- Click 'Confirm Booking' (you will then see a message confirming that the booking has been updated)



Please contact the school if you experience any issues.

## How to amend a booking

- Click 'Lunch Money'
- Click 'View Meal Bookings'
- Select the date required and de-select the meal option and either select an alternative meal or click Confirm Bookings to confirm the change. *(If you have amended the existing booking, you will not be charged again).*

