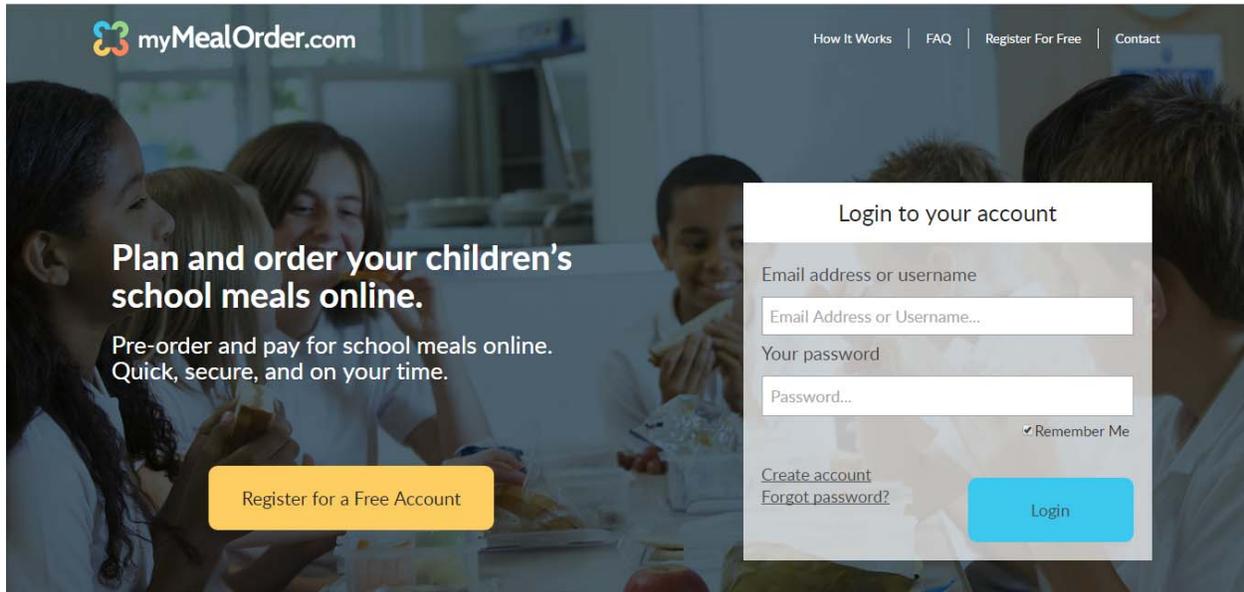


MyMealOrder Ordering Instructions

Log on to <http://mymealorder.com> to login or create an account. To create a free account, click the Register for a Free Account button.



Plan and order your children's school meals online.

Pre-order and pay for school meals online. Quick, secure, and on your time.

Register for a Free Account

Login to your account

Email address or username

Your password

Remember Me

[Create account](#)

[Forgot password?](#)

Login

From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username and password. The username (or your email address) will be used to login to MyMealOrder. Once you create your account, click the "Click here to add students to your Account" button. You will need to add your children to your account in order to purchase meals.

A screenshot of the MyMealOrder.com registration form. The header includes the MyMealOrder.com logo and links for 'Help', 'Contact', and 'Registration'. The main heading is 'Register for your account'. The form is organized into three columns of input fields. The first column contains: Display Name, Username, Password, Confirm Password, Security Question (with a dropdown menu showing 'What was your childhood nickname?'), and Answer. The second column contains: First Name, Last Name, Home Address, City (with a dropdown menu showing 'Abingdon'), State (with a dropdown menu showing 'Illinois'), and Zip. The third column contains: Home Phone, Cell Phone, Email, Confirm Email, and an 'Email Notification' checkbox. At the bottom right of the form is a green button labeled 'Click here to add students to your Account'.

myMealOrder.com

Help | Contact | Registration

Register for your account

Display Name

Username

Password

Confirm Password

Security Question

What was your childhood nickname? ▾

Answer

First Name

Last Name

Home Address

City

Abingdon ▾

State

Illinois ▾

Zip

Home Phone

Cell Phone

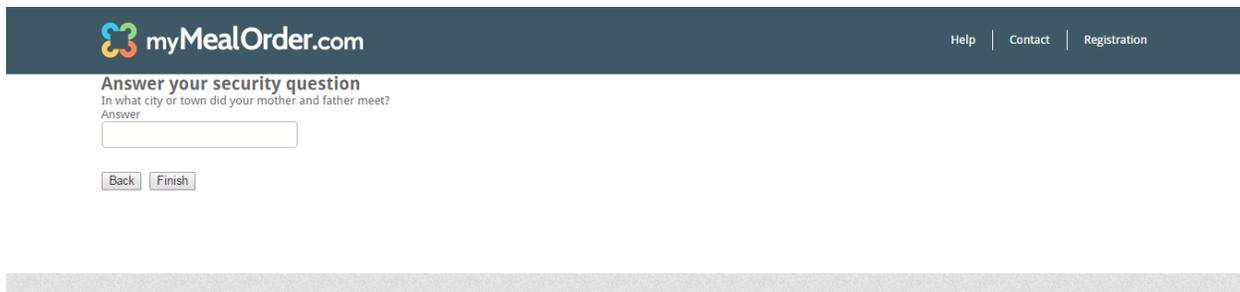
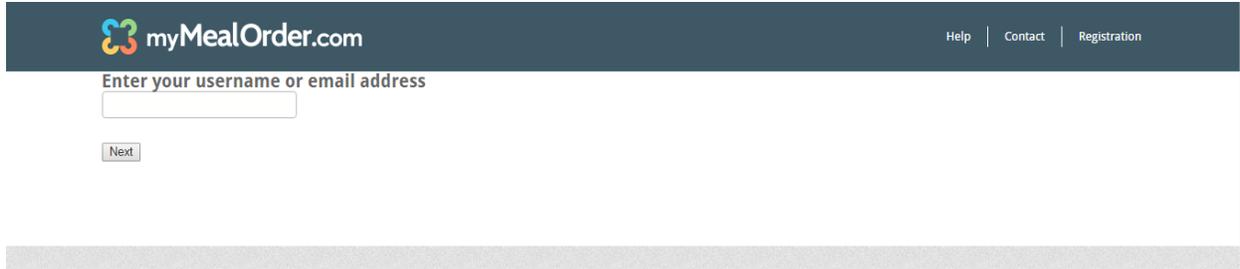
Email

Confirm Email

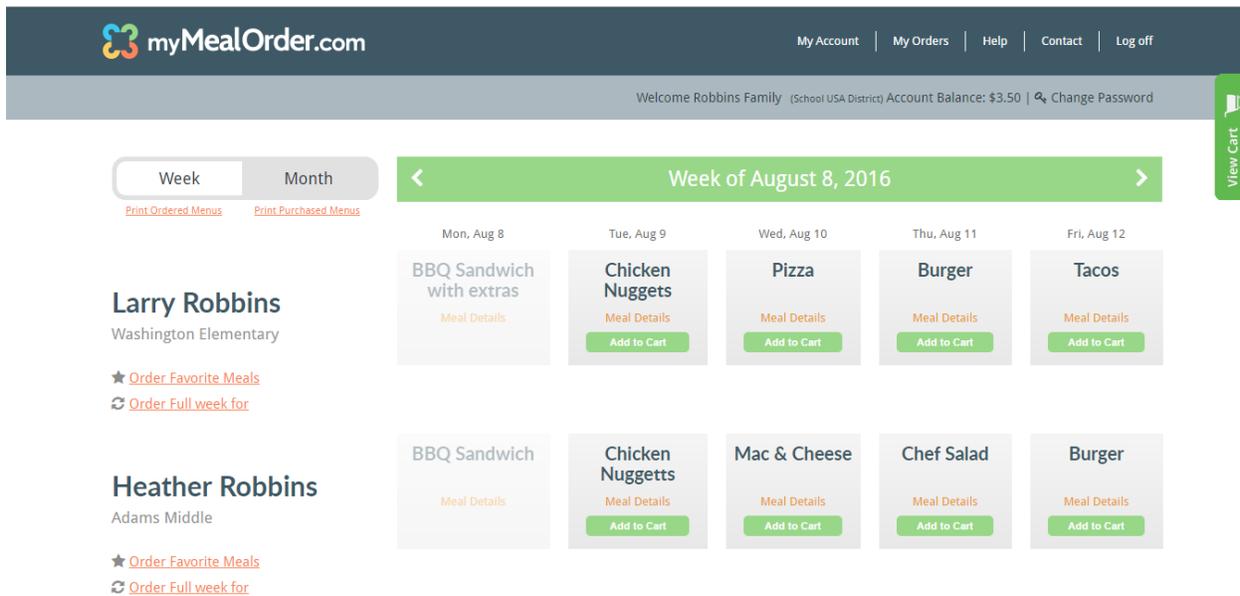
Email Notification

Click here to add students to your Account

If you have forgotten your password and are unable to login, click the “Forgot Password” link. Enter your username or email address then answer the secret question. A temporary password will be emailed to you. (Please check your junk mail if you do not receive it right away.) Once you login, you can change your password by clicking the “Change Password” link in the upper right hand corner.



Once you login, this is the month view. The days that are “grayed” out are past the lead time required for ordering.



	Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
Larry Robbins Washington Elementary	BBQ Sandwich with extras Meal Details	Chicken Nuggets Meal Details Add to Cart	Pizza Meal Details Add to Cart	Burger Meal Details Add to Cart	Tacos Meal Details Add to Cart
Heather Robbins Adams Middle	BBQ Sandwich Meal Details	Chicken Nuggets Meal Details Add to Cart	Mac & Cheese Meal Details Add to Cart	Chef Salad Meal Details Add to Cart	Burger Meal Details Add to Cart

To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn't been purchased yet.

You can also click the Details button of the Daily Ala Carte options to order individual items.

myMealOrder.com

Welcome Robbins Family (School USA District) Account Balance:\$3.50 | Change Password | View Cart

Week | Month

Week of August 8, 2016

Mon, Aug 8 | Tue, Aug 9 | Wed, Aug 10 | Thu, Aug 11 | Fri, Aug 12

Larry Robbins
Washington Elementary

★ Order Favorite Meals
● Cancel Full week Order for
🔄 Order Full week for

Heather Robbins
Adams Middle

Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
BBQ Sandwich with extras Meal Details	Chicken Nuggets Meal Details Remove from Cart	Pizza Meal Details Add to Cart	Burger Meal Details Add to Cart	Tacos Meal Details Add to Cart
BBQ Sandwich Meal Details	Chicken Nuggets Meal Details Add to Cart	Mac & Cheese Meal Details Add to Cart	Chef Salad Meal Details Add to Cart	Burger Meal Details Add to Cart

The Ala carte menu will open up and you need to enter a quantity next to the item(s) that you want to order and click Add to Cart. This adds the individual ala carte items to your cart.

Mon, Aug 8 | Tue, Aug 9 | Wed, Aug 10 | Thu, Aug 11 | Fri, Aug 12

Jake Robbins
Kennedy High

Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
myWay Cafe Meal Details	myWay Cafe	myWay Cafe	myWay Cafe	myWay Cafe

myWay Cafe

Add to Cart

- 0 Bagel- Cinnamon/Raisin
- 0 BBQ Sandwich - Pulled Pork BBQ- BBQ Sauce- toasted
- 0 Breakfast Quesadilla
- 0 Burger LIVE
- 0 Chef's Salad
- 0 Chicken fajita
- 0 Chicken Nuggets
- 0 Chilli
- 0 Chow Mein Noodles
- 0 Egg Salad Sandwich

You can move to the next or previous week by clicking the white arrows. Once you have added all of your meals and/or items to your cart, click the green View Cart button. The window will slide open to show all of your meals/items that are in your cart. You can remove items from your cart by clicking the X in the View Cart window or by clicking the Red Remove from Cart button. To remove an ala carte item, click Details to open the window and either change your quantity and click Update Cart or click Remove from Cart to remove all of the items. Once you are ready to complete the checkout process, click the Checkout button.

myMealOrder.com

Welcome Robbins Family (School USA District) Account

My Account | My Orders | Help | Contact | Log off

Week | Month

Print Ordered Menus | Print Purchased Menus

Week of August 8

Larry Robbins
Washington Elementary

- ★ Order Favorite Meals
- 🗑️ Cancel Full week Order for
- 🔄 Order Full week for

Heather Robbins
Adams Middle

- ★ Order Favorite Meals

Jake Kennedy High

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	✖
		Subtotal: \$2.00	

Larry Washington Elementary

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes-Roasted, Sauteed vegetables, Milk	\$1.75	✖
		Subtotal: \$1.75	

Checkout | Empty Cart | Total \$ 3.75

A summary screen of your order will be displayed. You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, click the Place Order button. **If you do not Checkout and click Place Order, your order will not be received by the school, it's only sitting in your cart.**

Account 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 Account 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.

myMealOrder.com

Welcome Robbins Family (School USA District) Account Balance: \$3.50 | Change Password

Confirm your Order

Jake Kennedy High

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	✖
		Subtotal: \$2.00	

Larry Washington Elementary

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes-Roasted, Sauteed vegetables, Milk	\$1.75	✖
		Subtotal: \$1.75	

Order Total: \$3.75
Account Balance: \$3.50
Amount Due: **\$0.25**
Credit Card Fee*: \$0.01

* Convenience fees are informational only. Fees will be recalculated during checkout.

Empty Cart | Place Order

[Continue Shopping](#)

After you click Place Order, you will be given the payment option screen. You can pay by credit card or by check. Fill out the required information and click Complete at the bottom. This completes the transaction and you will receive an email receipt of your order.

First Name: <input type="text"/>	<input checked="" type="radio"/> Credit Card <input type="radio"/> Check
Last Name <input type="text"/>	Credit Card Number (digits only): <input type="text"/>
Phone Number (optional): <input type="text"/>	Expiration: MM <input type="text"/> / <input type="text"/> YYYY
Sub Total: \$11.95	CW: <input type="text"/>
Convenience Fee: \$0.53	Billing Address: <input type="text"/>
Total: \$12.48	City: <input type="text"/>
<small>* Convenience fee will be recalculated based on payment type.</small>	State: <input type="text" value="AL"/>
	Zip Code: <input type="text"/>
	<input type="checkbox"/> Save For Future Purchase
	<input type="button" value="Complete"/>

Canceling Orders

Once orders have been purchased, the Add to Cart button changes to an orange button labeled "Purchased: Click to Cancel". This means the meal/item has been purchased. 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.

< **Week of June 12, 2017** >

Mon, Jun 12	Tue, Jun 13	Wed, Jun 14	Thu, Jun 15	Fri, Jun 16
Burger	Chef Salad	Chicken Nuggets	BBQ Sandwich	Pizza
Meal Details	Meal Details	Meal Details <input type="button" value="Purchased
Click to cancel"/>	Meal Details <input type="button" value="Purchased
Click to cancel"/>	Meal Details <input type="button" value="Purchased
Click to cancel"/>

My Account

Account Settings

Display Name	Accountholder First Name
<input type="text" value="RusticTest"/>	<input type="text" value="RusticTest"/>
Home Phone Number	Accountholder Last Name
<input type="text"/>	<input type="text"/>
Cell Phone	Address Line 1
<input type="text"/>	<input type="text"/>
Email	Address Line 2
<input type="text" value="rustic@test.com"/>	<input type="text"/>
Confirm Email	State
<input type="text" value="rustic@test.com"/>	<input type="text" value="New Jersey"/>
Security Question	City
<input type="text" value="What was your childhood nickname?"/>	<input type="text" value="Wayne"/>
Answer	Zip
<input type="text" value="Rustictest"/>	<input type="text"/>

Students in Account

Rustic Test  
The Rustic Cafe & Juice Bar -
Wayne YMCA

[Add a Student](#)

Payments Options

[Save Settings](#)

Notifications and Communications

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

- Administrative Cancellation
- Incomplete Order
- Negative Balance
- Order Receipt
- Subscription Email

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=unchecked – 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)
- **Subscription Email** – checking this option will suppress the emails sent by the administrator, usually with information about upcoming events. (Default= unchecked – Email Notifications accepted)

My Orders:

You can click on the Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded means they were purchased but the order was cancelled either by you (clicking the orange “Purchased: Cancel” button within the lead time window) or by an Administrator for one reason or another.

If you don’t see your meals/items under the Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

Test Student	09/10/15	Purchased	Paella, Garlic Bread, Choice of 2% Milk or Spring Water	7.00	Details
Test Student	09/11/15	Purchased	Made to Order Deli, Apple, Fresh, Bottled Spring Water	4.95	Details
Test Student	09/24/15	Refunded	Mashed Potatoes & Gravy, Meatloaf (Sandra's), Green Beans, Choice of 2% Milk or Spring Water	7.00	Details

You can also click the Print Purchased Menus link at the top to see a calendar view of the meals/items you have purchased.