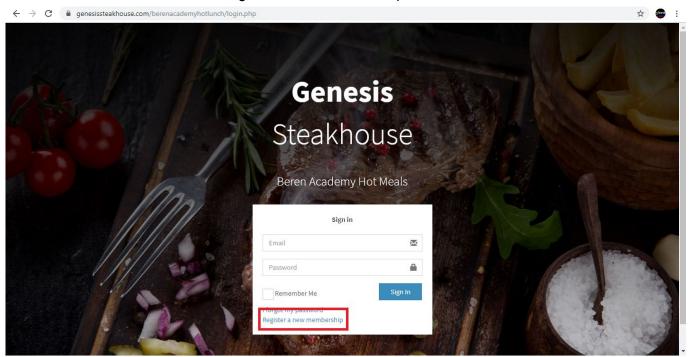
Beren Academy Hot Lunch Ordering Guide

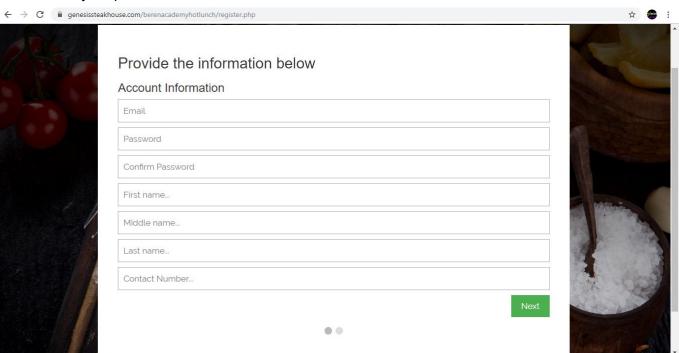
App Version 2.0 Beta September 2019

Sign-up Instructions for Students and Staff

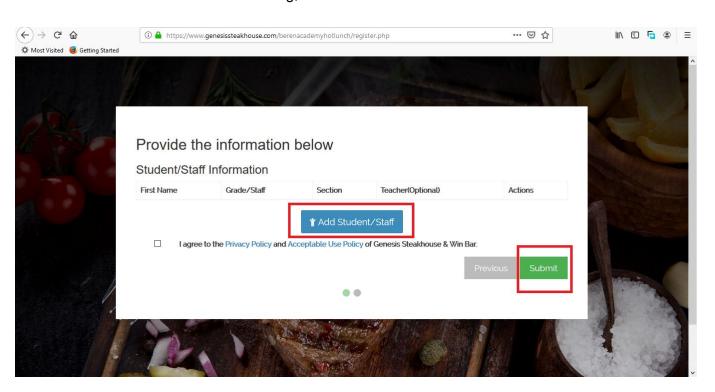
1. Students and Staff - Click Register a New Membership Link

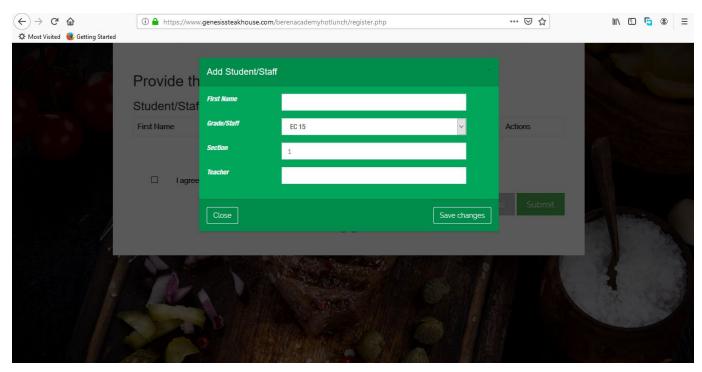


2. Fill in your personal information



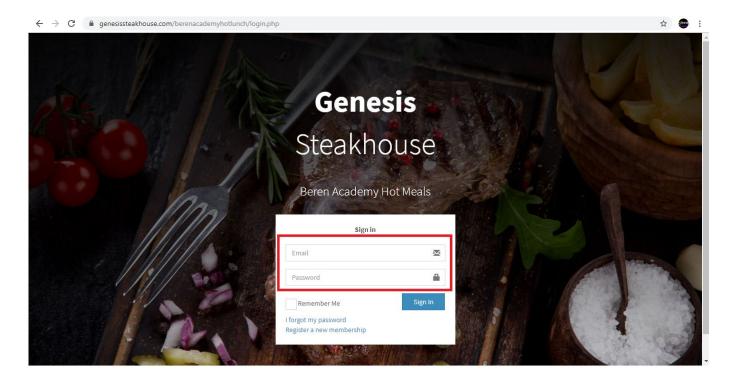
3. Enroll the Student/Staff for Ordering, then click Submit.





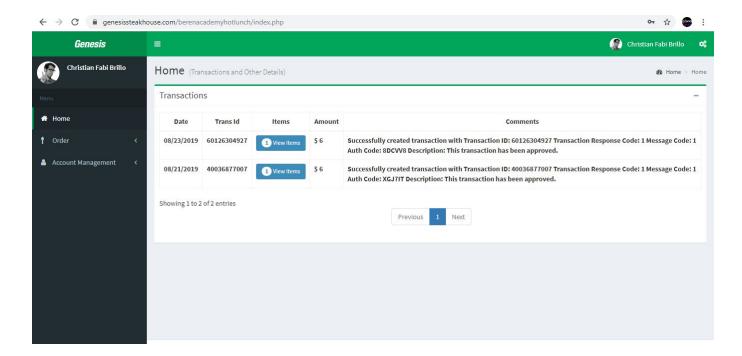
Log-in

Input your Email and Password used during Registration, then click Submit.



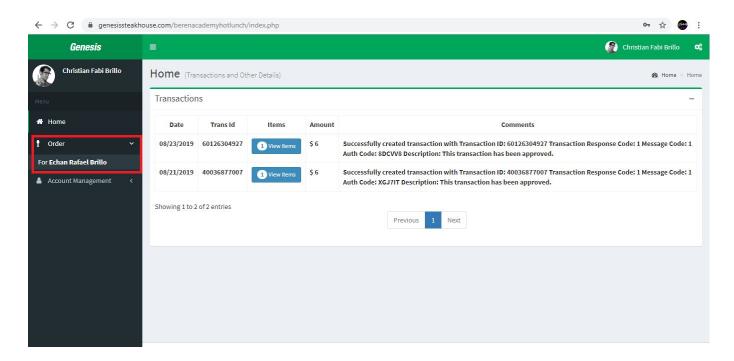
Main Dashboard

Home Page - Your Home Page will show a summary of your transactions.

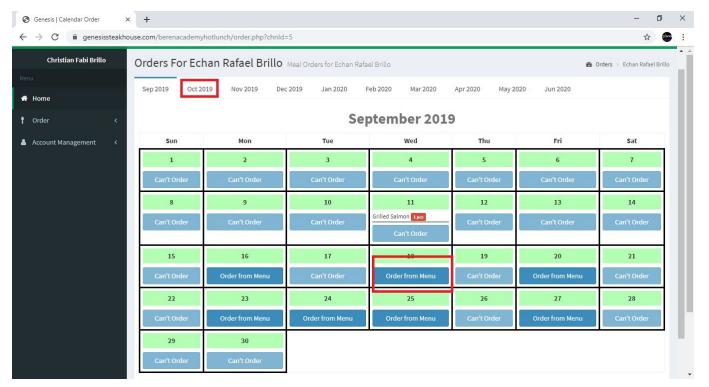


How to Order:

Click Order in the left sidebar, then use the pull down and select/click on the name of the Student/Staff you would like to setup an Order for.

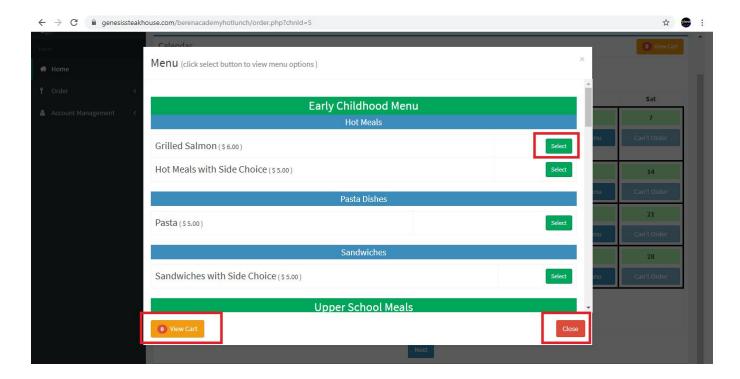


Once you have clicked on the Student/Staff you want to place an Order for the Calendar will show; now click Order from Menu button to place an Order for your desired date. To advance to next month's Calendar, click on the month tab button.

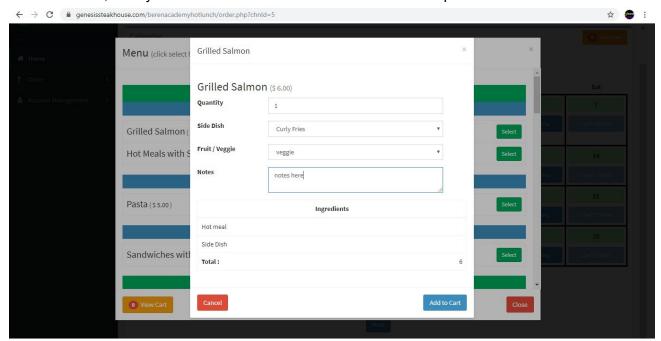


The Menu Tab: After clicking on your Order from the Menu button, a pop-up will show up with the following choices:

- Select Button click to choose the specific Menu item(s) you would like to order.
- **View Cart** click this selection when you want to view all the items in your Cart. When you are ready to complete your Order and check out, simply click on Check Out.
- Close click Close if you would like to go to other dates before checking out.

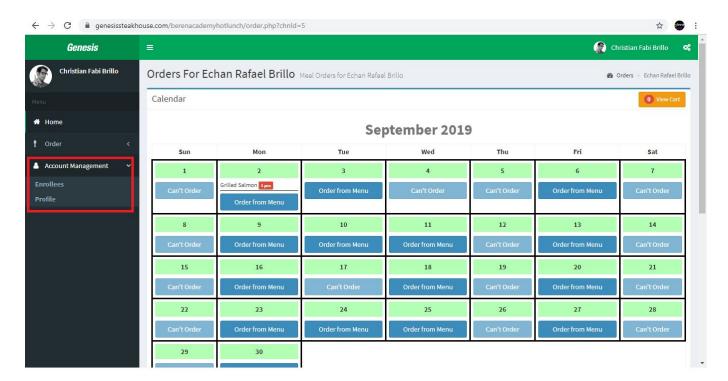


• **Item Tab**: after clicking the Select button, information about the Item will show in a pop-up window, here you can select additional info needed for the specific menu item.



Account Management

Enrollees - if you would like to add more Students/Staff in your Order list. **Profile** - Here is where you can edit your Profile information you provided during Sign Up.



Enrollees Page

- Add If you would like to add more names in your Order List.
- **Edit** if you would like to edit the details in your Order List.

