



## EASY LUNCH ONLINE MEAL ORDERING INSTRUCTIONS

- 1) Visit [www.theeasylunchcompany.co.uk](http://www.theeasylunchcompany.co.uk)
- 2) Click on YOUR ORDERS (top right)
- 3) Click on REGISTER (top right) if you are a new user
- 4) Input your details, do not forget to 'add mailer' to receive newsletters from us with reminders and updates (we will not pass your details on to anyone!)
- 5) Click on 'add child', fill in all the necessary boxes. Please pay attention to selecting the correct school and year group as this determines where your child's meal goes to!
- 6) Save and finish or add another child. You can edit your details at any time by clicking EDIT
- 7) Once you have registered your child click on BOOK MEALS –you will see a calendar for the term. To book the same type of meal for the whole term click on 'SET ALL MEALS' or to select different choices each day just click on each day and scroll through the choices until you have selected the meal you require.  
You can order as many or as few meals as you wish – just remember the deadline is always 9 days in advance.(see below)  
All meals in Reception, Year 1 and Year 2 are free so you will not need to make a payment if you have children in the infants as well. If you are paying for meals (years 3-6) you need to 'Buy Credits' which you will see at the top of the page.
- 8) You can change or cancel meals anytime within our deadlines which are 9 days in advance of the date you wish to book or cancel. For example, to book a meal for Monday 12<sup>th</sup> of September you will need to book and pay (payment only required for those in Year 3,4,5,and 6 if you are not entitled) for it by midnight on Saturday 3<sup>rd</sup> September.
- 9) If your child requires a 'Special Meal' for dietary purposes please contact Emma on 01403 741 177 or email [emma@theeasylunchcompany.co.uk](mailto:emma@theeasylunchcompany.co.uk). You will need to fill out a Special Dietary request form and supply a letter from your doctor. No special diets will be catered for until this process is complete, and you have confirmation of a start date.
- 10) Please contact us on 01403 741 177 or email [emma@theeasylunchcompany.co.uk](mailto:emma@theeasylunchcompany.co.uk) if you require any assistance.

EACH NEW TERM YOU WILL NEED TO REPEAT THIS – the booking page is always open on the last day of each term ready for the next term.

**YOU NEED TO ORDER YOUR MEALS ONLINE FOR THE WHOLE TERM – LUNCH WILL NOT BE SUPPLIED UNLESS YOU HAVE BOOKED ONLINE**

\*If you also have a child in Y3, Y4, Y5 or Y6 who is entitled to Free School Meals you must contact Easy Lunch to request credits be added onto your account within the deadline. Please do this by email stating your name, your child's name, your child's year group and school.

No credits = no meals\*