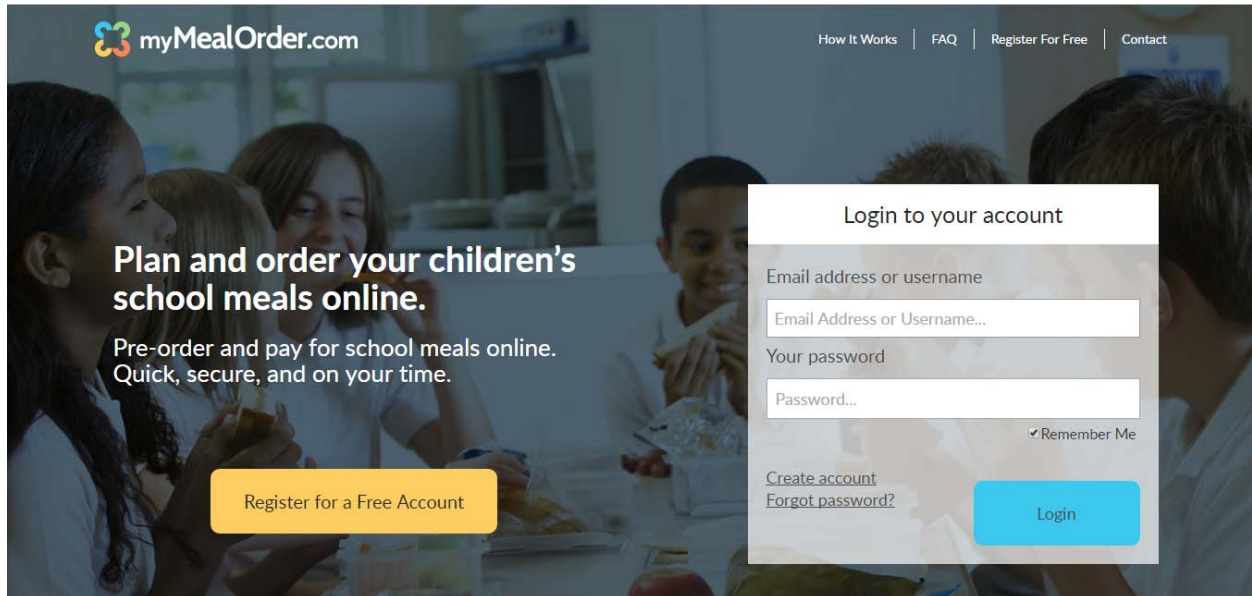


## MyMealOrder Ordering Instructions


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.



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.

The image shows the registration form on MyMealOrder.com. The header includes the logo and links for 'Help', 'Contact', and 'Registration'. The title is 'Register for your account'. The form is organized into three columns. 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'.


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.



Help | Contact | Registration

Enter your username or email address

Next



Help | Contact | Registration

Answer your security question

In what city or town did your mother and father meet?

Answer

Back Finish

Once you login, this is the week view, all of the available meals and ala carte items for the week are shown. The days that are “grayed” out are past the lead time required for ordering.

Week Month

[Print Menus in Cart](#) [Print Purchased Menus](#)

Vail Christian Test Student

Vail Christian School

< Week of January 14, 2019 Go To Current Week >

Mon, Jan 14	Tue, Jan 15	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18
<div>Breakfast Choices</div> <div>Order</div>	<div>Breakfast Choices</div> <div>Order</div>	<div>Breakfast Choices</div> <div>Order</div>	<div>Breakfast Choices</div> <div>Order</div>	
<div>Lunch Entrees</div> <div>Order</div>	<div>Lunch Entrees</div> <div>Order</div>	<div>Lunch Entrees</div> <div>Order</div>	<div>Lunch Entrees</div> <div>Order</div>	
<div>Sandwiches / Wraps</div> <div>Order</div>	<div>Sandwiches / Wraps</div> <div>Order</div>	<div>Sandwiches / Wraps</div> <div>Order</div>	<div>Sandwiches / Wraps</div> <div>Order</div>	
<div>Quesadillas</div> <div>Order</div>	<div>Quesadillas</div> <div>Order</div>	<div>Quesadillas</div> <div>Order</div>	<div>Quesadillas</div> <div>Order</div>	

View Cart

To place an order, click the Order button for a list of meal choices.

[Meals](#) | [My Account](#) | [My Orders](#) | [Documents](#) | [Help](#) | [Contact](#) | [Log off](#)

[Print Calendar Menu](#)
Welcome RusticTestParent (Stone Creek Charter / Vail Christian School) Account Balance:\$0.00 | [Change Password](#) | [Checkout](#)

Week

Month

[Print Menus in Cart](#)
[Print Purchased Menus](#)

<

Week of January 14, 2019

Go To Current Week >

Mon, Jan 14

Tue, Jan 15

Wed, Jan 16

Thu, Jan 17

Fri, Jan 18

Breakfast Choices

Order

Breakfast Choices

Remove from Cart

Breakfast Choices

Order

Breakfast Choices

Order

Lunch Entrees

Remove from Cart

Lunch Entrees

Order

Lunch Entrees

Order

Lunch Entrees

Order

Sandwiches / Wraps

Order

Sandwiches / Wraps

Order

Sandwiches / Wraps

Order

Sandwiches / Wraps

Order

Vail Christian Test Student

Vail Christian School

The Ala carte menu will open, add a quantity next to the item(s) you want to order. When you add the item(s) to your cart, the button will turn Red and show Remove from Cart. This means the item(s) are in your cart but haven't been purchased yet.

Lunch Entrees

Remove from Cart

Lunch Entrees

Order

Lunch Entrees

Order

Lunch Entrees

Order

Sandwiches / Wraps

Order

Quesadillas

Order

Soups and Salads

Order

Lunch Entrees

Add to Cart

0 4 Chicken Fingers and Fries 7.00

0 Alfredo - Penne Pasta with Alfredo Sauce 6.00

0 Boneless Chicken Wings - 3 chicken tenders tossed in buffalo sauce served with carrots & celery and choice of blue cheese or ranch. 7.00

0 Chicken Alfredo - Penne Pasta with Alfredo Sauce with Chicken 7.50

0 Corn Dog and Fries 8.00

View Cart

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. Clicking the Remove from Cart button will open the window and you can 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.



First Name:

Last Name

Phone Number (optional):

Sub Total: **\$13.00**

Convenience Fee: **\$0.58**

**Amount Due: \$13.58**

\* Convenience fee will be recalculated based on payment type.

☒ Credit Card

Credit Card Number (digits only):

Expiration:  
MM / YYYY  
 /

CW [?](#)

Billing Address:

City:

State:

Zip Code:

☐ Save For Future Purchase

**Complete**

## Cancelling 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.

### Vail Christian Test Student

Vail Christian School

Mon, Jan 14	Tue, Jan 15	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18
<div>Breakfast Choices</div> <div>Order</div>	<div>Breakfast Choices</div> <div>Purchased</div>	<div>Breakfast Choices</div> <div>Order</div>	<div>Breakfast Choices</div> <div>Order</div>	
<div>Lunch Entrees</div> <div>Purchased</div>	<div>Lunch Entrees</div> <div>Order</div>	<div>Lunch Entrees</div> <div>Order</div>	<div>Lunch Entrees</div> <div>Order</div>	

## My Account

Select My Account from the top Navigation bar.



Here you can Update your:


- **Phone #'s**
- **Address**
- **Email Address**
- **Security Question**
- **Add Students**
- **Add a Stored Payment**
- **Set Email Notification Preferences**

### Account Settings


Display Name <input type="text" value="RusticTestParent"/>	Accountholder First Name <input type="text" value="Rustic"/>
Home Phone Number <input type="text"/>	Accountholder Last Name <input type="text" value="Test Parent"/>
Cell Phone <input type="text"/>	Address Line 1 <input type="text"/>
Email <input type="text" value="rusticfarm@rusticfarm.com"/>	Address Line 2 <input type="text"/>
Confirm Email <input type="text" value="rusticfarm@rusticfarm.com"/>	State <input type="text" value="Colorado"/>
Security Question <input type="text" value="In what city or town did your mother and father meet?"/>	City <input type="text" value="Edwards"/>
Answer <input type="text" value="Edwards"/>	Zip <input type="text"/>

### Students in Account

Vail Christian Test    
Student  
Vail Christian School

 Add a Student

### Payments Options

 Add a Payment Option

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

## 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.

Student	Meal Date	Status	Meal	Price		
Vail Christian Test Student	01/15/2019	Purchased	Breakfast Bagel Sandwich	6.00	<a href="#">Details</a>	<a href="#">Cancel Order</a>
Vail Christian Test Student	01/14/2019	Purchased	4 Chicken Fingers and Fries	7.00	<a href="#">Details</a>	<a href="#">Cancel Order</a>

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