

Meal Ordering

A STEP-BY-STEP GUIDE

WELCOME TO THE MEAL ORDERING STEP-BY-STEP GUIDE. IN THESE PAGES YOU WILL BE GUIDED THROUGH THE REGISTRATION PROCESS AND SHOWN HOW TO PRE-ORDER SCHOOL MEALS FOR YOUR CHILD.



REGISTRATION

1. Visit

<https://mealordering.bluerunner.co.uk>

Click on the “REGISTER” button on center left (photo 1)

2. Make sure you fill in all mandatory fields

3. Insert the information that will be used to create your account and click on “REGISTER” (photo 2)

YOUR ACCOUNT

(photo 3)

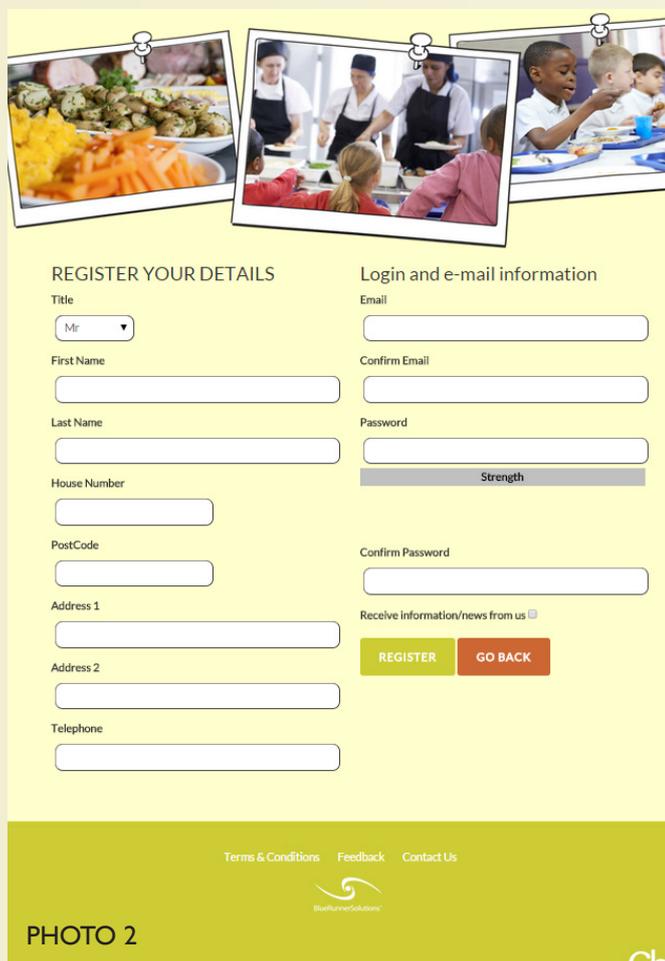
1. On the top left hand side, you can view and edit your account details

2. On the right hand side a list of your orders and meal account management

3. On left bottom you will see a section dedicated to your registered children

4. Please note the 4 icons underneath both sections: they will help you navigate quickly from an area to the other of your account panel

5. Click on “ADD A CHILD” to start your child registration process



ADD A CHILD

(photo 4)

1. After inserting your child's basic details, on the right hand side please select the school attended

2. While you start typing, a drop down menu will suggest you the available school names. Select your school.

3. Next stage is to select the school year. Once you have selected the year, the system will automatically generate a list of classes in the field soon below

4. Select your child's class name

5. Once you have checked the info you inserted is correct click on “REGISTER CHILD”. Don’t worry if you made any mistakes, you will be able to edit the child’s details from your account management panel

CHILD ACCOUNT

1. Once you have completed the registration process of your child, the system will redirect to your account panel, this time with the CHILD section updated to include the list of your registered children

2. In this example, you can see that Johnny has been added and you have now 3 options (*photo 5*)

3. Option 1: Click on “SELECT MEALS” to start ordering Johnny’s school meal

4. Option 2: Click on “EDIT DETAILS” to change Johnny’s details

5. Option 3: Click on “ADD A CHILD” to add other children to the account

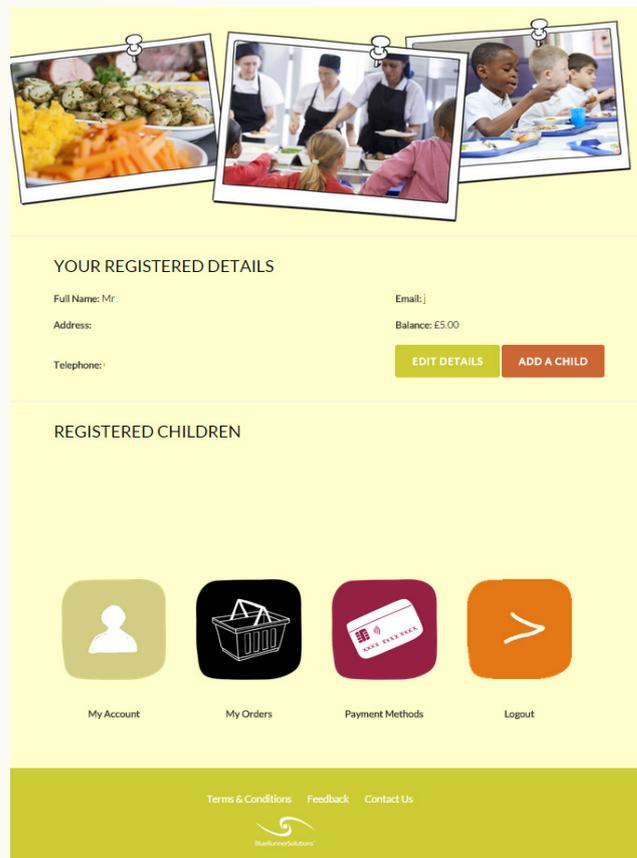


PHOTO 3

MEAL SELECTION

1. After clicking on the “SELECT MEALS” button from the child account section, the system will redirect you to a page with a calendar of the current month

2. Pick your order date by simply clicking on it (*photo 6*)

3. A pop up will give you a choice of the available meals.

4. Select the meal you wish to order for Johnny, then click CLOSE. (*photo 7*)

MEAL PAYMENT

1. Once you have selected and confirmed Johnny’s meals, click on “PROCEED TO PAYMENT”

2. Fill in your card details and click on “PAY”

3. You can retrieve the saved payment methods from the “PAYMENT METHODS” icon anytime.

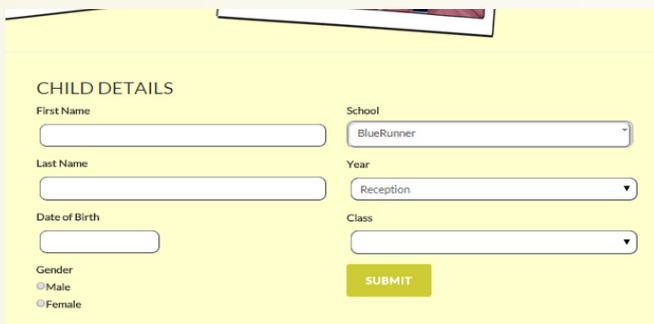


PHOTO 4

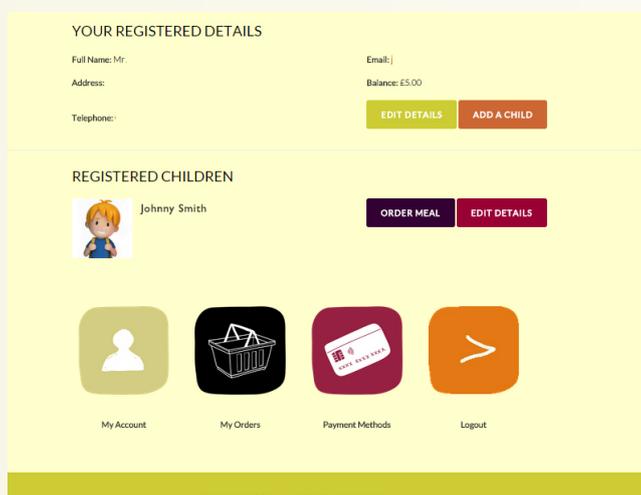


PHOTO 5

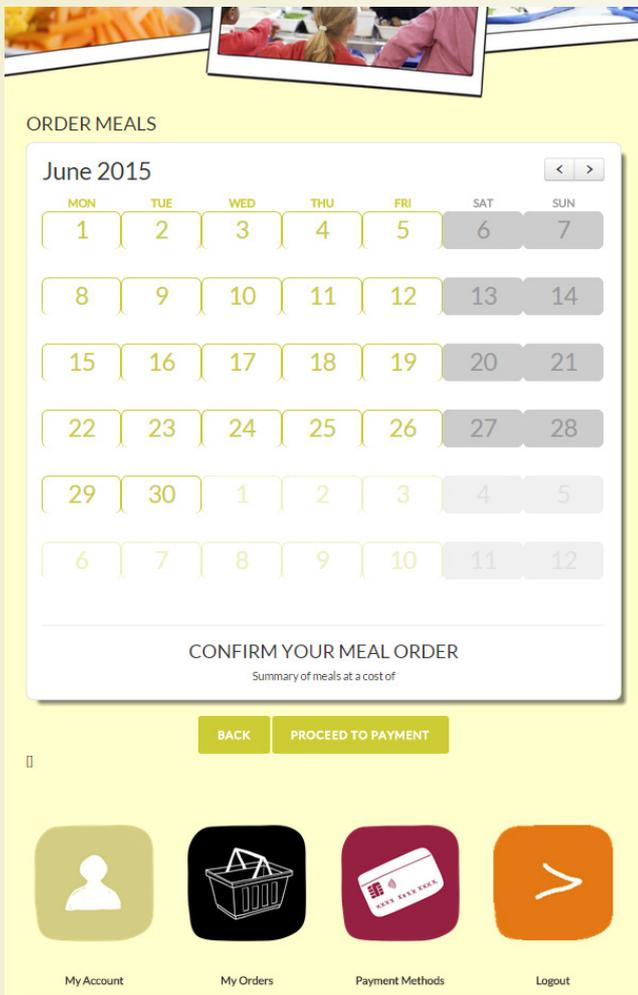


PHOTO 6

4. From the PAYMENT METHODS area you can also remove any card stored in the system

5. A history of your orders can be viewed from the “MY ORDERS” icon.

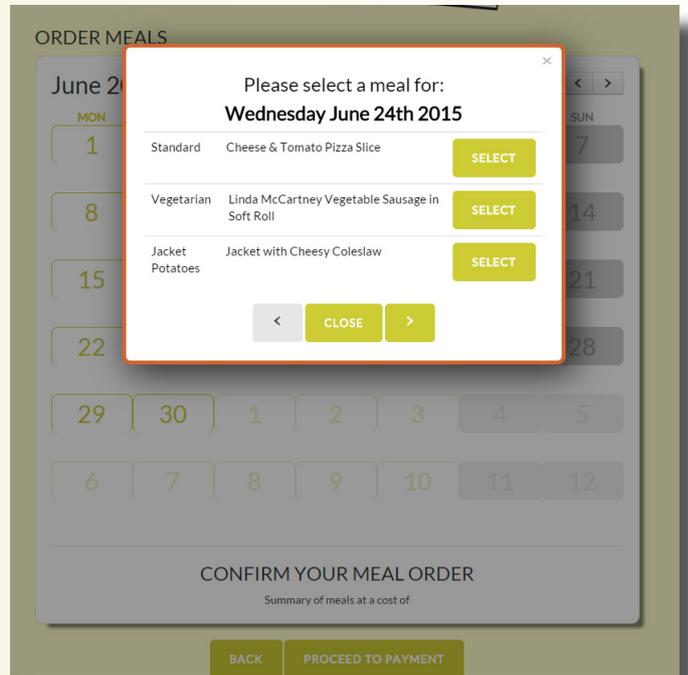


PHOTO 7

If you experience any difficulty in using this system, please feel free to get in touch and we'll be happy to assist you.

Chartwells Helpline: 01908 615705