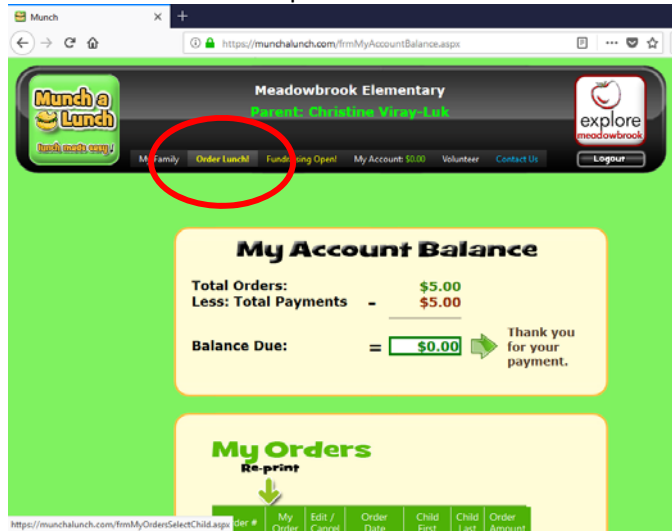


MUNCH A LUNCH – QUICK REFERENCE GUIDE

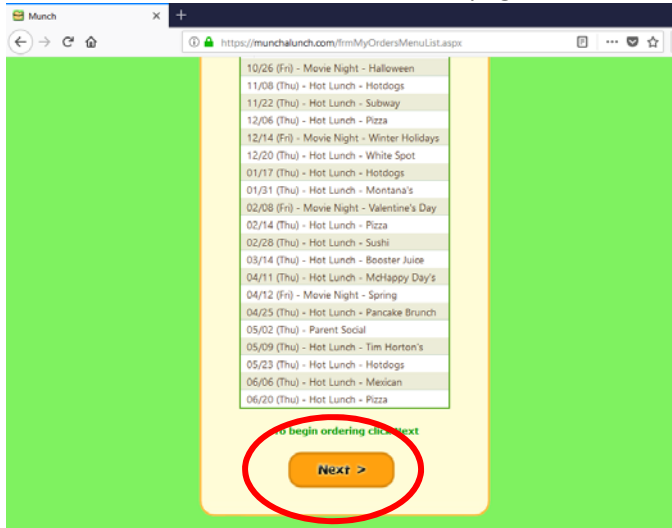
How to order lunch

STEP 1: Login to system at

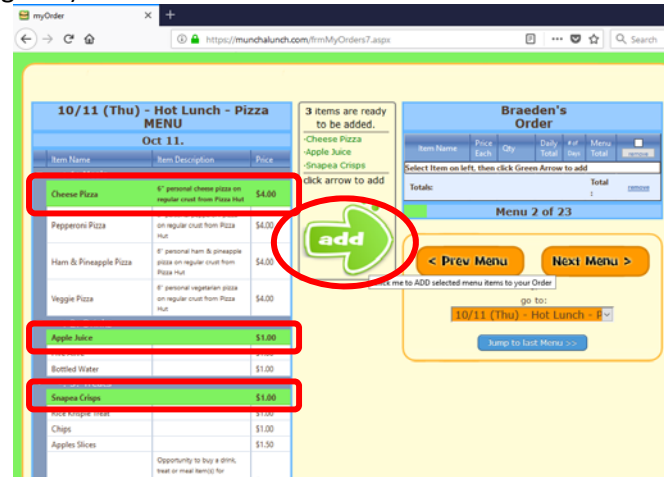
<https://munchalunch.com/schools/meadowbrook/> and select 'Order Lunch!' from top menu bar.



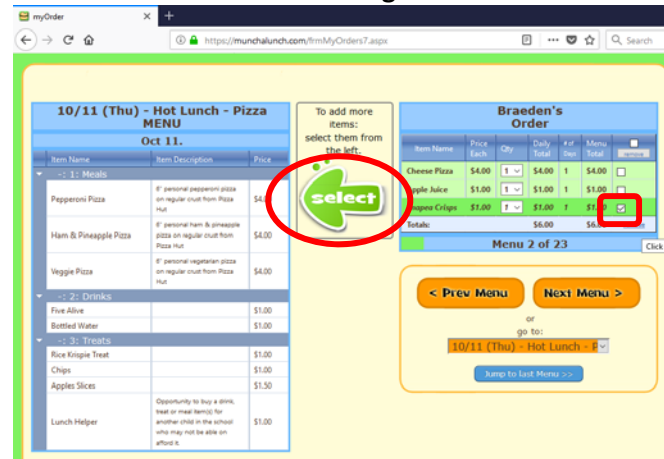
STEP 2: Click on 'Next' button on bottom of page.



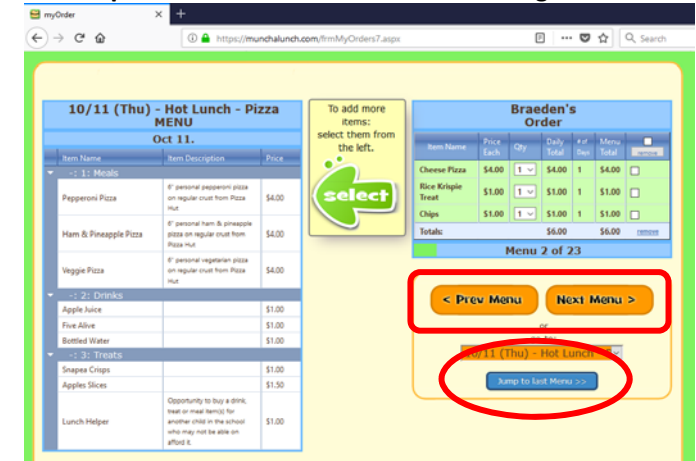
STEP 3: Select the lunch items by clicking on the row (row should turn green) and Click on 'add' arrow button on middle of screen.



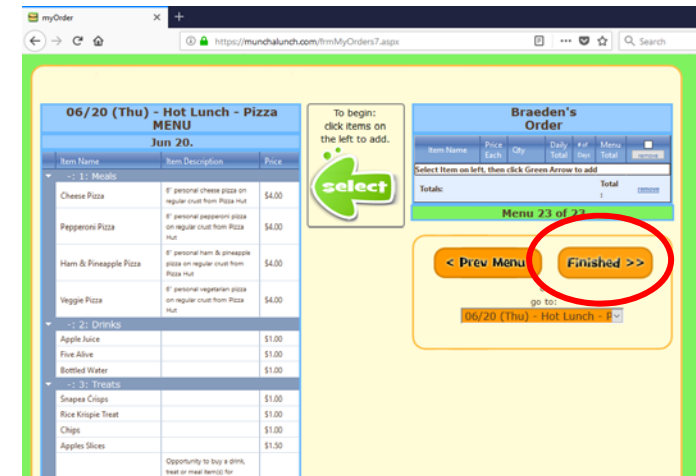
STEP 4: To remove items, click on box under 'remove' column on right most table and click on 'select' green arrow button.



STEP 5: You can navigate to other menus by using the '< Prev Menu' or 'Next Menu >' buttons at the bottom right of screen. If you have completed your order and would like to check out, click on blue 'Jump to last Menu' button at bottom right of screen.



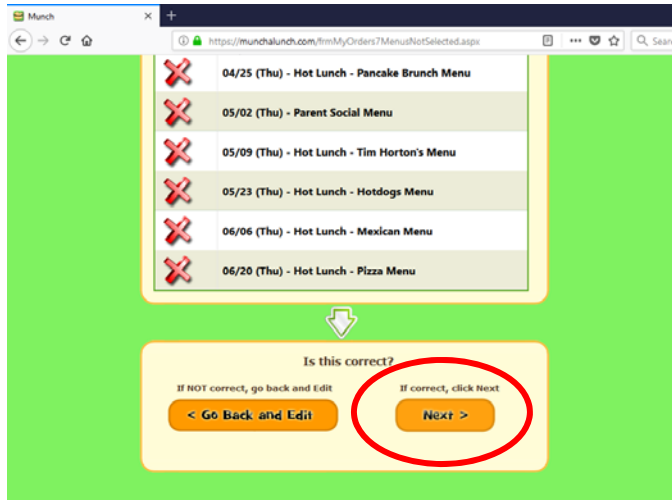
STEP 6: To continue to the check out, click on the 'Finished >>' button.



MUNCH A LUNCH – QUICK REFERENCE GUIDE

How to order lunch

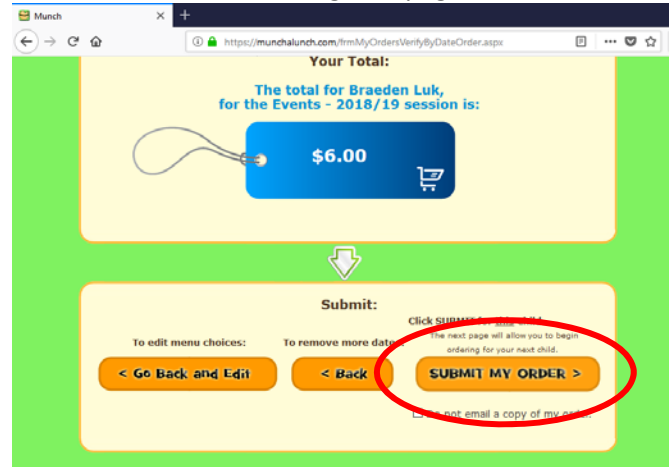
STEP 7: If you all dates are correct, **click on the 'Next >' button** at the bottom of the screen. If any dates need to be corrected, click on the '< Go Back and Edit' button.



STEP 8: If no dates need to be removed, **click on the 'Next >' button**. If dates need to be removed, then select box next to date and click on 'REMOVE Checkmarked Dates'.



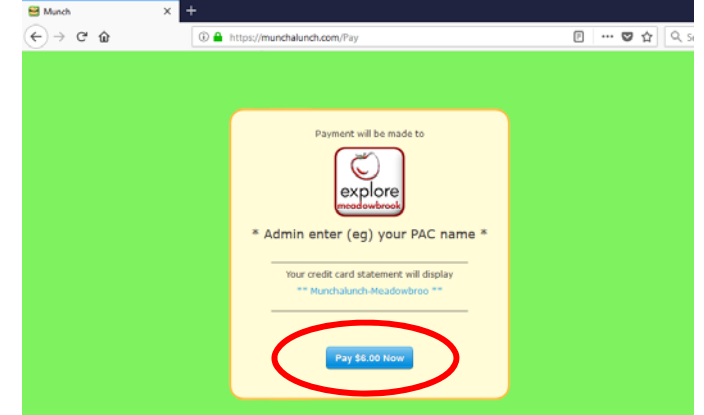
STEP 9: If the amount is correct, then **click on the 'Submit my Order >' button** at the bottom right of page.



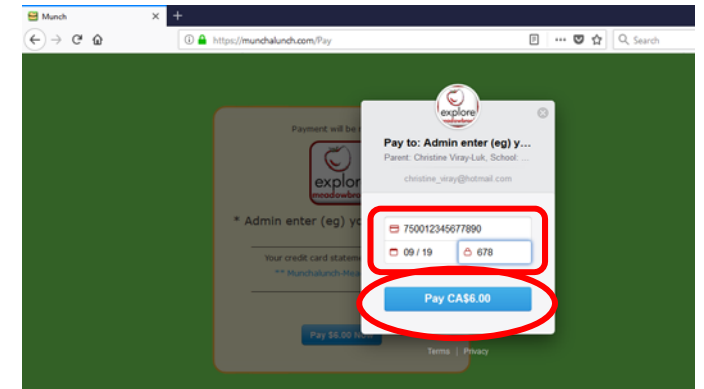
STEP 10: To continue, with payment **click on the 'Next >' button** at the bottom of the screen.



STEP 11: To pay, **click on blue 'Pay \$<amount> Now' button**.



STEP 12: Enter your credit card information and click on blue 'Pay \$<amount>' button.



STEP 13: You should receive a message that states 'Success!', you can either logout or select volunteer dates.

