**New User Registration**
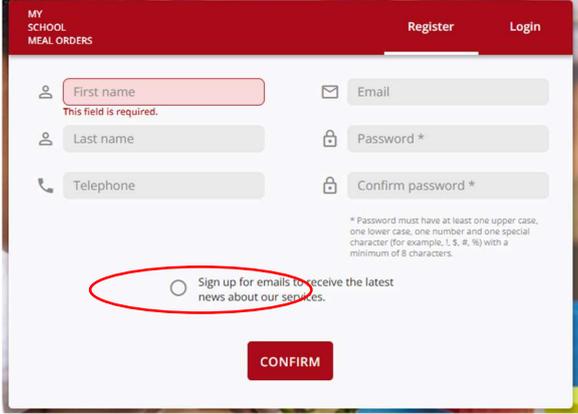
Go to Forerunner | Parent Portal (myschoolmealorders.com)

(https://forerunnerparents.myschoolmealorders.com/register)



A registration page will open.  Fill in all your details and please check the box to receive emails so you will receive email reminders to order, in case you forget. Then click Confirm.
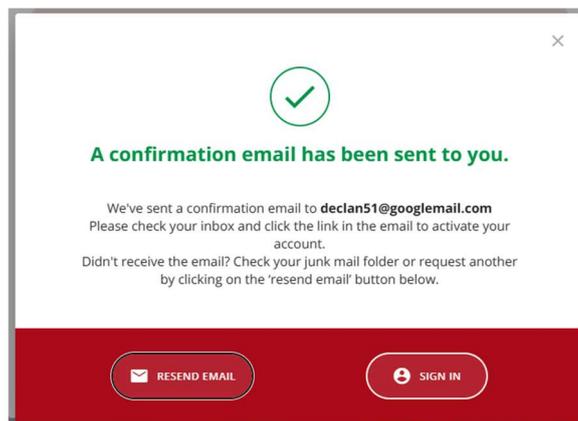


A confirmation email will be sent to your email address asking you to Activate your account.  Go to your email and click the link in this email.  This link will take you to the login screen where you can login.
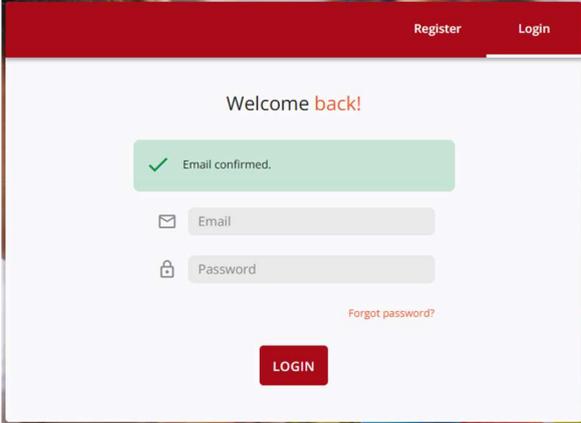
Once logged in, you will need to add your child/children.  Click on Add Your Child.



Fill in your child's details on the form that comes up, and please **be sure to choose the correct school and class**.  Once you're sure, then click DONE.  (If the system says, "it was not possible to identify the child please contact your administrator", then contact your school to verify the school name, year and class details and the spelling of your child's name.)

Your child is now added.  Repeat this step for any additional children at the school.

## Placing an Order



To place an order, log in and click Order Meals.

==(Use 'Order Meals' for ADDING any NEW orders.  Use 'Meals Ordered' for CHANGING any EXISTING orders.)==

A Calendar screen will popup.  Skip forward to September using the arrows at the top of the calendar to place orders for September.  Select the day you want to order for and the menu for that day will pop up.
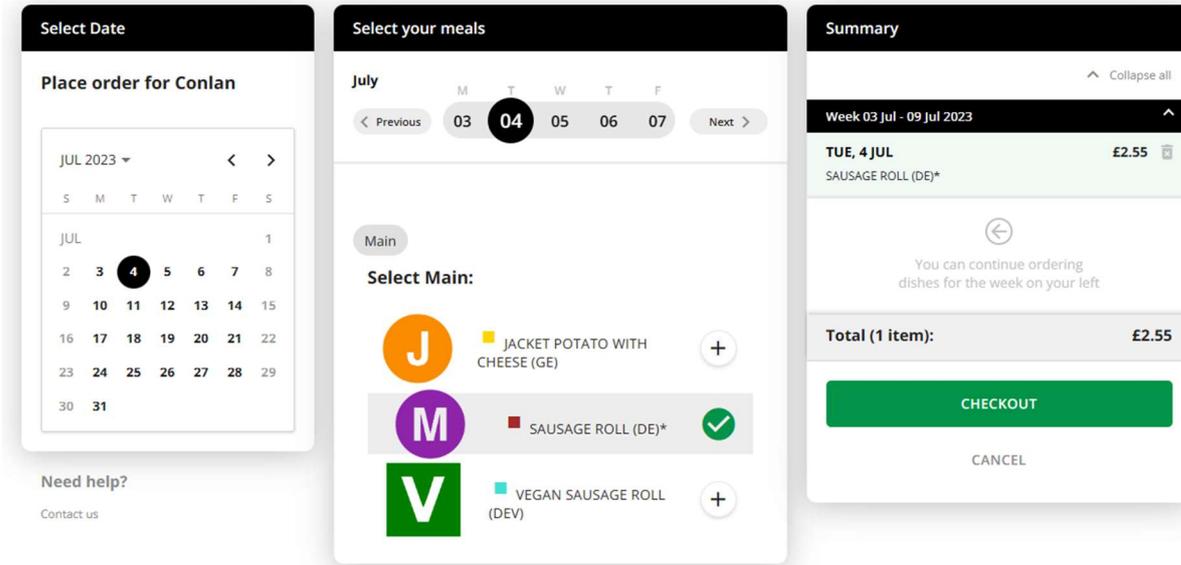
Clilck the Plus sign next to the meal you want for that day and an Order Summary winodw will pop up.



Continue by clicking on each day you want a meal on the calendar and then choosing your meal for that day.  The Order Summary window will continue to update.  We recommend doing a half term or a term at one go.  Then you don't need to worry about forgetting to order each week.

Once you have finished ordering click Checkout.  This is VERY IMPORTANT.  You must checkout and finish your order for the order to go through.

  Click Confirm and Pay and you will get a confirmation screen and an email confirmation.  If you do not get a confirmation then you have not completed your order.
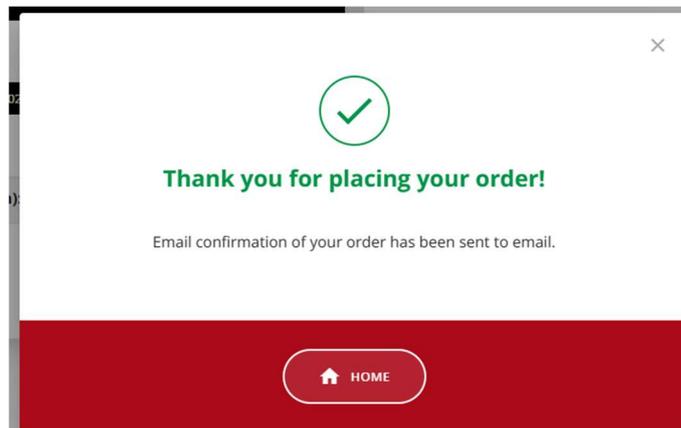


## Adding Funds

If you have to pay for your meals then firstly click Top Up Balance on the Home Screen.  You will need to add a payment card by clicking Proceed.  Add your card and the amount of funds you wish to add  before returning to the Home screen to add your orders.