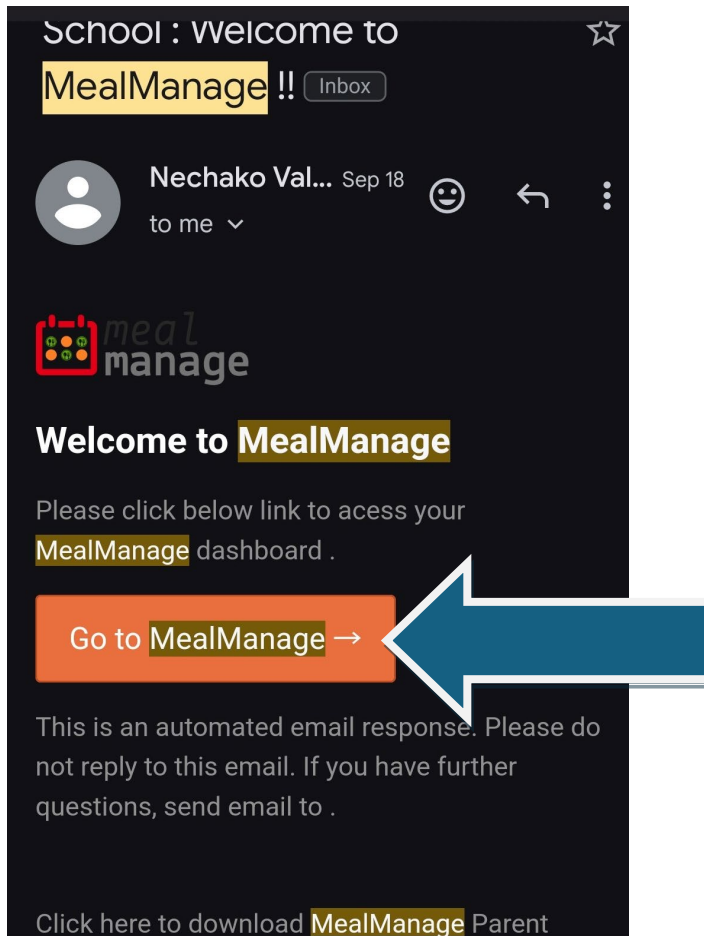


WL McLeod

Meal Manage

Here's how to get started...

- 1) Click <https://app.mealmanage.com/wlm/parent>
 - a. Enter the email address the school has on file
- 2) A link to join Meal Manage will be emailed to you. Click on "Go to MealManage" to create an account.



- 3) A new window will pop up to register your device. You will see a request to send a verification code as in the image below. Select email or mobile. Then "request code".



Register Device

Send Verification Code

☐ Email

☐ Mobile

Request Code

- 4) The code will be sent by email or mobile. A new box will appear with a box to enter the verification code. Click “validate”.



Register Device

Send Verification Code

Enter verification code

Resend Code

Validate

- 5) You now have an account!

You will see the option to order meals, view order, and account history.



[Home](#) [Notifications](#) [Support](#) [Sign Out](#)

NECHAKO VALLEY SECONDARY SCHOOL [2024-2025]

[SCHOOL CONTACT](#)

Balance: Can\$ 0.00

Eligibility: Regular

Pos Pin:

Allergies

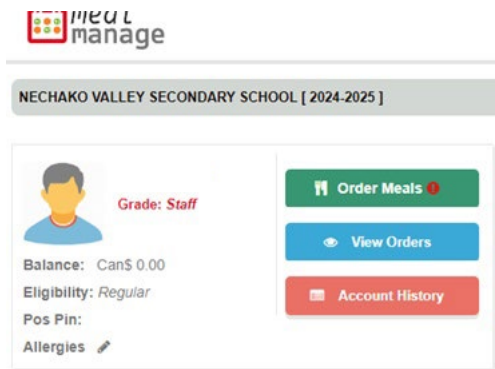
[Order Meals](#)

[View Orders](#)

[Account History](#)

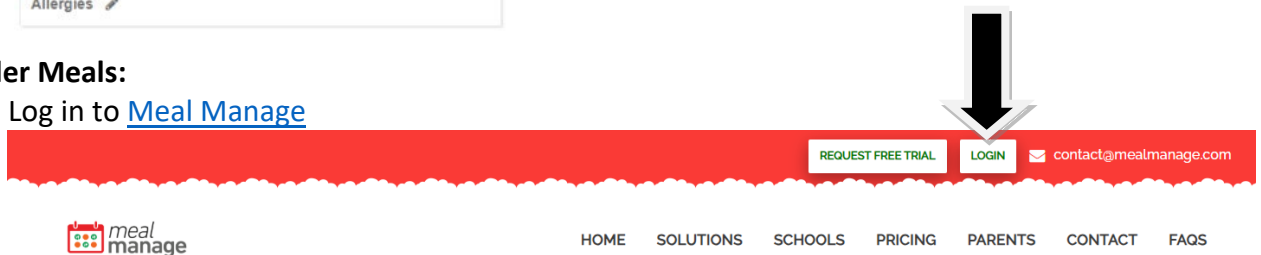
[Add Balance](#) [Settings](#)

- 6) ****Optional****: On the student account image there is a line for “allergies”. Click on the pencil icon. A window will pop up, select the allergens to add to the file. Scroll down and select “save”.

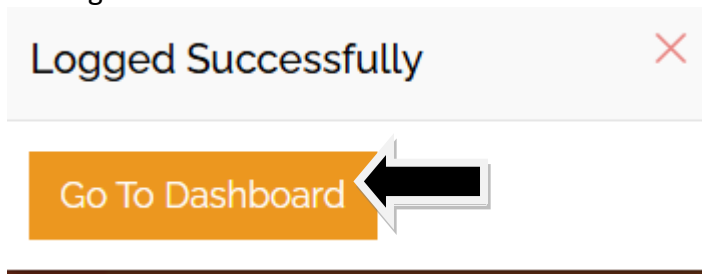


To Order Meals:

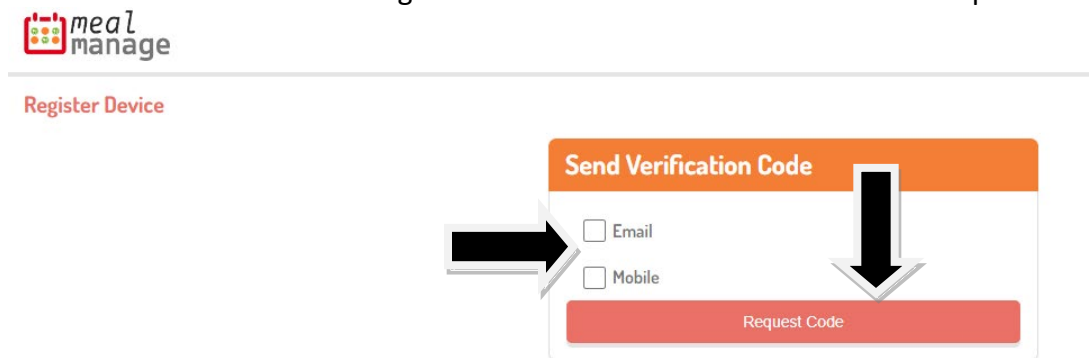
- 1) Log in to [Meal Manage](#)



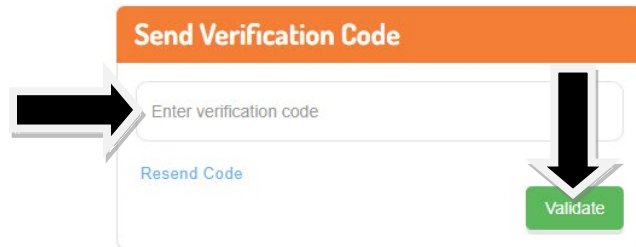
- 2) Click “go to dashboard”



- 3) A new window will pop up to register your device. You will see a request to send a verification code as in the image below. Select email or mobile. Then “request code”.

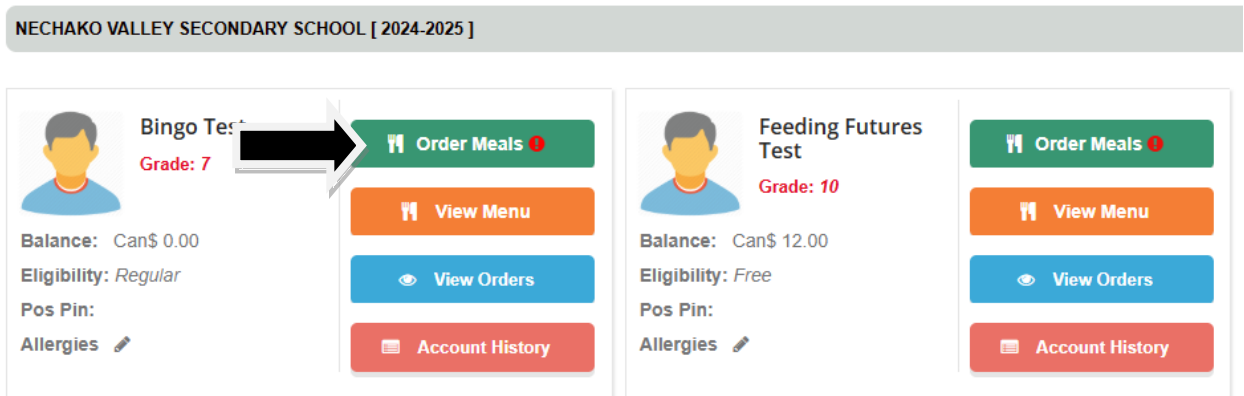


- 4) The code will be sent by email or mobile. A new box will appear with a box to enter the verification code. Click “validate”.



The form is titled "Send Verification Code" in an orange header. It contains a text input field labeled "Enter verification code". Below the input field is a blue link labeled "Resend Code". To the right of the input field is a green button labeled "Validate". A large black arrow points from the left towards the input field, and another large black arrow points from the input field down towards the "Validate" button.

- 5) When you log in, all student accounts connected to the email address will show up, for example:



The screenshot shows a header for "NECHAKO VALLEY SECONDARY SCHOOL [2024-2025]". Below the header, there are two student account cards. The first card is for "Bingo Test" with Grade 7, a balance of Can\$ 0.00, and eligibility of Regular. The second card is for "Feeding Futures Test" with Grade 10, a balance of Can\$ 12.00, and eligibility of Free. Both cards have buttons for "Order Meals", "View Menu", "View Orders", and "Account History". A large black arrow points from the "Order Meals" button of the first card to the "Order Meals" button of the second card.

- 6) Click "order meals"
- 7) A calendar for the month will show up. Click on the items the student wants to be added to the cart. If an item is in red, it means the menu item contains an allergen. Where possible, food allergens will be accommodated if the school kitchen has at least 24 hours notice.

On the calendar, there is a food item, for example "spaghetti", and "Feeding Futures" listed. To continue offering a pay-what-you-can lunch program, the "Feeding Futures" item is listed so households can select how much they can pay for lunch each month.

The lunch program is at the school for each child to be able to access nourishment at school to be ready to learn. If there is something that can be done to make the program more accessible, please let us know.

JUNE-2025

Clear Selections

Review Order

Paid Amount : Can\$0.00 | Order Amount : Can\$0.00

MON	TUE	WED	THU	FRI
2 Entree Pork Skewers Can\$ 6.00 ⓘ	3 Entree Pancakes and Eggs Can\$ 6.00 ⓘ	4 Entree Quesadilla Can\$ 6.00 ⓘ	5 Entree Beef Burger Can\$ 6.00 ⓘ	6 Entree Penne with Alfredo Sauce Can\$ 6.00 ⓘ
9 Entree BBQ Chicken Burger Can\$ 6.00 ⓘ	10 Entree Perogies and Sausage Can\$ 6.00 ⓘ	11 Entree Lasagna Can\$ 6.00 ⓘ	12 Entree Chicken Chow Mein Can\$ 6.00 ⓘ	13 Entree Chili Can\$ 6.00 ⓘ
16 Entree Grilled Cheese and Tomato Soup Can\$ 6.00 ⓘ	17 Entree Meatball Sub Can\$ 6.00 ⓘ	18 Entree Chicken Caesar Wrap Can\$ 6.00 ⓘ	19 Entree Tacos Can\$ 6.00 ⓘ	20 Entree Pasta Can\$ 6.00 ⓘ
23 Entree Soup and Sandwich Can\$ 6.00 ⓘ	24 Entree Hotdog Can\$ 6.00 ⓘ	25 Entree Pork Stew Can\$ 6.00 ⓘ	26 Half Day - Lunch available	27 No School

8) Once all menu items are selected, click “review order”

JUNE-2025



Review Order

Paid Amount : Can\$0.00 | Order Amount : Can\$30.00

MON	TUE	WED	THU	FRI
2 Entree Pork Skewers Can\$ 6.00 ⓘ	3 Entree Pancakes and Eggs Can\$ 6.00 ⓘ	4 Entree Quesadilla Can\$ 6.00 ⓘ	5 Entree Beef Burger Can\$ 6.00 ⓘ	6 Entree Penne with Alfredo Sauce Can\$ 6.00 ⓘ
9 Entree BBQ Chicken Burger Can\$ 6.00 ⓘ	10 Entree Perogies and Sausage Can\$ 6.00 ⓘ 1	11 Entree Lasagna Can\$ 6.00 ⓘ 1	12 Entree Chicken Chow Mein Can\$ 6.00 ⓘ	13 Entree Chili Can\$ 6.00 ⓘ
16 Entree Grilled Cheese and Tomato Soup Can\$ 6.00 ⓘ 1	17 Entree Meatball Sub Can\$ 6.00 ⓘ	18 Entree Chicken Caesar Wrap Can\$ 6.00 ⓘ	19 Entree Tacos Can\$ 6.00 ⓘ 1	20 Entree Pasta Can\$ 6.00 ⓘ
23 Entree Soup and Sandwich Can\$ 6.00 ⓘ 1	24 Entree Hotdog Can\$ 6.00 ⓘ	25 Entree Pork Stew Can\$ 6.00 ⓘ	26 Half Day - Lunch available	27 No School

9) Confirm items, then click “go to payment summary”

JUNE-2025



Go To Payment Summary

Paid Amount : Can\$0.00 | Order Amount : Can\$30.00

MON	TUE	WED	THU	FRI
	2	3	4	5
	9	10	11	12
	Entree	Entree		
	Perogies and Sausage Can\$ 6.00	Lasagna Can\$ 6.00		
	1	1		
	16	17	18	19
	Entree		Entree	
	Grilled Cheese and Tomato Soup Can\$ 6.00		Tacos Can\$ 6.00	
	1		1	
	23	24	25	26
	Entree			
	Soup and Sandwich Can\$ 6.00			
	1			
	30			

10) If money is on the account, the order can be paid with the “meal account balance”

Back To Review Order

Pay With Card



Total order amount	Can\$ 30.00
☐ Meal Account Balance	Can\$ 0.00
Online Payment	
Amount to Pay	Can\$ 30.00
Transaction charges	Can\$ 1.41
Total Payment Amount	Can\$ 31.41

11) Otherwise, select “pay with card”. If choosing to pay with cash or cheque, please bring money to the school and it will be added to the account. Cheques can be made out to “School District 91 – Nechako Lakes”, note: food program in the memo line.



Total order amount	Can\$ 30.00
☐ Meal Account Balance	Can\$ 0.00
Online Payment	
Amount to Pay	Can\$ 30.00
Transaction charges	Can\$ 1.41
Total Payment Amount	Can\$ 31.41

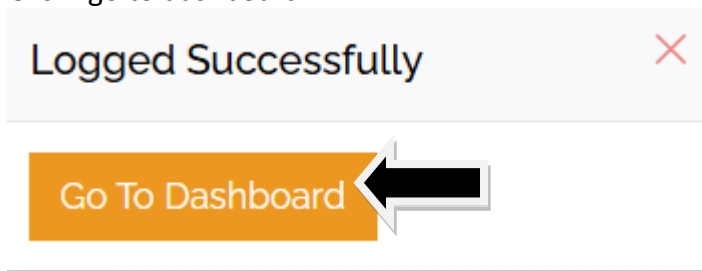
- 12) Enter the debit or credit card information, and follow the prompts to complete payment.

To Add Money to a Student Account (Optional)

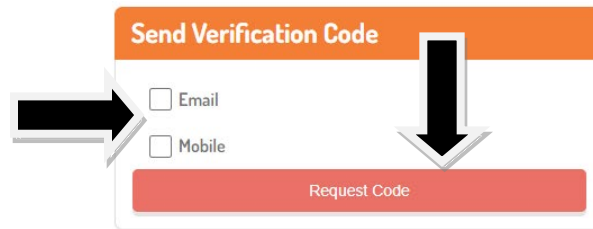
- 1) Log in to [Meal Manage](#)



- 2) Click "go to dashboard"

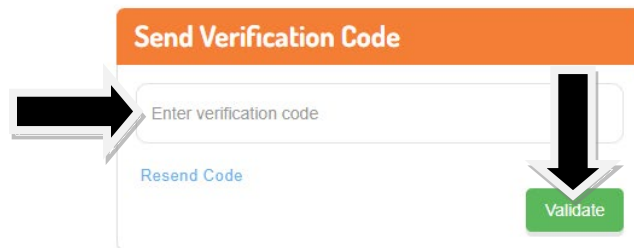


- 3) A new window will pop up to register your device. You will see a request to send a verification code as in the image below. Select email or mobile. Then "request code".



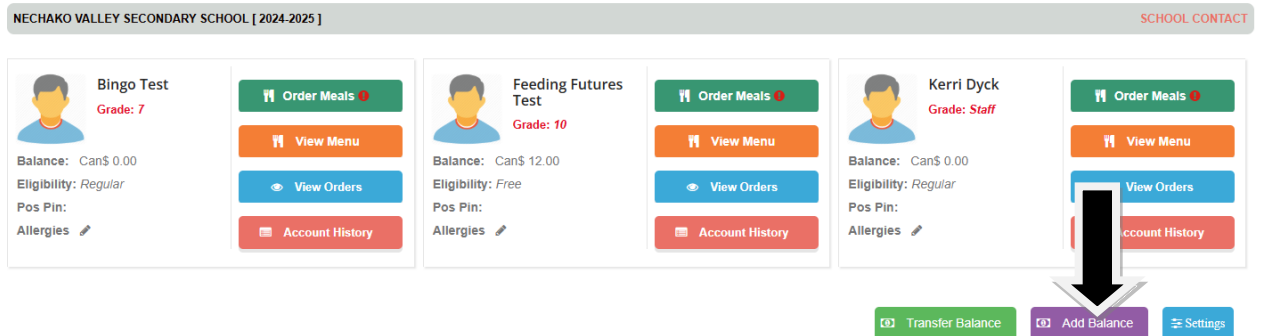
The form has an orange header 'Send Verification Code'. Below it are two checkboxes: 'Email' and 'Mobile'. At the bottom is a red button labeled 'Request Code'. A large black arrow points from the left towards the form, and another large black arrow points from the 'Request Code' button down towards the next step.

- 4) The code will be sent by email or mobile. A new box will appear with a box to enter the verification code. Click “validate”.



The form has an orange header 'Send Verification Code'. Below it is a text input field labeled 'Enter verification code'. Below the input field is a blue link 'Resend Code'. At the bottom right is a green button labeled 'Validate'. A large black arrow points from the left towards the form, and another large black arrow points from the 'Validate' button down towards the next step.

- 5) When you log in, all student accounts connected to the email address will show up. To show up, click “add balance”



The dashboard shows three student accounts: Bingo Test (Grade 7), Feeding Futures Test (Grade 10), and Kerri Dyck (Grade Staff). Each account has a balance, eligibility, pos pin, and allergies. Below the accounts are three buttons: 'Transfer Balance', 'Add Balance', and 'Settings'. A large black arrow points from the 'Add Balance' button down towards the next step.

- 6) Enter the dollar amount you want to add. You may share the amount with multiple students. Then go through the steps of paying with a debit or credit card.

Payment Options:

- 1) Credit Card (Visa/Mastercard), debit card or pre-paid credit cards
 - a. When adding funds in Meal Manage, credit card and debit payments are available. The system uses Stripe as the payment processor.

2) Cash or cheque

- a. If paying by cash or cheque, please bring the money to the school. Make cheques out to "School District 91 (Nechako Lakes)", note 'food program' in the memo line.

Frequently Asked Questions:

1) I am having issues signing up, who do I contact?

- a. Email rturnerklopper@sd91.bc.ca. Robyn is the Food Program manager with the school district and will happily help set up accounts.

2) My internet is poor or I cannot use the website.

- a. No problem! Please visit the school, they can assist with adding funds to accounts. However, only cash and cheque may be paid at the school.

3) How do I set up my account with multiple students?

- a. Accounts are set up by email. On log in, each student should show up that is connected to the email address. If there is a student missing from your account, please let us know. The email may be incorrect on our side.

- b. When adding funds, click "add balance", the following screen appears:

Add Lunch Balance - Nechako Valley Secondary School Back

Amount Equally distribute

Can\$ ☐

NAME	AVAILABLE BAL	AMOUNT
Bingo Test	Can\$ 0.00	Can\$ 0
Feeding Futures Test	Can\$ 6.00	Can\$ 0
Transaction charges:		Can\$ 0.00
Total Amount:		Can\$ 0.00

Cancel Pay With Card

Enter the amount to be added. You can set an amount to add for each student, or pay a lump sum and have the system equally add to each account. Then select "pay with card".

With multiple students, on the main screen, there is a button "transfer balance". If one student has funds, and needs it moved to another student, please click this button. And follow the steps.



4) What happens if there is a balance on the account at the end of the year?

- a. It rolls over to the next school year.
- 5) Can two emails be on one student account? For example, students who have multiple care providers.
 - a. Yes, each student account has a primary and alternate email. If an alternate email needs to be added please email rturnerklopper@sd91.bc.ca or tell the person at the front desk at the school.
 - b. This can be helpful if two different people need access to one student account.
- 6) Where is data collected by Meal Manage stored?
 - a. All data is stored in one of the AWS global servers, which is cloud based. A full privacy statement can be made available.
- 7) Where do I find more information about Meal Manage?
 - a. <https://www.mealmanage.com/>