



# FD MealPlanner Instructions

1. <http://www.fdmealplanner.com/#menu/mp/Woodland%20Park>
2. Click on Register



3. Enter information into required fields.

### Your Information

Registration form for 'Your Information' with the following fields:

- First Name\*: Anna
- Last Name\*: Escalona
- E-mail\*: anna@emailaddress.com
- Phone Number: 555-555-5555
- Language: English (with a green checkmark)
- Password\*: (masked with dots)

At the bottom, there is a checkbox:  I agree to [Terms and Conditions](#), and [Privacy policy](#) \*

### Select Language

### Your Child's Information

Registration form for 'Your Child's Information' with the following fields:

- Choose First name\*: Ava
- Choose Last name\*: Escalona
- Enter User Id: 12345

There is an avatar icon with sunglasses and a 'Change this avatar' link below it. At the bottom are 'Back' and 'NEXT' buttons.

### User ID can be found on On Course

Location selection screen titled 'Find your Location'. The search bar contains 'woodland park'. The list of results includes:

- Woodland Park-Beatrice Gilmore School, NJ
- Woodland Park-Charles Olbon School, NJ
- Woodland Park-ECC, CO
- Woodland Park-Memorial School, NJ
- Woodland Park-School #1, NJ

### Select your child's school

4. Once You Create an Account, Log in & Select Profile

Login screen with the following fields:

- Email\*: anna@emailaddress.com
- Password\*: (masked with dots)

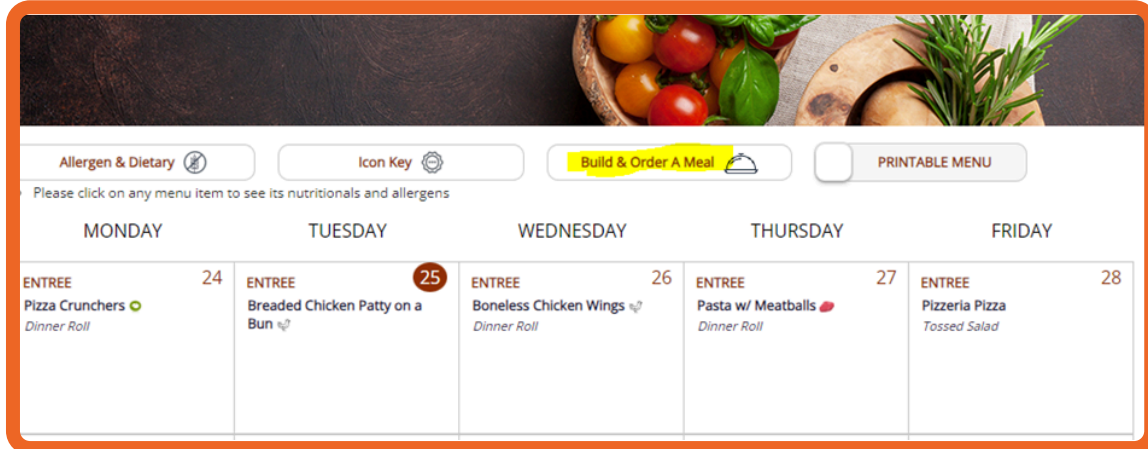
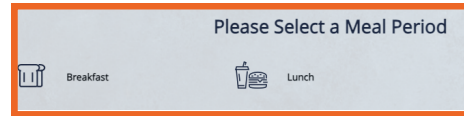
A 'LOGIN' button is at the bottom.

Profile selection screen titled 'Choose a profile'. It shows an existing profile 'Ava' with a purple avatar and sunglasses. Below it are edit and delete icons. To the right is a button with a plus sign and the text 'Add Another Profile'.

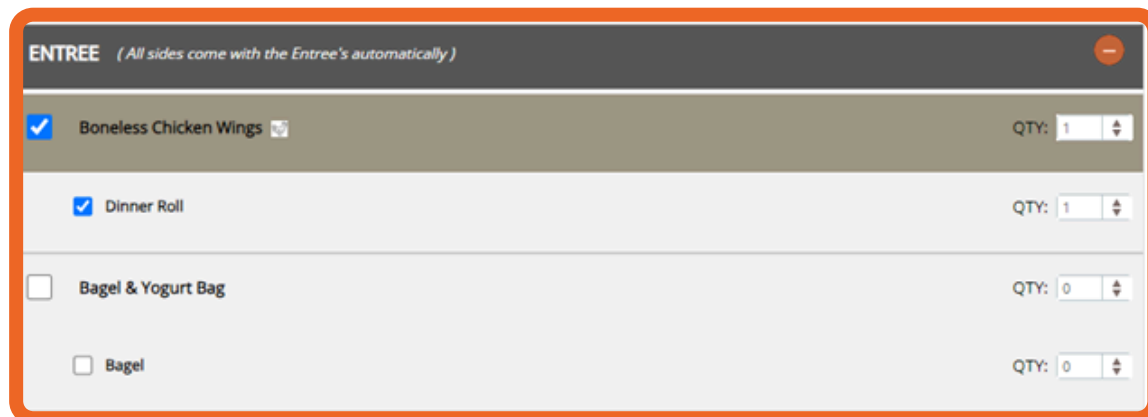



# FD MealPlanner Instructions

5. Select Pre-K Lunch
6. Select Meal Period if Applicable
7. Select Build & Order A Meal



8. Select desired entree. Select fruit, vegetable, and milk (students will automatically receive all).



9. Click "Add Items to Cart" 
10. If ordering for the entire month, repeat steps 7 & 8 for each day of the month
11. Click on the cart icon, located on the top left of the screen
12. Click "Checkout"
13. Choose Delivery Method: Pickup
14. Select Pickup Point: This is your child's teacher
15. Pickup Time is your child's meal period
16. Choose Payment Mode: Enter your student's ID
17. Lastly, Click Place Order
18. Repeat for other meal period (breakfast or lunch) if placing orders for both.

- ★ You can also pre-order your child's lunch on the FDMealPlanner App
- ★ Please add funds to your child's lunch account through PaySchools Central
- ★ Meals for the following day must be ordered no later than 10pm the night before
- ★ If your student will be absent on a day that lunch was ordered, please email the Food Service Director at [wpkpompcafe@gmail.com](mailto:wpkpompcafe@gmail.com) before 8:30am on the morning the student is absent.